

RUSTINGTON PARISH COUNCIL
LIGHTING AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 12 October 2006

PRESENT: Councillors Mrs M Rice (In the Chair), A Akbar, D Murphy and M Warrington

26/06 **CHAIRMAN OF THE MEETING**

In the absence of Councillor Field, Chairman of the Committee, Councillor Mrs Rice was elected Chairman of the Meeting.

27/06 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Field (Personal Commitment), Steward (Other Associated Business) and Tyler (Personal Commitment). These apologies were accepted by the Committee.

28/06 **DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest recorded by Members.

29/06 **MINUTES**

The Minutes of the Meeting held on 8 June 2006 were signed by the Chairman as a correct record.

30/06 **PUBLIC CONVENIENCES**

(a) **Situation Report**

The Clerk referred to Minute 17/06(a) and reported that the programme of regular inspections was continuing, with the standard of cleansing continuing to be satisfactory, with only two complaints received from service users since the last Meeting of the Committee, in respect of the external toilets at the Woodlands Centre.

The Committee NOTED this information.

(b) **Cleansing Contract**

The Clerk referred to Minute 259/06 (Monthly Council Meeting - 25 September 2006) and reminded the Committee of the approved recommendations as follows:-

- (a) The four Public Convenience units should continue to be cleaned and maintained by an external Contractor, in accordance with the new Specification, to take effect from 1 April 2007. An external Contractor to be appointed following the outcome of the Tender Process, in accordance with the Council's Standing Orders
- (b) The Caretaking of the Woodlands Centre to continue to be undertaken in-house

- (c) The Youth Centre and the Rustington Museum at Church Farm Cottage to be cleaned and maintained by the Council's own personnel, with one additional member of personnel being appointed to undertake the cleansing duties at the Youth Centre. This situation to be subject to review upon the completion of the refurbishment of the Museum and its associated building/s
- (d) The Council owned Bus and Beach Shelters to be cleaned by an external Contractor, who should be appointed to undertake this Contract
- (e) The Village Information Centre to continue to be cleaned by the Administrative personnel employed at the Centre.

She said that she was now in the process of progressing these recommendations, and confirmed that an advertisement inviting expressions of interest from Companies interested in tendering for the Public Convenience Cleansing Contract had appeared in the 5 October 2006 edition of the Littlehampton Gazette, for which the closing date for responses was 26 October 2006. After this date, the relevant documents would be forwarded to any interested parties inviting them to Tender for the next three year Contract.

She also confirmed that provision had been made in the draft Estimates for 2007/2008, to be considered later in the Meeting, for a significant increase in the cost of the Cleansing Contract, as the new Specification was far more comprehensive.

The Committee NOTED this information.

(c) **The Street - Refurbishment**

The Clerk referred to Minute 17/06(c) and said that she had approached a local architect with a view to drawing up working plans and she hoped to be able to report back to the next Meeting with Estimates in this regard. She said that in the meantime, provision of £25,000 had been included in the draft Estimates for 2007/2008, which the Committee would be considering later in the Meeting.

The Committee NOTED this information.

(d) **Broadmark Lane**

The Clerk referred to Minute 265/06 (Monthly Council Meeting - 25 September 2006) and said that she had nothing further to report at the present time.

The Committee NOTED this information.

(e) **Loo of the Year Awards 2006**

The Clerk advised the Committee that the Churchill Car Park Toilets had been entered in the 2006 Loo of the Year Awards. She said that the grading results were due to be announced at the end of October 2006, and she would report back to the full Council if an award was received in respect of the aforementioned toilets.

The Committee NOTED this information.

31/06 BUS SHELTERS AND BEACH SHELTER

(a) Cleansing - Situation Report

The Clerk referred to Minute 18/06(a) and reported that the situation was continuing to be monitored, with Sigma Plumbing undertaking extra cleansing of the Beach Shelter, at the junction of Sea Road and Sea Lane, on a regular basis.

The Committee NOTED this information.

(b) Cleansing Contract

The Clerk referred to Minute 30/06(b) and reminded Members that the Council had agreed that the Council owned Wooden Bus and Beach Shelters should be cleaned by an external Contractor with effect from 1 April 2007, who should be appointed to undertake this Contract. She said that the Specification would be sent out to all of the parties expressing an interest in the Public Convenience Cleansing Contract.

The Committee was pleased to NOTE this information.

(c) Refurbishment/Replacement of Bus Shelters

The Clerk referred to Minute 18/06(b) and reminded Members that the Council had been successful with both of its applications for grant funding of 50% towards the replacement of the Bus Shelters in Sea Lane (west side) and in Station Road (between Hurst Road and Sheepfold Avenue). She said that the 2006/2007 Revised Estimate had been increased to reflect the cost of the replacement of an additional Shelter.

She also reminded the Committee that the programme of refurbishment of the Wooden Bus Shelters throughout the Village had been continuing through the Summer months.

The Committee NOTED this information.

(d) Adshel Bus Shelter - North Side of Sea Road

The Clerk referred to Minute 18/06(c) and the Committee NOTED correspondence with Mr Stephen Daniels, Assistant Engineer, Arun District Council, regarding the possible removal of the Adshel Bus Shelter on the north side of Sea Road.

In response to the Council's request for the removal of this Shelter, Mr Daniels had said that as the Shelter was not currently served by any bus routes, he would be contacting Adshel to request that the Shelter be removed from the site as soon as possible.

The Committee was pleased to NOTE this information.

(e) Beach Shelter - Refurbishment

The Clerk referred to Minute 18/06(d) and said that the Council's small maintenance works Contractor had looked at the Shelter, and had suggested that a possible solution to prevent homeless persons sleeping in the Shelter would be to cut a section out of the middle of it, and then refurbish it.

Following a further discussion, the Committee agreed that the Chairman of the Committee and the Chairman of the Council, together with the Clerk, should visit the Shelter and assess the situation, prior to any further consideration of the refurbishment of the Shelter.

32/06 PUBLIC SEATS

(a) Situation Report

The Clerk referred to Minute 19/06(a) and reported that the programme of refurbishment had been continuing throughout the Spring and Summer months, with seats being refurbished at a number of locations throughout the Parish.

The Committee was pleased to NOTE this information.

(b) Provision of Additional/Replacement Seats

The Clerk reported that a donated seat had recently been installed on the Greensward in the vicinity of Pigeonhouse Lane. She said that a seat had also recently been replaced outside the Rustington Sports and Social Club on the Woodlands Recreation Ground, but there were no plans for the provision of any other additional/replacement seats in the current financial year.

The Committee NOTED this information.

33/06 ANNUAL MAINTENANCE OF AMENITY AREAS

(a) Situation Report

The Clerk referred to Minute 20/06(a) and reported that the Summer floral displays had again been most pleasing, with many compliments being received throughout the Season. She reminded Members that the Council's Contractors, Ferring Nurseries, had placed a great deal of emphasis on the use of drought resistant plants, and these had proved to be very successful. She said that the planting of the Winter displays was currently in progress and these were already looking very attractive.

The Committee was pleased to NOTE this information and reiterated its previous compliments in this regard.

She then referred to the shrubbed area along Ash Lane, between Broadmark House at its junction with Ashwood Drive. She said that Ferring Nurseries would be providing the suggested designs and costings within the next month or so, and the Supervisor of the local Youth Offending Team had indicated that his team would be able to clear the old vegetation from this area, ready for the new shrubs and plants.

The Committee NOTED this information.

34/06 2007 GARDENS COMPETITION

The Committee considered arrangements for the 2007 Gardens' Competition and RECOMMENDED that:-

(a) The Competition is divided into six Classes:-

- Class 1 - Window boxes, balconies, patio tubs etc. (residential)
- Class 2 - Window boxes, balconies, patio tubs etc. (commercial)
- Class 3 - Gardens of any size (residential)
- Class 4 - Gardens of any size (commercial)
- (All entries to be clearly visible from the road)
- Class 5 - Schools' Competition
- Class 6 - Community Garden

- (b) Entries be invited from members of the public, with nomination forms being available from local shops, the Parish Council Offices and Village Information Centre, as well as being included with the Council's Annual Newsletter mail-out in May
- (c) The judging to be by external judges, following the production of a short-list by the Chairman of the Committee, Chairman of the District Council (if available), and a representative from Ferring Nurseries
- (d) The prizes are as follows:-

Class 1 Winner	£ 30.00 plus The Brand Trophy
Class 1 Runner Up	£ 15.00
Class 2 Winner	£ 30.00 plus The Taylor Trophy
Class 2 Runner Up	£ 15.00
Class 3 Winner	£100.00 plus The Championship Cup*
Class 3 Runner Up	£ 25.00
Class 4 Winner	£ 50.00 plus The Menage Trophy
Class 4 Runner Up	£ 25.00
Class 5 Winner	£ 50.00 plus The Michael Harwood Cup**
Class 5 Runner Up	£ 25.00
Class 6 Winner	£ 50.00 plus Rustington Resident's Association Trophy***
Class 6 Runner Up	£ 25.00

- * £50.00 contribution by Mr Michael Harwood, private sponsor
- ** Cup to be donated by Mr Michael Harwood of Beds and Borders
- *** Trophy to be donated by Rustington Resident's Association

In addition, each prize winner to receive a small shield for retention

- (e) The closing date for nominations to be set as 21 June 2007, the short-list to be produced on 22 June 2007, with judging taking place during week commencing 25 June 2007
- (f) The Cups and Trophies to be awarded on an annual basis and are returned each year to the Council for the next Competition. The Presentations of the Awards to be made at the Reception following the Annual Civic Thanksgiving Service in September each year

The Committee again asked the Clerk to make the necessary arrangements for notices to be placed in the participating shops in February/March 2007, advertising the fact that a Gardens' Competition would be held later in the year and encouraging participation.

The Committee further RECOMMENDED that each Member of the Council be again asked to nominate an entry in each of the Classes for the 2007 Competition, to ensure a good response in respect of nominations received.

35/06 DOG BINS/LITTER BINS

(a) Replacement Programme 2006/2007

The Clerk referred to Minute 22/06(a) and said that she understood the replacement programme was currently being undertaken by the Arun District Council, and that the, previously agreed, six bins in and around the Village Centre had now been replaced.

The Committee was pleased to NOTE this information.

(b) Additional Dog Bin - Fircroft Crescent

The Clerk referred to Minute 22/06(b) and said that she was pleased to report that this bin had now been installed, and she understood from Councillor Collins that many messages of thanks and appreciation had been received from members of the public.

The Committee was pleased to NOTE this information.

36/06 RUSTINGTON-IN-BLOOM

The Clerk referred to Minute 262/06 (Monthly Council Meeting - 25 September 2006) and reported that the In-Bloom Committee, at its Meeting on 4 October 2006, had agreed to make a recommendation to the Council to enter the 2007 South and South East in Bloom Competition. She said that if the recommendation of the Committee was approved by the full Council, a Public Meeting would need to be held on 13 November 2006 at The Woodlands Centre, to both invite and encourage various individuals, groups and organisations to participate and assist with the 2007 Campaign.

The Committee NOTED this information.

37/06 CHRISTMAS LIGHTING

The Clerk referred to Minute 266/06 (Monthly Council Meeting - 25 September 2006) and said that the lights for the new Scheme had now been delivered to the Council's Offices, ready for installation by Colas Limited. She advised that the lights were due to be lit on 2 December 2006 during the Christmas Shopping Event in the Village, and she understood that the Chamber of Trade and Commerce were hoping to be able to invite a Celebrity to switch the lights on, but this had not been confirmed to date.

The Committee was pleased to NOTE this information.

38/06 TREE WARDEN NETWORK AND THE TREES FOR SHADE CAMPAIGN

The Committee considered a letter received from the Trees and Woodlands Officer, West Sussex County Council, regarding the West Sussex Tree Warden Network and the Trees for Shade Campaign.

Following a discussion, the Committee agreed to take no further action in this regard at the present time.

39/06 INCOME AND EXPENDITURE FOR 2005/2006, 2006/2007 AND 2007/2008

The Committee considered a Report previously circulated by the Clerk of the Council.

The Committee RECOMMENDED that the Income and Expenditure requirements for the Lighting and Amenities Committee be as shown in the attached Schedules.

40/06 DATE OF NEXT MEETING

The Clerk advised Members that the next scheduled Meeting would be held on Thursday 8 February 2007.

Chairman:

Date: