

**RUSTINGTON PARISH COUNCIL**

**LEISURE AND RECREATION COMMITTEE**

**MINUTES:** of the Meeting held on 9 November 2006

**PRESENT:** Councillor G Tyler (Chairman of the Meeting), T Field, D Murphy, D Rogers and M Warrington

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**19/06**            **CHAIRMAN OF THE MEETING**

In the absence of the Chairman, Councillor Mrs Rice, the Committee RESOLVED that Councillor Tyler should be appointed Chairman of the Meeting.

**20/06**            **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Mrs Lines (Family Commitment). This apology was accepted by the Committee.

**21/06**            **DECLARATIONS OF INTEREST**

Councillor Field expressed a personal interest in Minute 23/06(g). He remained in the Meeting during the consideration of this item.

**22/06**            **MINUTES**

The Minutes of the Meeting held on 13 July 2006 were signed by the Chairman as a correct record.

**23/06**            **WOODLANDS CENTRE - EXTERNAL FACILITIES**

**(a)**            **Basketball Court/Kickabout Area - Floodlighting**

The Clerk referred to Minute 14/06(a) and reported that she had nothing further to report in this regard. She said that in view of the excessive costs that would be involved with the installation of suitable floodlighting for the area in question, together with the financial constraints being faced by the Council, she had not progressed the preparation and submission of a Planning Application to date.

The Committee NOTED this information and following a further discussion, RECOMMENDED that no further action be taken in this regard at the present time.

The Clerk then referred to Minute 90/06 (Finance and General Purposes Committee Meeting - 21 August 2006). She reminded Members of the representation received from residents of a property in the vicinity of the Recreation Ground about anti-social behaviour incidents that had occurred at the Woodlands Recreation Ground. In the representation, the residents also expressed their concern that the installation of floodlighting on the Basketball Court/Kickabout Area would encourage more incidents of this type late into the night, causing much disturbance for the residents of Rawson Villas, in particular.

The Committee RECOMMENDED that this representation be held on file, pending any further consideration in respect of the installation of floodlighting in the future.

**(b)**            **Play Area - Replacement Crazy Reflection Mirror Panels**

The Clerk reported that the three Crazy Reflection Mirror Panels in the Play Area had fallen victim, over a period of time, to some damage. She said that she had now obtained a Quotation from Wicksteed Leisure for the purchase and installation of replacement panels as follows:-

Topsy Turvey Mirror	£ 250.00 excl. VAT
Coming or Going Mirror	£ 250.00 excl. VAT
Slim Jim Mirror	£ 250.00 excl. VAT
Roly Poly Mirror	£ 250.00 excl. VAT
Labour cost to fit Mirrors	£ 225.00 excl. VAT
Carriage	£ 85.00 excl. VAT
<b>Total</b>	<b>£1,310.00 excl. VAT</b>

Following a brief discussion, the Committee RECOMMENDED that the Quotation received from Wicksteed Leisure for the purchase only of replacement panels in the sum of £1,085.00 excluding VAT, be accepted.

Reference was made to whether or not Wicksteed Leisure manufactured any mirrors that were more vandal proof than those quoted for. The Clerk said she would look into this prior to ordering the replacement panels.

**(c) Play Area - Additional Equipment**

The Clerk referred to Minute 4/06(a) and reminded the Committee of its previous decision to consider the purchase of two additional items of play equipment, namely a Multi-Play System and a Medium Pedestal Slide when its 2007/2008 Estimates were prepared.

Following a discussion, the Committee RECOMMENDED that no further action be taken in this matter at the present time, but that the possible purchase of these two additional items of play equipment be again considered when the 2008/2009 Estimates were being prepared.

The Clerk said that, in the meantime, she would seek possible grant funding sources that might be prepared to consider an application for the finance required to purchase the aforementioned items.

**(d) Donated Tree Planting Scheme**

The Clerk referred to Minute 14/06(b) and reported that eight members of the public (12 trees) had expressed an interest in participating in the most recent phase of the Tree Planting Scheme and that the Field Maple (Acer Campestre) trees were due to be planted on 16 November 2006 on the Recreation Ground.

She also reported that the Northern Red Oak trees, which had been provided free of charge by Ferring Nurseries, to replace the dead trees from the previous phase of the Scheme would be being planted at the same time.

The Committee was pleased to NOTE this information.

**(e) Charges for Sports Facilities**

Following the consideration of a Report from the Clerk of the Council, the Committee RECOMMENDED that the charges for the Sports Clubs using the Council's facilities for the year commencing 1 April 2007 be as follows:-

(i) Cricket Club	-	£50.00 per game played
	-	£27.00 per game cancelled
(ii) Football Clubs	-	£34.00 per game
	-	£10.50 per friendly game

The Clerk then referred to Minute **269/06 (Full Council Meeting - 25 September 2006)** and reminded the Committee that the fees for the "marking-out" of pitches for the Northfield Football Club which had originally been charged at a rate of £10.00 per time, had been deferred at that time, pending a review by the Committee at this Meeting.

Following a detailed discussion, the Committee RECOMMENDED that a weekly nominal fee of £10.00 in respect of each pitch "marked-out" by the Council's Grounds Staff, be charged to all of the Youth/Children's Football Clubs using the Council's facilities, with effect from 1 April 2007.

**(f) Proposed Relocation of Football Pitch**

**The Chairman of the Meeting referred to Minute 14 /06 (c) and said that the first Meeting of the Working Party and representatives of Rustington Football Club and Rustington Cricket Club was due to take place on 17 November 2006 and that a representative from the Working Party would report back to the Council following the Meeting.**

**The Committee NOTED this information.**

**(g) Rustington Football Club (Youth Section) - North Field**

The Clerk referred to Minute 269/06 (Full Council Meeting - 25 September 2006) and reminded the Committee that an agreement had subsequently been reached between the Rustington Football Club (Youth Section) and the Northfield Football Club regarding the use of the North Field, in that a smaller pitch had now been marked out inside the full size pitch enabling both Clubs to use the Field.

The Committee NOTED this information.

**(h) Continuation of Grasscrete Surfacing - Eastern Boundary of Recreation Ground**

The Chairman of the Meeting referred to Minute 14/06(e) and reminded the Committee that this matter had been deferred pending consideration of the 2007/2008 Estimates at this Meeting.

The Clerk reported that whilst she was in receipt of two quotations for the original specification, these needed to be revised, as certain items included within the quotations were not required at the present time. She advised the Committee that she had taken no further action in this regard, as she did not feel that this work was needed immediately, but could be carried out at some time in the future, when the Council's financial position so permitted it.

Following a further detailed discussion, the Committee RECOMMENDED that this project should not be considered for the 2007/2008 financial year, but should be deferred until the Committee considered its 2008/2009 Estimates in November 2007.

**(i) Proposed Purchase of Additional Enhanced Specification Mower**

The Clerk referred to Minute 4/06(f) and reminded the Committee of its previous decision to give consideration to the possible purchase of a ride-on mower at this Meeting.

She said that she had discussed this matter with the General and Grounds Maintenance Person who had said that the ideal machine for the Council's requirements would be an Etesia Hydro 100 DN (Diesel) Ride-On mower. The Council's Grounds Staff were in need of an additional mower to ease the workload of the now aged tractor, and to increase the cutting capacity. To purchase such a mower would significantly assist the Grounds Staff in coping with the ever increasing workload.

**The Clerk confirmed that the cost of the aforementioned mower would be in the region of £12,000.00 including VAT, and said that interest free credit was available through Etesia on the basis that 50% of the total cost was paid on receipt of**

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**She suggested that the Committee might like to consider this option by purchasing the mower at the beginning of the next financial year, and making a commitment to provide for the balance of the cost in its 2008/2009 Estimates, to facilitate settlement at the beginning of the financial year commencing 1 April 2008.**

Following a detailed discussion, the Committee RECOMMENDED that:-

- the Council's Standing Orders and Financial Regulations, namely Standing Order No. 76(2) and Financial Regulation 11.1(b)(i), in respect of this Contract be waived in view of the specialist and specific nature of the equipment, and also in the interests of Best Value
- an Etesia Hydro 100 DN (Diesel) Ride-On mower be purchased at the beginning of the next financial year, with 50% of the total cost being paid on delivery of the equipment, and the balance being paid at the end of the first 12 month period.

**(j) Proposed Purchase and Installation of Pop-Up Irrigation System for the Cricket Table**

The Clerk referred to Minute 4/06(g) and reminded the Committee of its previous decision to consider making provision for the possible purchase and installation of a pop-up irrigation system for the cricket table in its 2008/2009 Estimates.

She said that, again, in view of the financial constraints being faced by the Council, and with particular attention to the ongoing threat of drought throughout the country, she had not progressed this matter any further to date, pending the Committee's further consideration at this Meeting.

Following a further discussion, the Committee RECOMMENDED that no further action should be taken in respect of this project at the present time.

**24/06 WOODLANDS CENTRE - INTERNAL FACILITIES**

**(a) Current Lettings**

The Clerk gave a progress report on the current lettings against budget and said that the income was, unfortunately, currently running below the estimated 2006/2007 budgeted figure of £46,000.00 by approximately 7%. She then advised the Committee that, as a result of this, she had reduced the Lettings figure in the 2006/2007 Revised Estimate by £4,000.00 to take account of this deficit.

She said that the main reason for this deficit was the fact that, in accordance with a Report received from the Council's Internal Auditor's, deposits received in respect of hirings of the Council's facilities, were no longer included within the total income figure for Lettings, and the return of any such deposits had also been omitted from the total expenditure for the Committee. A secondary factor was that certain regular hirers of The Woodlands Centre had ceased hiring the facilities during the year. Whilst it was anticipated that new hirers would be found during the next twelve month period, provision had been made for a reduced income from lettings.

**(b) Rustington Short Mat Bowls**

The Chairman of the Meeting referred to Minute 26/05(c) and said that this discount system was continuing to operate effectively, with the Club honouring the three hirings per week condition. He reminded Members that it had previously been agreed that the subject of this discount should again be reviewed for the period 1 April 2007 to 31 March 2008.

Following a brief discussion, the Committee RECOMMENDED that a 25% discount continue to be offered to the Rustington Short Mat Bowls Club in respect of its Wednesday evening hiring only, for the period 1 April 2007 to 31 March 2008.

(c) **The Woodlands Centre - Review of Rents**

Following consideration of a Report from the Clerk of the Council, the Committee RECOMMENDED that increases in the hiring charges for The Woodlands Centre, with effect from 1 April 2007, be as shown in the attached Schedule.

(d) **Review of Policy for Teenage Functions**

The Clerk referred to Minute 26/05(a) and reminded Members of the Council's current Policy in respect of Teenage Functions as follows:-

- Hirings in respect of Teenage Functions, covering the ages 13 to 19 inclusive, will only be accepted if the individual concerned is a Rustington Parish resident
- Every Teenage Function booking must carry the names and addresses of two over 21 year olds (Rustington Residents) who will be in attendance for the duration of the function (one being parent to the teenager whose Function it is). They must both sign the hiring agreement assuming responsibility for those in attendance and their behaviour
- £100.00 deposit is payable in advance, refundable in full (providing there is no damage and the Council's Hiring Conditions are fully adhered to)
- Teenage Function Hiring Fees will include the cost of employing fully trained Security Personnel for the duration of the hiring (three for Rock Concert Hirings). The total cost will be included in the final Invoice in respect of the Hiring and will, therefore, be payable in advance.

The Clerk then reported that the Evening Session Fee in respect of any Rock Concerts had been previously set at £100.00, with a deposit to be paid at the time of booking of £100.00, with immediate effect.

Following a brief discussion the Committee RECOMMENDED that the Council's current Policy in respect of Teenage Functions should remain unchanged, together with the Evening Session Fee in respect of any Rock Concerts.

(e) **Village Memorial Hall - Stage Curtains**

The Clerk referred to Minute 15/06(c) and reported that the replacement Stage Curtain Track had now been installed by Curtain Call and Direct Blinds.

The Committee was pleased to NOTE this information.

(f) **Village Memorial Hall - Replacement Chairs**

The Clerk reminded the Committee that provision had been made in its 2006/2007 Estimates for the replacement of all of the chairs in the Village Memorial Hall. She said that she had now obtained three Quotations for replacement chairs and storage trolleys as follows:-

Action Office Furniture	216 x Steel Folding Chairs (2600 series) (deep contoured back rest & upholstered seat pad)	£6,858.00
	4 x Low Hanging Trolley	£1,198.00
	<b>Total £8,056.00 excl. VAT</b>	
Gopak	216 x All Steel Chair (Y/C 114) (upholstered seat)	£6,928.42
	4 x Low Hanging Trolley	£1,444.90
	<b>Total £8,373.32 excl. VAT</b>	

Mobilite International	216 x Upholstered Folding Chair (HDFC04/01)	£13,646.88
	6 x Trolley	£1,890.00
	Transport	£50.00

**Total £15,586.88 excl. VAT**

Following a discussion, the Committee RECOMMENDED that the Quotation received from Action Office Furniture in the sum of £8,056.00 excluding VAT be accepted.

**(g) Proposed purchase of a Numatic Scrubber Drier**

The Chairman of the Meeting reported in detail on problems that were now being experienced by the Caretaker of the Woodlands Centre in respect of not only the increased time having to be spent on cleaning the floor in the Village Memorial Hall, using the antiquated manual method, but also as a result of representations being received from hirers of the Hall, who were not satisfied, on occasions, with the standard of the floor for the purpose of dancing.

The Clerk reported that, with this in mind, she had obtained a Quotation from Southern Counties Janitorial Supplies Limited for a Numatic Scrubber Drier for the Village Memorial Hall as follows:-

Numatic TT3450T Scrubber Drier	<b>£1,047.86 excl. VAT</b>
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Following a further discussion, the Committee RECOMMENDED that the Quotation received from Southern Counties Janitorial Supplies Limited in the sum of £1,047.86 excluding VAT be accepted.

**25/06 COUNCIL OFFICES - AIR CONDITIONING UNITS**

The Chairman of the Meeting referred to Minute 88/06 (Finance and General Purposes Committee Meeting - 21 August 2006) and reminded the Committee of the Council's previous decision to defer this item regarding the possible installation of Air Conditioning Units in the Clerk's Office and the General Administration Office, pending consideration of the 2007/2008 Draft Estimates.

Following a further detailed discussion, the Committee RECOMMENDED that no further action be taken in this regard at the present time, in view of the financial constraints being faced by the Council.

**26/06 WOODLAND PARK SPORTSFIELD**

**(a) Risk Assessment - Rabbits and Moles**

The Clerk referred to Minute 16/06(a) and reported that the service provided by the Arun Pest Control Service was continuing in respect of the Sportsfield.

The Committee NOTED this information.

**(b) Extension of Current Lease - Pavilion**

The Clerk referred to Minute 6/06(b) and reported that she had received a response from the County Council confirming its agreement for an appropriate extension to the Council's Lease at the Sportsfield, to be sufficient for the purposes of a Lottery Funding Application. She confirmed that the County Council would be prepared to prepare a formal undertaking to this effect which should, hopefully be acceptable to the Lottery Fund.

She advised the Committee that following receipt of this information a Meeting had been held with the Chairman of the Rustington Otters Football Club, at which the Chairman of the Committee, Chairman of the Council and herself had been present.

