

# ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex, PO21 4JF

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**COUNCIL CHAIRMAN: Cllr Mrs L. Richardson CLERK/RFO: Sue Batev ASST CLERK: Marv Halpin**

## MEETING OF THE AMENITIES COMMITTEE

I hereby give you Notice that a meeting of the Amenities Committee of Aldwick Parish Council is to be held on **Monday, 11<sup>th</sup> February 2019 at 6.30pm** in the Parish Offices and all members of the committee are hereby summoned to attend.



Parish Clerk

Dated: 5<sup>th</sup> February 2019

**Attention is drawn to the requirement for all Councillors to make a declaration of personal/prejudicial or pecuniary interest that they may have in relation to items on this agenda. They are reminded to make any declaration at any stage through the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.**

### AGENDA

1. Apologies for Absence
2. Declarations of interest by members.  
Members and officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent. Members and officers should make their declaration by stating:
  - a) the item they have the interest in
  - b) whether it is a pecuniary, personal and/or prejudicial interest
  - c) the nature of the interest
  - d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under item 6.
3. To approve the minutes of the Amenities Committee Meeting held on Monday, 19<sup>th</sup> November 2018.
4. Any matters the Chairman wishes to lay before the Committee relevant to Amenities for information.
5. Clerk's Report and Actions.
  - 034.17a Blue Plaque investigations still ongoing for the 'Dr Barnardo's Home for Boys'.
  - 013.18a The Clerk is currently completing the paperwork for the WSCC Operation Watershed grant funding to Hewarts Lane Drainage ditches (part of).
  - 057.18a The Community Awards were presented at the Parish Reception event on Friday, 25<sup>th</sup> January 2019 and awarded to the nominated recipients as agreed by Council min no. 116.18c-057.18a.
  - 058.18a The lighting on the ground floor of the Parish building has been replaced as agreed by Council min no. 116.18c-058.18a.
6. To receive:  
**Questions;** from members of the public.  
**Representations;** from any Councillor who has a prejudicial interest in any of the following agenda items.
7. To make recommendation to the Finance Committee and Council regarding the request for funding from the Head of Community Support Services at Age UK West Sussex regarding the 'Social Prescribing' service, (please refer to previously issued paperwork).
8. To agree that Aldwick Parish Council will fund the Play Rangers sessions for the spring and summer holiday 2019. Play Ranger 2019 cost per session is £300. To agree how many sessions and subsequent costs and possible contingency fund and propose to Council, **see ATT**
9. To retrospectively agree the following urgent Health and Safety work costs;  
7 x Emergency lighting replacement and 2 x LED outside lights at £455.00 – authorised by the Clerk under Standing Orders & Financial Regulation no. 4.5. The Chairman and vice Chairman were kept informed. This will be presented to Council for ratification.

10. To retrospectively agree the following urgent Health and Safety work costs;  
Supply and complete maintenance log and test / takeover certificate along with storage folder  
Supply and fit 'Push Bar To Open' sign for fire exit door as per regulations  
Remove unwanted / faulty exterior floodlights from around the building as per request  
Replace 2x emergency lights in the hall and stairs that have failed the 3 hour test with 2x emergency and combined light units  
Replace 2x emergency lights in the upper offices that have failed the 3 hour test at £335.00.  
The Chairman and vice Chairman were kept informed. This will be presented to Council for ratification.
11. To receive a report from the Clerk regarding the maintenance of the Parish Buildings Emergency lighting
12. To agree that Lowen Electrical Services now maintains and certifies annually the Emergency lighting for the Parish Council building and recommend to Council.
13. To agree that both Parish Toilets are refurbished to an approved DDA standard. Members to agree to delegate the authority to accomplish this project to Cllr Mrs Coppard , Cllr Smith and the Clerk up to a budget of 8k. This will include the removal of materials, walls painted, new extractor fans, tiling and grouting, anti-slip tiles on the floor, 2 x new wash basins, 2x taps with thermostatic TMV 3 controls, 2 x W/C, grab rails, new pipe work in chrome and all rubbish removed and electrical work certified, and propose to Council.
14. To agree that an external gas supply is connected to the Parish building using a national network distributor and that the Clerk has delegated authority to accomplish this project within a budget of 3.5k. A quote was received in July 2018 for costs of £2742.86 + VAT for this work. An allowance for a re-quote on today's costs has been made, and proposed to Council. Please note: a confirmed quotation should be available for Council.
15. To agree the supply and installation of 1 x 40kw boiler and 12 x radiators and all associated fixtures & fittings to the Parish building. Members will be aware that the Parish Council has been awarded a Big Lottery Fund of 8.5k for the Aldwick Community Heating Project and that the total costs of this project are approx. 10.5k. Members are asked to agree that delegated authority to complete this project is given to the Council Chairman, the Chairman of Amenities, the Chairman of Finance and the Clerk and to propose this to Council.
16. To agree to apply any building insulation works that may be required and propose to Council.
17. To elect a Council Representative to the Parish Allotments to liaise with the allotments holders and Clerk and to carry out regular inspections of the allotments and report any findings to the Committee and Clerk.
18. To receive reports and updates on:
  - a. Footpaths
  - b. Allotments.
  - c. Ditches/Drainage
  - d. Anti-Social Behaviour issues.
  - e. Avisford Park/Westmeads Public conveniences
19. To receive updates from the following working groups;
  - a. Heating Working Group
  - b. Council Facilities Working Group
20. Correspondence for the Amenities Committee.

**Date and time of next meeting: 25<sup>th</sup> March 2019 @ 6.30pm**

Meetings of the Committee are open to the public

Note that attachments are not distributed with copies of the minutes but are available for inspection with the master copy of the minutes in the Council offices.