

Aldwick Parish Council

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

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CHAIRMAN: Cllr Mrs L. Richardson. CLERK/RFO: Sue Batey. ASS'T. Clerk: Mary Halpin

MINUTES OF THE MEETING OF THE AMENITIES COMMITTEE

Held on Monday, 11th February 2019 at 6.30 pm at Aldwick Parish Offices.

Present: Cllr Mr A. Smith; Cllr Mrs S Coppard; Cllr Mrs L Richardson; Cllr Mr J. Bass (Chairman); Cllr Mrs S Stallard (Vice-Chairman) & Cllr Mr R Gotheridge.

In Attendance: The Clerk, The Ass't Clerk and 2 Members of the Public.

Apologies received: Cllr Mr Manion – attending a meeting; Cllr Mrs J Rufey – personal commitment. Apologies accepted and approved.

The meeting opened at: 6.30 p.m.

063.18a **Declarations of Interest by Members**

None.

064.18a **To approve the Minutes of the Amenities Meeting held on Monday 19th November 2018**

Resolved, members agreed that the minutes of the meeting of Monday 19th November 2018, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

065.18a **Any matters the Chairman wishes to lay before the Committee relevant to Amenities for information.**

None.

066.18a **Clerk's Report and Actions**

034.17a Blue Plaque investigations still ongoing for the 'Dr Barnardo's Home for Boys'.

A Member stated that the Blue Plaque scheme no longer operates outside of London, but that Community groups are entitled to erect their own plaques and that a grant could be sought to aid with the expense. This item will now be removed from Clerks report & actions.

013.18a The Clerk is currently completing the paperwork for the WSCC Operation Watershed grant funding for Hewarts Lane Drainage ditches (part of).

057.18a The Community Awards were presented at the Parish Reception event on Friday, 25th 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.

067.18a **To receive;**

Questions from members of the public - None

Representations from any Councillor who has a prejudicial interest in any of the following agenda items – None.

068.18a **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).**

Members agreed that this sort of initiative should not be fully funded at a Parish/Town level as the amount requested could not be sustained and that Age UK West Sussex should be advised to apply for Discretionary Grants within the area. Members requested that this recommendation be proposed to Council.

- 069.18a 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.**
Proposed and seconded and carried and recommend the following to Council;
Members stated that they were very keen to have sessions each week of the Spring/Summer School holiday and that this would cost £7,200. Members also expressed that more information was required regarding the contingency fund suggested by the supplier.
- 070.18a 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.**
Proposed, seconded and carried and recommend for Councils ratification.
- 071.18a 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.**
Proposed seconded and carried and recommend for Councils ratification.
- 072.18a To receive a report from the Clerk regarding the maintenance of the Parish Buildings Emergency lighting.**
The Clerk gave members a full report regarding the emergency lighting status of the building and stated that it was now fully compliant with regulations.
- 073.18a To agree that Lowen Electrical Services now maintains and certifies annually the Emergency Lighting for the Parish Council building and recommend to Council.**
Proposed and seconded and carried and recommend to Council.
- 074.18a 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.**
Proposed, seconded and carried. The Amenities Committee to ask Council to agree this proposal and the delegated authority as stated. The Chairman of Council stated that she would call an Extraordinary Meeting of the Council to expedite this project.
- 075.18a 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.**
Proposed, seconded and carried. The Amenities Committee to ask Council to agree this proposal and the delegated authority as stated. The Chairman of Council stated that she would call an Extraordinary Meeting of the Council to expedite this project.

- 076.18a 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**
Proposed, seconded and carried. The Amenities Committee to ask Council to agree this proposal and the delegated authority as stated. The Chairman of Council stated that she would call an Extraordinary Meeting of the Council to expedite this project.
- 077.18a To agree to apply any building insulation works that may be required and propose to Council.**
Proposed, seconded and carried. The Amenities Committee to ask Council to agree this proposal and the delegated authority as stated. The Chairman of Council stated that she would call an Extraordinary Meeting of the Council to expedite this project.
- 078.18a To elect a Council Representative to the Parish Allotments to liaise with the allotment holders and Clerk and to carry out regular inspections of the allotments and report any findings to the Committee and Clerk.**
Cllr Mr Smith was proposed and seconded and duly elected.
- 079.18a To receive reports and updates on:**
- a. Footpaths** – nothing reported
 - b. Allotments** – leaking outside tap and overhanging vegetation have been reported and will be checked out by the Council representative and reported to the Clerk.
 - b. Ditches/Drainage** – Nothing to report.
 - c. Anti-Social Behaviour issues** – The Clerk to formulate a proposal for the next Amenities meeting in order to prevent the green area outside the Parish Council offices being used by cars.
 - d. Avisford Park/Westmeads Public conveniences** – A Member reported that more suitable locks have been fitted to the toilets.
- 080.18a To receive updates from the following working groups**
- a. Heating Working Group** – Already discussed
 - b. Council Facilities Working Group** – Already discussed.
- 081.18a Correspondence for the Amenities Committee.**
The Clerk reported on two items:
An email concerning damaged slates at the Bus Shelter adjacent to Aldwick Green and further information that these had been fixed.
A card of thanks received from the recipients of the Community Award.

The date and time of the next Amenities meeting is;

Monday, 25th March 2019 @ 6.30pm.

The meeting closed at 7.28 p.m.