

# Aldwick Parish Council

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

Tel & Fax: 01243 263330 Email: clerk@aldwickparishcouncil.gov.uk

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, 25<sup>th</sup> March 2019 at 6.30 pm at Aldwick Parish Offices.

- Present:** Cllr Mr A. Smith, Cllr Mrs S Coppard, Cllr Mrs J Rufey, Cllr Mrs L Richardson, Cllr Mr J. Bass (Chairman) & Cllr Mrs S Stallard (Vice-Chair).
- In Attendance:** The Clerk, The Ass't Clerk and 2 Members of the Public.
- Apologies received:** Cllr Mr Manion – previous engagement, Cllr Mr R Gotheridge - previous engagement. Apologies accepted and approved.

The meeting opened at: 6.30 p.m.

---

### 082.18a **Declarations of Interest by Members**

None.

### 083.18a **To approve the Minutes of the Amenities Meeting held on Monday, 11<sup>th</sup> February 2019.**

Resolved, members agreed that the minutes of the meeting of Monday, 11<sup>th</sup> February 2019, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

### 084.18a **Any matters the Chairman wishes to lay before the Committee relevant to Amenities for information.**

None.

### 085.18a **Clerk's Report and Actions**

- 068.18a Council (min no: 152.18c) carried. The Clerk has written to Age UK stating 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.
- 069.18a Council (min no: 152.18c) carried. To supply 26 sessions (£300 each session) of Play Rangers during the spring and Summer School holidays 2019 for a cost of £7,800.
- 070.18a Council (min no: 152.18c) ratified. To retrospectively approve the following urgent Health and Safety work costs; 7 x Emergency lighting replacement and 2 x LED outside lights at a cost of £455.00.
- 071.18a Council (min no: 152.18c) ratified. 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 a cost of £335.00.
- 073.18a Council (min no: 152.18c) carried. That Lowen Electrical Services will now maintain and certify annually the Emergency Lighting for the Parish Council building.
- 074.18a Council (min no: 142.18c) carried. That both Parish building toilets are refurbished to an approved DDA standard. It was also carried to delegate the authority to accomplish the project to Cllr Mrs Coppard, Cllr Smith and the Clerk up to a budget of 8k.
- 075.18a Council (min no: 142.18c) carried. 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. Current quote; £2742.86.

- 076.18a Council (min no: 142.18c) carried. To 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 grant of 8.5k for the Aldwick Community Heating Project and that the total costs of the project are approx. 10.5k. Council agreed that delegated authority is given to the Council Chairman, the Chairman of Amenities, the Chairman of Finance and the Clerk to complete the project with a budget up to 10.5k which includes the 8.5k grant.
- 077.18a Council (min no: 142.18k) carried. To apply any building insulation works that may be required up to a budget of £1.650.

- 086.18a 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.**
- 087.18a To agree to purchase under the Amenities Committee Terms of Reference and Delegated Powers, Budget Code 24 - 2 x drop down parking posts to safeguard the Parish Car Parking facility at a cost of £278.00 excluding VAT.**  
Proposed, seconded and carried.
- 088.18a. To agree to purchase under the Amenities Committee Terms of Reference and Delegated Powers, Budget Code 24 – 3 x Parking restriction information signs for the Parish Council to safeguard the Parish Car Parking facility up to a cost of £600.00 and authorise the Clerk and Cllr Mrs Coppard to complete the project.**  
Proposed, seconded and carried.
- 089.18a To agree to purchase under the Amenities Committee Terms of Reference and Delegated Powers, Budget Code 24 – 3 x Aldwick Parish Council building signs up to a budget of £600.00 and authorise the Clerk and Cllr Mrs Coppard to complete the project.**  
Proposed, seconded and carried.
- 090.18a To receive reports and updates on:**  
**a. Footpaths – nothing reported**  
**b. Allotments –** Cllr Smith reported that vegetation growing over a private fence from the allotments had been dealt with.  
**c. Ditches/Drainage –** Nothing to report.  
**d. Anti-Social Behaviour issues –** Nothing to report.  
**e. Avisford Park/Westmeads Public conveniences –** The clerk reported that an invoice from Arun District Council is on its way for £6,000, showing a £2,000 reduction reflecting the 3 month closure to Avisford Park toilets earlier in the year.  
Cllr Smith stated that he would ensure that the toilets in West Park and Avisford Park are in good condition prior to and during the Play Ranger events.
- 091.18a To receive updates from the following working groups**  
**a. Heating Working Group –** Already discussed  
**b. Council Facilities Working Group –** The Contractor will be starting the refurbishment work to the parish building toilets on Thursday, 28<sup>th</sup> March 2019.  
The Chairman gave members an update regarding the refurbishment work to the car park.
- 092.18a Correspondence for the Amenities Committee.**  
None for this meeting.

The date and time of the next Amenities meeting is;  
**TBA 2019 @ 6.30pm.** The meeting closed at 7 p.m.