



To Chairman and Members of the **Amenities Committee:**

Councillors: **Christine Payne MBE** (Chair), **Helen Coote**, **Howard Coote**, **Sally Morris**, **Ian Nisbet**, **John Pritchett**,
(With copies to other Members for information).

You are summoned to a meeting of the **AMENITIES COMMITTEE** to be held on
Monday 25th September 2023 at 7.30pm
at the Willingdon Library Hub, Coppice Avenue, Willingdon.

Signed: *N. Williamson*

20th September 2023

Nicola Williamson (Clerk to Willingdon and Jevington Parish Council)

The public have a right and are welcome to attend.

The press and public are reminded that they must contact the Parish Clerk if they wish to attend, they should remain silent when the meeting is in progress in accordance with the Public Bodies (Admission to Meetings) Act, 1960. Meetings may be recorded in line with the protocol agreed by the Parish Council (copies available on request).

AGENDA

1. Apologies and notification of substitutes.
2. To accept the minutes from the meeting held on 26th June 2023.
3. Declarations of interest: To receive notices of declaration, personal & prejudicial, in respect of items on this agenda.
4. Public question time - to deal with any questions from members of the public, relating to items on this agenda.
5. To Consider the Clerks Report.
6. Floral Planting.
7. Bus Shelters – to agree which company to use.
8. Request from resident for a dog bin in Park Croft.
9. Library Hub.
 - i) Update & Works to be.
 - ii) Minutes of the last Hub Trust Meeting.
10. Foulride Green.
11. Budgetary Controls.
 - i) Income and expenditure to date.
12. Risk management – to consider the effects (if any) arising from items on the agenda.
13. Urgent items – for noting or referral to next agenda for Full Council or appropriate committee / sub-committee.
14. Date of next meeting: Monday 20th November 2023.



The minutes of the **AMENITIES COMMITTEE** held on **Monday 26th June 2023**.

At The Willingdon Hub Library, Coppice Avenue, Willingdon.

Present: Cllrs Christine Payne MBE (Chair), Helen Coote (HC), Howard Coote (HC), Sally Morris (SM), Ian Nisbet (IN),

In Attendance: Nicola Williamson – Parish Clerk (NW), 4 x Members of the Public.

<u>Item</u>	<u>Subject</u>	<u>Action By</u>
A23/14	<u>Apologies, Councillors not present and notification of substitutes</u> There were Apologies received from Cllr J Pritchett who was away. These Apologies were NOTED and APPROVED. Cllr Payne wanted to start the meeting by thanking previous Chair Ryan Weedon for the excellent job he has done in the last year. It has been very much appreciated by everyone.	
A23/15	<u>To sign the minutes of the meeting held on Monday 20th January 2023.</u> RESOLVED: To accept the minutes of the meeting held on Monday 20th January 2023 as an accurate and true record and were signed by Chair Christine Payne.	
A23/16	<u>Declarations of interest</u> There were no declarations of interests.	
A23/17	<u>Public Question Time</u> – to deal with any questions received from members of the public relating to items on this agenda. There were four members of the Public to talk about item A23/18.	
A23/18	<u>Jevington Soakaway</u> <u>*Standing Orders were suspended*</u> Chair Cllr Payne invited the members of public to speak and express their concerns about the Jevington soakaway. They had previously complained about the long grass/wildflowers that had recently been cut as part of the Parish Contract. They were upset that when the long grass/wildflowers are cut it is destroying the habitat of butterflies, lizards, toads and many more and the wildflowers too. Now this is cut back three times a year. The Members discussed the matter with the residents/members of public and offered a solution of cutting back the grass once a year in early September. The residents/members of the public thought this is a promising idea. Members then AGREED to only cut the grass back once a year in early September. The members of the public suggested that the Sussex Wildlife Trust should take over looking after this historical site. NW to investigate this further. <i>7.48pm - The four Members of Public left the meeting.</i> <u>*Standing Orders were re-instated*</u>	NW
A23/19	<u>To consider the Clerks Report</u> The Clerk's report which had been circulated with the agenda was NOTED. i) Handyman Works and other works The works carried out by Dave Miles were NOTED. The historical bridge at the Triangle has been repaired by Dave Miles on behalf of the PC. Cllr Payne reported that there has been some misinformation given to the residents by	

	Cllr Stephen Shing in his Feedback newsletter about the historical bridge at the Triangle. It was reported that ESCC had carried out the repairs, but this is wrong, and the Parish Council carried out the repairs. Cllr Payne would like to see the authors of Feedback put a correction about the bridge in the next Feedback newsletter. NW reported the PC would be putting in a photo and write up of the bridge in the next PC newsletter. ii) Bus Shelter – Update on Eastbourne Road NW reported the licence has been applied for and ESCC are carrying out the necessary checks with highways and the bus services. iii) Bus Shelter – request from residents for a covered Bus Shelter outside the Seven Sisters Pub. Members AGREED this was a good idea and for the Clerk to apply for the licence from ESCC. iv) Bench – request from a resident for a bench in Meadows Road Members AGREED to the bench request, as the resident is going to pay for the bench. Members AGREED the PC would maintain the bench. v) Bench – In memory of John Martin Members had AGREED at the last Full Council meeting to place a bench in memory. Members AGREED to have the bench inscribed rather than a plaque. NW to contact Janet Martin and family to decide on the inscription. vi) Defibrillator Update NW reported that following Monks tracing the electricity supply to the telephone box to UK Power Network, she had contacted them to advise of the plans to move the defibrillator from the Hall to the telephone box. vii) Eastbourne Road - Subway Willingdon Community School has been contacted regarding painting a mural on the subway at the Triangle. They are very keen, and the Art Department will be in touch to make arrangements. Residents have indicated that they think this would be a lovely idea.	NW NW NW NW NW NW NW
A23/20	The Library Hub i) Update & Works to be carried out Members NOTED the previously circulated report. Following a recent electrical installation condition report carried out by Monks Electrical Contractors, a few urgent repairs were highlighted to be carried out urgently. Members discussed the matter and asked NW to investigate the electrical report when the library was handed over to the PC from ESCC. Concerns were expressed, that if the PC are spending lots of money on the library, ESCC could still potentially take the library back at the end of the lease. NW to contact the PC solicitor for advice and to check previous electrical reports. This can be referred to the next Full Council meeting. It was noted that there were no fire extinguishers in the Library NW to check with the Library Hub the reason for this and if PAT testing was being carried out. The PC had given a grant to the library to carry out garden works which is taking place soon. ii) Income and Expenditure – All NOTED. NW reported that the library income and expenditure is now under Amenities. The PC continue to support the library with quarterly payments of £789.50. iii) Minutes of the last Hub Trust Meeting The notes of the last Hub Trust meeting were NOTED.	NW

A23/21	<u>Foulride Green</u> The Clerk's report was NOTED . No further updates about the proposed access roads on Foulride Green. A meeting has been requested numerous times with ESCC Highways and the PC but still no meeting. An SLR meeting has been scheduled for August and the proposed works will be on the agenda.	<u>NW</u>
A23/22	<u>Budgetary Controls</u> i) Income and expenditure to date – The Clerk's report was NOTED .	
A23/23	<u>Risk Management</u> – to consider the effects (if any) arising from items on the agenda. None.	
A23/24	<u>Urgent Matters</u> – for noting or referral to the next agenda for Full Council or appropriate committee/sub-committee. None.	
A23/25	Date of next meeting - Monday 25 th September 2023	<u>NW</u>

Meeting closed at 8.21 pm.

Signed Committee Chair.....

Date.....



Clerks Report for Amenities Committee Meeting on Monday 25th September 2023

Agenda Item 5. To consider the Clerk's Report

i) Handyman Works

Dave Miles has cleared all the twittens that are on his contract including the cutting of the hedges at Jubilee Gardens.

Library – New lock on the toilets and some ceiling painting has been completed.

Public toilets – new baby changing unit and a new toilet seat installed.

Youth Shelter – painting to conceal graffiti.

Paragon Pathway and Tott Yew to Oldfield Road – pathways cleared.

Meachants Lane – Dead trees and pathway cleared.

ii) Repairs to the bridge at the Triangle

There are three more small cracks on the bridge at the Triangle. Dave Miles to carry out the repairs.

iii) Meadows Road – Bench application update

Licences have been applied for.

iv) John Martin's Bench – update

The bench has been delivered to the office and will be installed at the end of September. Janet Martin's family are visiting in October so the bench will be ready and in situ for the visit.

v) Defibrillator Update - Willingdon Memorial Hall

The defibrillator has now been put into the telephone box and records all updated with the location. New defibrillator signage has been added to the telephone box. Some residents were sad to see the book borrowing scheme stopped and have asked if some books could still be put in the telephone box if it doesn't interfere with accessing the defibrillator. I have attached a photo of a dual telephone box for information.

vi) Eastbourne Road – Subway

Willingdon Community School expressed interest in getting Art students to paint a mural on the underpass following ESCC giving provisional permissions for this to happen. ESCC have issued all the rules and regulations for this which has been forwarded to the school.

vii) Noticeboards

Barretts Home's have finally confirmed that the two areas the PC wanted to put noticeboards have been given the green light. Noticeboards on order.

Agenda Item 6. Floral Planting

Residents from St Annes Road have asked if there could be some daffodil/crocus bulbs planted at the end of St Annes Road and Eastbourne Road.

Raised Planted Area at Jubilee Gardens – this was planted up last year with summer plants and is looking rather messy. An idea would be to plant it with some green perennials and some autumnal colours planting.

Agenda Item 7. Bus Shelters – to agree which company to use

ESCC have issued the licences to install bus shelters in Seven Sisters Road and Eastbourne Road. I have got quotes from two companies but nothing from the third one yet.

ESCC have advised they have funding to cover the costs of the groundworks and raised kerb for both bus shelters which they have confirmed they will support.

Enquires have been made to get costs for the real time information boards at the bus shelters, ESCC are checking this and whether this can be funded through ESCC (BSIP – Bus Service Improvement Plans).

To fulfil the requirements of the financial regulations are required three quotes are required. Quotes have been sought from Clear Channel, GW Shelters and Externiture:

Company	Shelter	Other Work	Cost (Ex VAT)
Externiture	3 Bay Mono with half ends (Seven Sisters Road) 3 bay Mono with full ends (EB Road)	Kerb, pathway work and traffic management.	TBC
GW Shelter	2m Arun Cantilever with no ends 3m Arun Cantilever with no ends	Kerb, pathway work and traffic management.	£4435.00 £5696.00
Clear Channel	No quoted yet	Kerb, pathway work and traffic management.	

Agenda Item 8. Request from resident for a dog bin in Park Croft

A resident has requested for a new dog bin to put in Park Croft as there isn't one in the area, there are many dog walkers and no bins.

The price of a new bin would be £833 +VAT and the extra cost of emptying per year would be £275+VAT.

If it isn't on Parish Council land licences would need to applied for which would incur more costs.

It would be prudent to write to the neighbours in the vicinity to advise of any proposed dog bins.

Agenda Item 9. Library Hub

i) Update & any works to be carried out.

ESCC annual asbestos inspection had been scheduled to take place on 25th August, but no one showed up. To be rescheduled.

Electrical Works – Following a quote by Monks for urgent electrical repairs of £7732.80 plus VAT, two more quotes have been sought and have not yet been received.

ii) Income and expenditure to date

To continue to support the library with a quarterly payment towards the day to day running costs.

This year it has been £3158 with £789.50 to be paid quarterly.

2nd Payment for July, August & September has been paid.

iii) Minutes of the Hub Trust Meeting. The latest minutes are attached.

Agenda Item 10. Foulride Green – latest update

On 31st August a site visit had been arranged with the Planning Inspector Paul Freer, Cllrs John & Fran Pritchett, N Williamson, D Murray, Peter Vine (Appellant), Acuity Law and a representative for transport. The purpose of the site visit was for the Planning Inspector to look at the Vine's application to de-register their common land and what they are offering in exchange.

It was disappointing that the maps the Vines were showing the Inspector were not the same as the PC had received prior to the meeting. The updated maps showed that the 1066 is NQT going to be diverted now. The attenuation ponds will be either side of the path with pipes going under the path to supposedly keep the water level the same. The proposed common land that is being offered in exchange is extremely boggy and includes a lot of the field to the right of the entrance and some to the left, but it has a lot of hedges which would mean a maintenance plan but who would maintain this if approved? The land is also around the attenuation ponds (8.5 meters deep) which would mean this would need fencing off which would incur a lot of cost and work.

It was **AGREED** the proposed land offered was not acceptable and the Vines must provide comparable, contiguous land of the same area unless a Court or Inspector allows otherwise.

The Inspector walked all around the land taking many photos and gave no indication how long his report would take.

Agenda Item 9. Budgetary Controls

i) Income and Expenditure to date – attached.



Management Group Meeting Mon 14th Aug 2023 12.30 Hub

Minutes

Apologies: none

Business:

1. All actions from July meeting have been undertaken.
2. Update from Debbie T re Calendar Project: Debbie is still waiting for printing costs to be confirmed. AM to invite DT to next month meeting for an update or provide an update.
3. Asbestos inspection – to be carried out by ESCC on Friday 25th Aug. Parish Clerk to be in attendance
4. Willingdon Primary School visit – Oct 17th pm for all to note.
5. AM discussed some research findings from a study undertaken by University of East Anglia involving English libraries. The findings are reported to be a ‘gamechanger’ for how libraries are viewed by local and national decision-makers. The evidence suggests that investing in libraries brings huge returns for local communities and the public purse including understanding and responding to community needs. Further the Covid-19 pandemic emphasises the strength and power of libraries at a time when users risked isolation. AM to write a piece for publication on the website and Facebook.
Action AM
6. Back room refurbishment: The room has been stripped of unwanted rubbish and some shelving removed to make room for cupboards. AM has asked the PC whether the small radiator can be removed to make space for cupboards. **Action AM.**
A free standing tall cupboard will be placed by front double doors for tile and light bulb storage. Steven a local painter has been approached to repaint and decorate the room. A local carpenter has been approached to build new cupboards when the radiator has been removed and the painting completed.
7. Hub computer. LF has been loaned a Hub computer for finance business. It has had excel software uploaded.
8. The Sept meeting date has been changed to Monday Sept 25th at 10.30 to follow on from Trustees meeting.

1. Updates from role leaders

a **Di Lyon: Clubs** Games club has grown in number and is active, Book club has increased its membership to 12. Knit and Natter has a regular 10-12 attendees. Pilates is very popular, French club runs intermittently, genealogy will recommence in Sept. Gardening Club- a new liner has been purchased and will be relined. JF will contact Alison Gann to be a point of contact for new members and enquiries.

b. **Jo Fitzpatrick: General updates** – will follow up with Gina Pellet and see if she wishes to undertake a more active role in the library management now that she has retired. St Wilfreds have dropped off their leaflets and will be invited to shared coffee morning on 28th Jan 2024. A different charity will be invited every other month to a shared coffee morning. The Hub will donate £20 from the coffee morning to each charity that they support.

c **Linda Wilkinson: Events update-** Lady Crabtree was very successful.

Jacqueline Wilson will be approached to visit the Hub to celebrate the 5th anniversary. An event will be held on 22nd June 2024. LW to contact Debbie T for contact details.

Sept – produce and garden fayre: Plants are being donated by IH, jams and marmalades are being made. Stalls: specialist tea and coffee, honey, aloe vera, fresh bread, pies, eggs.

d. **Lesley Fryer: Finance update.** We have received a biannual maintenance payment from the PC. Credits and debits were detailed.

2. **Date and time of next meeting Mon Sept 25th 10.30 following the Trustees meeting.**

15/09/2023

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 General Amenities								
1084 Grass Cutting Contribution	0	0	3,304	3,304			0.0%	
1085 Street light income	0	0	60	60			0.0%	
General Amenities :- Income	0	0	3,364	3,364			0.0%	0
4037 Grounds Maintenance	6,780	0	0	0		0	0.0%	
4039 Dog Bin Emptying	2,600	1,380	3,809	2,429		2,429	36.2%	
4041 New Equipment	1,280	1,809	0	(1,809)		(1,809)	0.0%	260
4043 Litter & Waste Removal	520	275	609	334		334	45.2%	
4044 General Maintenance	1,023	1,134	0	(1,134)		(1,134)	0.0%	
4046 Handyman Maintenance	461	844	4,774	3,930		3,930	17.7%	
4047 Grasscutting Contract	30,510	30,660	26,910	(3,750)		(3,750)	113.9%	
4050 Trees and Hedges	0	0	2,000	2,000		2,000	0.0%	
4074 Contingency	0	180	1,000	820		820	18.0%	
4342 Memorial Seats Maintenance	1,444	540	1,296	756		756	41.7%	
4344 Jevington Pond - Green Lane	450	187	450	263		263	41.6%	
4345 Footpaths	1,965	819	1,965	1,146		1,146	41.7%	
4346 Jubilee Gardens	2,006	792	1,176	384		384	67.3%	
4347 Glen Close Land	225	94	225	131		131	41.7%	
4348 Foulride Green	405	0	0	0		0	0.0%	
4349 Willingdon Memorial Hall	744	310	744	434		434	41.7%	
4361 Flowers around the Village	404	0	0	0		0	0.0%	
4700 Library contribution	0	1,579	3,158	1,579		1,579	50.0%	
4710 Library contingency	0	1,849	7,851	6,002		6,002	23.6%	
General Amenities :- Direct Expenditure	50,817	42,452	55,967	13,515	0	13,515	75.9%	260
Net Income over Expenditure	(50,817)	(42,452)	(52,603)	(10,151)				
6000 plus Transfer from EMR	0	260						
Movement to/(from) Gen Reserve	(50,817)	(42,192)						
Grand Totals:- Income	0	0	3,364	3,364			0.0%	
Expenditure	50,817	42,452	55,967	13,515	0	13,515	75.9%	
Net Income over Expenditure	(50,817)	(42,452)	(52,603)	(10,151)				
plus Transfer from EMR	0	260						
Movement to/(from) Gen Reserve	(50,817)	(42,192)						