



**MINUTES OF ASSETS AND AMENITIES  
COMMITTEE MEETING  
WEDNESDAY 11<sup>TH</sup> OCTOBER 2017**

**PRESENT:** Cllr A Brown (Vice Chair of Committee), Cllr C Alden, Cllr G Baum, Cllr M Beal, Cllr C Dean, Cllr D Johnson, Cllr M Mockford, Cllr B Rainer and Cllr T Wiener, Clerk to the Council.

**IN ATTENDANCE:** District Cllrs J Connor & D Wakeham, Cllr C Purnell.

Cllr A Brow welcomed the Councillors and members of the public and opened the Assets and Amenities meeting at 8.01pm.

**AA.62/17 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr S Newman due to previous commitments and Cllr J Fletcher due to ill health. District Cllrs R Barrow & J Elliott also sent their apologies.

**AA.63/17 TO RECEIVE AND DETERMINE DISPENSATION REQUESTS BY MEMBERS**

There were none.

**AA.64/17 TO APPROVE AND SIGN MINUTES OF ASSETS & AMENITIES MEETING HELD ON 19<sup>TH</sup> JULY 2017**

The minutes of the Assets and Amenities meeting held on 19<sup>th</sup> July 2017 had been previously circulated and were presented for approval.

Cllr M Beal proposed, seconded by Cllr C Alden, that the minutes be confirmed and signed as a true record.

**RESOLVED**

For: 9	Against: 0	Abstained: 0
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**AA.65/17 CHAIRMAN'S ANNOUNCEMENTS**

There were none.

**AA.66/17 COMMUNICATIONS RECEIVED FOR INFORMATION**

All communications were list under the Planning Committee minutes of the same date.

**AA.67/17 PROPERTIES AND BUILDINGS**

**Mill Lane Store**

Following a tendering process Archibald Shaw, a Chichester based chartered surveyors, had been commissioned to run the Mill Lane project through procurement to completion. It was anticipated that the project will run in order that work was completed in Spring 2018. In an update the Clerk advised that the initial stages of producing a procurement spec. plus arranging site clearance and required trial holes were all in hand. This information was noted.

**Selsey Centre**

Interim work to the section of roof over the nursery building was carried out in August following a severe squall which lead to further leaking. Quotations for the general repair of the roof have been reviewed by the Clerk and Management Committee and the commissioning of the work is now in hand. It was agreed that the Clerk will approach CDC, as landlords, for a contribution to the funding of this significant work. Operational arrangements, including fees and lone working, have all been under review. It was agreed that the CCTV system may need upgrading and the Centre Manager is seeking quotes for the same. The Centre Manager has been working with the team at the Town Hall to review fees and the charging structure for the Council's premises and recommendations are made below.

Despite the generous forecast made in budget planning for 2017/18, the Clerk noted that due to the unanticipated but necessary maintenance demands the budget for maintenance was likely to be exceeded and a note had been made to the Finance & Administration Advisory Group. The Clerk would work with the Centre Manager to provide a detailed breakdown and forecast of anticipated expenditure for 2018/19 to avoid a recurrence of overspend. This was noted

#### Town Hall Complex

The annual request for support had been received from the organisers of the Community Christmas Day Lunch. STC have supported this for the past three years with an in-kind contribution, allowing the hall hire at no cost.

Cllr M Mockford proposed, seconded by Cllr C Dean, that the hall hire cost once again be given in kind for the Community Christmas Day Lunch 2017. **RESOLVED**

For: 9	Against: 0	Abstained: 0
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The Clerk advised that work had now started on the conversion of the Exhibition Hall to accommodate a Sussex Police Hub, commencing Wednesday 27<sup>th</sup> October with an expected completion date of 6<sup>th</sup> November 2017. This was noted.

As reported to A&A earlier in the year, works were required to the Town Hall, most urgently repointing to the side of the Large Hall and a replacement of the rotten door off the Large Hall storage cupboard. The Clerk had sought quotations for the same and a report had been circulated to Members giving details.

Cllr C Alden proposed, seconded by Cllr M Mockford, that the quotation for £4550 be accepted to be drawn from the Town Hall maintenance budget be accepted. **RESOLVED**

For: 9	Against: 0	Abstained: 0
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#### Hall Hire Fee Review

Following discussion at A&A on 19<sup>th</sup> July 2017 regarding the current fee structure a thorough fee review had been conducted by the teams at the Selsey Centre and the Town Hall Complex. Current capacity against usage had been analysed, problems examined and potential new opportunities for growth identified. A full report, containing the recommendations of the booking teams, had been circulated to all Members in advance. This report advised that no uplift in general hall hire fees be applied in 2018/19 but that the price of a wedding ceremony package should be revised to £150 from 1<sup>st</sup> April 2018 for new bookings. It was further suggested that the cost of set-up and equipment hire should be examined and a further report on this from the booking teams would be circulated to Council in the first quarter of 2018.

Cllr C Alden proposed, seconded by Cllr M Beal, that the recommendations contained in the report be accepted. **RESOLVED**

For: 9	Against: 0	Abstained: 0
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### **AA.68/17 AMENITY AREAS AND EQUIPMENT**

#### South East in Bloom

A full report from the Community Support Co-Ordinator had been circulated to Members and was noted. It was suggested that the volunteer groups should be encouraged to apply for funding for equipment through the annual grants programme. Further updates would follow once the Clerk had met with the groups involved to discuss next steps.

#### Play Areas

Following a £15k allocation from the Community Fund for accessible play equipment to enable children of all abilities to enjoy our open spaces the Clerk had met with the member of the public whose suggestion this was and received very useful feedback from her regarding the challenges she faces when choosing play areas to visit where both her children, one of whom is severely physically disabled, can have a good time. Having researched companies who offer a good range of equipment the Clerk was now arrange site visits to discuss requirements and options with various providers. Additional funding would have to be found to provide a good range of equipment and the County Cllr

had indicated that she may support an application to the Member's Big Society fund once a suitable scheme had been identified. This was noted.

Following a spate of vandalism to the gym equipment on the Recreation Ground new parts had been ordered and the issues reported. This was noted.

#### Festive Lighting

Repair and refurbishment work had been completed on the entire stock of lights ahead of the 2017 festive season. PAT testing had been completed on approximately 50% of the lights, with Cllr A Brown due to complete the remainder by the end of the month. Sockets had been replaced along both sides of the High Street from New Asian Spice to the Town Hall, with the requirement for extension leads having been largely eliminated to reduce light failure. Testing work on all sockets and power distribution units was due to be completed by the end of the first week in November. The steel socket for the Christmas Tree was being installed by AB groundworks on 13<sup>th</sup> October 2017. The Town Co-Ordinator noted that STC could not have achieved so much this year without the support of the illuminations volunteers and the commitment of Colin Rose Electrics. Thanks were expressed to all involved.

#### **AA.69/17 STREET SCENE – LIGHTING AND FURNITURE**

There were none.

#### **AA.70/17 FOOTPATHS, BRIDLEWAYS/CYCLEWAYS**

##### To Consider a Response to Natural England's Proposals for Improved Access to the Coast between East Head and Shoreham

The consultation link had been circulated to all Members by the Clerk.

Cllr M Beal proposed, seconded by Cllr M Mockford, that STC made no comments on the proposals other than to support the principal of improved access to the coast, to include sustainable access such as cycleways wherever possible.

**RESOLVED**

For: 9	Against: 0	Abstained: 0
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#### **AA.71/17 TO RECEIVE REPORTS FROM OR ABOUT LOCAL SOCIAL AND SPORTING ORGANISATIONS AND EVENTS**

##### Community Tool Library

The interactive session STC held with the local voluntary groups during the Annual Town Meeting in April had identified the demand for a community tool bank and STC undertook to pursue this if possible. Peter Lawrence, the Community Liaison Officer at WSCC, made STC aware of their Community Tool Library initiative and introduced with the lead officer who was pleased to report that Selsey qualified as an ideal location. The initiative aims to equip communities with the tools necessary to maintain areas for the benefit of the wider community – for example, strimming pathways or verges. It would not replace the existing WSCC maintenance schedule but allowed communities who wish to do so the opportunity to take action in a more timely way. The Tool Library would be built, stocked and insured by WSCC with the equipment being maintained, tested and certified by them on an ongoing basis. The shed would be accessible via a keycode locking system which will be issued to registered volunteers. In order to utilise the WSCC insurance users of the tools would need to training lasting approximately a day this would be free of charge and run by Darren Rolfe, Senior Community Solutions Officer. The library would be installed to the side of the storage unit on the Recreation Ground, being a central but secure location. This was noted.

##### Selsey Football Club

SFC used the Recreation Ground for some matches, a historical arrangement which the Cricket Club were aware of and support. The Clerk advised that this be noted and SFC apprised of the revised arrangements for use & access. This was agreed.

##### Burnetts Fun Fair

Burnetts had again requested use of the Recreation Ground next year from the evening of 12<sup>th</sup> August to 5<sup>th</sup> September 2018. It was noted that fees for 2017 were set at £1400 with £500 being retained by Burnetts as a contribution towards the firework display. The Cricket Club noted that extended dates

would have a major impact on their season which ran to end of September. Given this and the increased likelihood of adverse weather later in August/September affecting the ground conditions the Clerk recommended that the period of hire requested be carefully considered. Concerns were raised regarding the length of the requested period due to the impact on the neighbouring property and damaged suffered in some years through the Fair exiting the Recreation Ground in damp conditions. This had resulted in cost the Council through repairing the ground and a deposit was suggested, to be returned once STC were satisfied that the ground was in acceptable condition. It was further suggested that the level of support for the Fair's visit be reviewed over the coming year.

Cllr B Rainer proposed, seconded by Cllr C Purnell, that the period of hire be offered as from the evening of Sunday 12<sup>th</sup> August to midday on Tuesday 28<sup>th</sup> August 2018 being the day after the Bank Holiday, with fees set at a total of £1900, £500 being retained by Burnetts only if a fireworks display was held and an additional deposit be paid to secure the requested dates, at a rate set by the Clerk and only to be returned once the Fair had departed the Recreation Ground, the ground inspected and if required, returned to a condition deemed by the Council to be satisfactory. **RESOLVED**

For: 8	Against: 1	Abstained: 0
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Cllr C Dean wished his objection to be noted.

#### **AA.72/17 MEMBERS' QUESTIONS AND REPORTS ON A&A MATTERS**

There were none.

There being no other business, Cllr A Brown closed the meeting at 8.55pm.

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Chairman