

WORTH PARISH COUNCIL

**Amenities & Assets Committee
Meeting**

17th March 2025

WORTH

Parish Council

Chief Officer to the Council:
Leanne Bannister

Council Offices

**1st Floor, The Parish Hub,
Borers Arms Road,
Copthorne
West Sussex
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Issued: 11th March 2025

To: Members of the Amenities & Assets Committee

Notice of Meeting

You are summoned to the **Amenities & Assets Committee** meeting of Worth Parish Council to be held on **Monday 17th March 2025** in the South Room of the Parish Hub, Borers Arms Rd, Copthorne when the following business will be considered and transacted.

Mrs L Bannister
CHIEF OFFICER TO THE COUNCIL

AGENDA

1. Public Question Time

To receive, and act upon if considered necessary, comments made by members of the public. This item will last for a maximum of 15 minutes with individual contribution up to a maximum of 3 minutes.

Members of the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement, and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.

Members of the public will only be allowed to speak at any other time during the meeting at the discretion of the Chairman, and will be governed by the rules set out in the Council's Standing Orders at all times.

- 2. Apologies** – to **receive** and **approve** apologies for absence.
- 3. Declarations of Disclosable Pecuniary and Other Interests** – to **receive** any declarations of interest from Councillors.
- 4. Minutes** – to **approve** the Minutes of the Amenities & Assets Committee meeting held on 16th December 2024 (attached).
- 5. Chairman's Announcements** – to **receive** any announcements by the Chairman of the Amenities & Assets Committee.
- 6. Allotments** – to **request** two volunteer councillors to complete the allotment inspections in April and June.
- 7. Card Receipts** – to **consider** purchasing a card reader to enable the Council to take payments by card (report attached). Note that spending would be approved via delegated authority.

8. **Events on Council Land** – to **note** that:
 - a. WPC is responsible for the hire of the field next to the Haven Centre on behalf of Mid Sussex District Council, and receives 25% of the income earned from this.
 - b. The Copthorne Village Green has been booked for the Copthorne Carnival on 28th June.
9. **Land west of Francis Court** – to:
 - a. **Note** that this land has now been registered to the Council with possessory title.
 - b. **Recommend for approval** the quote of £580 plus VAT to survey the trees on the land. A tree that had died had to be felled on the land as an emergency as it was breaking up, at a cost of £250 plus VAT.
10. **Assets of Community Value** – to **note** that the Council was unable to appeal or ask for a review of the decisions made by Mid Sussex District Council in relation to the Royal Oak and Prince Albert.
11. **Council and Community Assets** – to **receive** any update as to the responsibilities of the Council in relation to Council-owned land and assets.
 - a. To **note** that 9 out of the 10 street light columns have been replaced. The final column is to be replaced in the new financial year. This is because it required a road closure. All emergency works will be complete once this is finalised, and all urgent works are due to be completed before the end of the financial year.
12. **Council Premises and Land** – to **discuss** and **comment** upon matters relating to Council-owned, leased or managed land and buildings.
 - a. To **consider** allowing Crawley Down Cricket Ground to close the land to members of the public during the wet season (approximately December to March). This is to protect the ground from damage which is leaving the ground unable to be played.
 - b. To **consider** pursuing Swish Fibre for a wayleave agreement for their cabinet on land in Crawley Down.
 - c. To **approve** the amended land hire conditions (attached).
13. **Matters for Consideration submitted by the Village Working Parties** - to **note** activities to date, and to receive any recommendations.
14. **Consideration of items for discussion by the Village Working Parties** – to **consider** and **agree** items to pass to the two Working Parties for discussion at their meetings, these to be put on a future Council/Committee agenda if necessary.
15. **Date of the next meeting**: To be confirmed.

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS

Worth Parish Council

Minutes of the Amenities & Assets Committee Meeting held on Monday, 16th December 2024, after the Special Budget Full Council Meeting

Present: Cllr Casella (Chairman) Cllr King (Vice Chairman)
Cllr Coote Cllr Cruickshank
Cllr Dymond Cllr Phillips
Cllr Wilson
Miss H. Smith (Acting Clerk) 32 members of the public
3 Cllrs Gibson, Williams and Bingle sat in
the meeting as members of public.

23 Public Question Time

The Chairman welcomed all to the meeting and asked if everyone here was for the Royal Oak presentation or if any members of the public had any questions. The question was asked 'What is an ACV?' Cllr Casella advised it is Something that is a benefit of the community. For the last 9 years the site has been empty. MSDC has decided it is not being used as an asset. When the ACV was renewed 5 years ago, it was borderline. Mr Hook has provided evidence for an appeal

Cllr Casella advised Worth Parish Council will request a review of the decision; this will take MSDC 6-8 weeks to decide. We will be looking towards the end of Feb for a response. It was confirmed it will not be a public meeting.

The question was asked 'Is there anything to prevent a Loss of application again'- It was confirmed by Cllr Casella MSDC will acknowledge the receipt of the review.

'Is there anything that can be done to make it a community asset' - private – it is her decision. There is no obligation to sell

Cllr Ian Gibson requested to ask two questions as a member of the public.

1. Has the council engaged with the owner? - It was confirmed that a meeting had occurred.

2.Does the council agree with the Secretary of State's recent statement regarding compulsory purchase of beloved asset's strengthening the need to appeal.

-It was noted that the earlier comment from the Chairman confirmed Worth Parish Council will request a review of the decision.

The Chairman called time on public question time as there would be further opportunities to discuss later in the meeting after Mr Hook's presentation.

24 Apologies

No Apologies to note

25 Declarations of Interest

There were no declarations of interest at this point of the meeting.

26 Minutes

It was AGREED by all present that the Minutes of the meeting on the 23rd of September 2024 were a true and correct record.

27 Chairman's Announcements

No announcements to make

28 Presentation From Dave Hook Dave hook presented his presentation to the members of the public and the committee members.

Standing orders were raised to allow members of the public to speak.

Question was asked regarding the meeting with the owner. This was passed over to Cllr Bingle- who explained the building is in a bad condition- priority must be improvement of site.

'Can we compulsory Purchase – It was explained the Robert Eccleston from Mid Sussex had previously attended a Crawley Down working Party meeting and had Confirmed Mid Sussex would not do this.

It was advised We are going to ask for MSDC for a review of the decision – if the review is not successful, we need to focus on a resolution.

Looking for Stability of a plan mutual support and agree a way forward- commercially and for the village. Constructive meeting. Looking to have another meeting end of Jan.

Save the Royal team would like the ACV renewed to keep pressure on – without that concerns are it will change to a shop straight away.

Cllr Gibson as a member of the public made his opinion clear he felt the meeting with the owner was underhand, and he did not like the people chosen to attend.

It was made clear there was nothing underhand regarding this meeting, no decisions were made, and any decision making would happen in the correct committee meeting.

It was AGREED to ask the residents 'What does the village want'- request for questionnaire to be extended and communicate with leaflets around the village.

It was reiterated that the building is the second oldest in the village after the church- people do not want to see it pulled down. The question was asked if Worth Parish Council can apply for a preservation order. It was confirmed that the building is not old enough.

It was NOTED by residents that Copthorne has two pubs running successfully.

It was AGREED that an officer would request a review of the MSDC decision.

Standing orders were reinstated- All members of the Public Left the meeting.

29 Council and Community Assets

Copthorne Recreational ground:

Cllrs NOTED the update on the drainage works.

Defibrillators:

Proper Officer to check how many are in each village that are accessible 24hrs a day. Cllr King NOTED that to the West of Copthorne there would be no defibrillators on site.

Prince Albert Pub:

ACV Decision still to be decided, acting proper officer to chase.

Cllrs NOTED the planning application DM/24/2957 for the Prince Albert site. Acting Proper officer advised Cllrs an extension had been asked for the application so it can be discussed at the Next Planning and Highways' Committee Meeting on the 13th of December.

Asset Register:

Cllr Casella has revised the list and had no comments to make.

Crawley Down Tennis Club:

Cllr Casella asked Is there anything that the council can do, to support and keep an asset up and running.

Cllr Scott has advised the Tennis Club has the funding to improve facilities but without a

committee, they cannot move forward.

Philip Coote asked to leave the meeting at 8.56pm

30 Council Premises and Land

Complaint Boundary Hedge Copthorne Rec:

Cllrs AGREED that the resident could continue at his own cost to take on the upkeep of the hedge. It was AGREED though for insurance purposes that Worth Parish council would keep a continued overview and will review throughout the year. It was also advised that an officer would write to the properties that sit along the boundary hedge before the works commence twice a year.

31 Matters for Consideration submitted by the Village Working Parties

There were none.

32 Consideration of items for discussion by the Village Working Parties

The Proper officer had been contacted by BT regarding the removal of a payphone on Burleigh Way Crawley Down. BT were asking if the Council would like to undertake an adoption Process. It was AGREED that adoption was not wanted and would support the removal of the payphone.

33 Date of the next meeting

Monday, 17th Of March 2025.

Meeting closed at 9.08pm

Chairman: _____

Date: _____

WORTH PARISH COUNCIL

Report to Council

Title: Taking payments by card

Meeting: Amenities & Assets

Date: 17th March 2025

Agenda Item: To consider purchasing a card reader to enable the Council to take payments by card

Background

The Council wants to explore taking payments by card for things like allotment rents and hire of the South Room. Many people pay by cheque, which is time consuming for the office, and there is a fee of 15-30p per cheque.

This could also be used for charging for youth clubs or events.

Detail Situation

Below is a table of options:

Provider	Cost of device	Transaction fee	Monthly cost	Notes
Sumup	£79 plus VAT	1.69% - card 2.5% - online	0	
Zettle	£68 plus VAT	1.75% - card 2.5% - online	0	
Squareup	£19 plus VAT - machine £29 plus VAT - dock	1.75% - card	0	Needs to connect to a mobile phone

All of the devices are available without a minimum term contract.

Sumup and Zettle both have cheaper options for card readers, but they need to connect to mobile phones. It would not be in the best interests of the Council or the staff for the devices to be linked to staff personal mobile phones, so this is not recommended.

It has been budgeted to receive £3,000 in allotment rents, and £6,000 in South Room hire income in the next financial year. If even half of these were to pay by card, this would only be a cost to the Council of £76.05 which can easily be absorbed.

Summary/Proposal

It is recommended to go ahead with the Sumup machine at an initial cost of £79 plus VAT. This machine comes highly recommended by other Parish Councils and the Assistant Clerk.

Lead Officer

Leanne Bannister, Chief Officer



Worth Parish Council Owned Land Conditions of Use

If you wish to use Worth Parish Council owned land for an event, please make sure you read this document before completing the Application Form.

1. CHARGES

There is no charge for the use of Worth Parish Council land for community or commemorative events such as national celebrations for Royal Weddings, Jubilees etc. If Worth Parish Council land is used for a commercial activity, a nominal fee may be charged. Please speak to the Clerk before making your application at clerk@worth-pc.gov.uk

2. SITE SET UP AND CLEARANCE

The hirer is responsible for set up and clearance. If rubbish is left behind, the Council will charge the hirer for the cost of rubbish clearance.

3. SECURITY

The hirer is responsible for organising security overnight if the event is for more than one day. Consider security for equipment, vehicles, and generators if applicable.

4. GROUND REINSTATEMENT

The hirer shall pay the cost of any repair works because of unnecessary and avoidable damage to the ground resulting from the event.

The hirer must report any such damage to the Council on the first working day following the event.

5. RISK ASSESSMENT

The hirer is responsible for conducting a thorough risk assessment of their event which covers all activities undertaken on Council owned land. This should not contradict the Council's own risk assessment, which will be provided to the hirer.

~~The hirer must provide a full and thorough risk assessment covering all activities undertaken on Council owned land. This must be submitted to the Council on application.~~ The risk assessment must include a complete itinerary of the event (including set up and de-rig) and a detailed plan indicating the location of all activities. **The Council reserves the right to request the risk assessment at any point.**

6. WORTH PARISH COUNCIL VISIT AND RIGHT OF ENTRY

A representative from Worth Parish Council ~~will~~ **may** visit the site during the event to conduct a risk assessment review. This will be arranged with the hirer.

The hirer acknowledges the right of the Council and representatives to enter the event at any time to ensure conditions of hire are met.

7. ACCIDENT REPORTING

The hirer must notify the Council of all reporting accidents and incidents that occur during the event. A copy of the relevant accident/incident report form must be submitted to the Council within 24 hours.

8. ON SITE SIGNAGE AND VISIBILITY

The hirer is responsible for organising adequate on-site signage. This includes entry and exits for pedestrians and vehicles, access for emergency vehicles, location of first aid facilities, location of toilets, location of car parking, location of control points, road closures and advance warning signs for motorists.

All marshals/volunteers should wear a high-vis jacket or similar to ensure they are easily identifiable.

9. MARSHALS AND VOLUNTEERS

Sufficient marshals should be present for the number of people attending the event.

The hirer must ensure that all marshals and volunteers are provided with the necessary personal protective equipment (PPE).

The hirer is responsible for volunteers helping at the event. Points to consider include:

- are they competent and fit to carry out the task?
- keep a register of who is doing what.
- hold a briefing to ensure everyone is aware of their responsibilities, who to call for help and a method for doing so.
- is training required?

10.FIRST AID

The hirer must ensure there is always a qualified first aider/s available and they have the means to contact the emergency services.

11.INDEMNITY AND INSURANCE

The hirer shall indemnify Worth Parish Council and keep the Council fully indemnified against any damage, damages, losses, costs, expenses, actions, demands, proceedings, claims, and liabilities made against or suffered or incurred by Worth Parish Council arising directly or indirectly out of:

- any act, omission or negligence of the hirer or any persons on the land expressly or impliedly with the hirer's authority or
- any breach or non-observance by the hirer of the covenants, conditions or other provisions of this agreement or any of the matters to which this use is subject PROVIDED THAT (and for the avoidance of doubt) there shall be no liability if and to the extent that the same shall be caused by or arise from any negligence, act or omission on the part of the Council, its agents, contractors or employees.

The hirer must have valid public liability insurance of at least £5 million. A copy of the valid insurance certificate must accompany the application form.

The hirer must ensure that all third parties booked to attend the event hold valid public liability insurance. For example, catering vans, fair rides, pony rides, bouncy castles and other inflatable bouncy devices, bands and stalls. The hirer must obtain current copies of third-party safety certificates, risk assessments, and public liability insurance certificates.

If the hirer books a band and they are semi-professional/professional, they will need their own public liability insurance.

Should the event involve temporary demountable structures such as staging, marquees for example, the hirer is responsible for complying with the Construction, Design and Management (CDM) Regulations 2015. Further information can be found here

<https://www.hse.gov.uk/entertainment/cdm-2015/index.htm>

12.NOISE MANAGEMENT AND NOTIFICATION OF THE EVENT

If noise from the event is likely to affect nearby properties, the hirer is advised to inform neighbours in writing of the date, time and nature of the event. The contact details of an on-site representative must also be provided.

13.GOOD ORDER

The hirer shall be responsible for good order being kept throughout the period of the hiring. The Council may charge the hirer for any expenses incurred in engaging the Police or other security personnel to preserve order prior to, during or after the period of the hire.

14.PROHIBITION OF USE

Should the Council be of the opinion that the use is likely to prove of an objectionable or undesirable nature, they shall have full power to cancel the use, but in that event the Council shall not be liable to pay any compensation to any person in respect of that cancellation.

15.CHARITY COLLECTIONS

Please note: A street collection permit is not required on private property but the consent of the landowner, Worth Parish Council must be obtained prior to the event.

16.LICENSING AND PERMITS

Should the event contain licensable activities under the Licensing Act 2003, the hirer is responsible for obtaining the correct Premises Licence or Temporary Event Notice. The hirer must contact Mid Sussex District Council's Licensing Officer at least 28 days prior to the period of hire to make the necessary arrangements.

Temporary Event Notices can be used to authorise the sale of:

- Alcohol
- Regulated entertainment
- Late night refreshment

A premises licence is required for all premises - including open air events that:

- Sell alcohol or
- Put on regulated entertainment or
- Serve drinks or hot food between 11pm and 5am

Exemptions may apply for certain performances. Contact Mid Sussex District Council for information and guidance at <https://www.midsussex.gov.uk/licensing-business/>

Where an event contains the performance of copyright music on Council land, the hirer shall be responsible for notifying the Performing Rights Society and obtaining the appropriate licence. More information can be found at <https://www.prsformusic.com/what-we-do/licensing-music/do-i-need-a-licence>

The hirer must apply for a Temporary Road Closure Order from Mid Sussex District Council if the event requires a road closure. More information can be found at <https://www.midsussex.gov.uk/parking-travel/road-closures/>

17.UNLAWFUL OR ILLEGAL ACTIVITIES

The hirer shall not cause or permit any facility to be used for any unlawful or illegal activity. Under the Counter Terrorism and Security Act 2015, the hirer shall not allow the land to be used to disseminate extremist views. If it appears likely to the Council that such activity will take place during the proposed hiring, the Council shall have the power to cancel the booking immediately. The Council reserves the right to report evidence of illegal activities on the land to the Police and assist in their enquiries.

18.UNDESIRABLE SUBSTANCES AND ACTIVITIES

No articles of an inflammable, explosive, dangerous, noxious, intoxicating, or offensive nature may be brought onto Council owned land without the written authorisation of the Council. Under the Health Act 2006 smoking is illegal in any public building or place of work. This shall include any enclosed temporary structures (such as a marquee with a ceiling and more than 50% walls) on Council land. Balloon and Chinese Lantern releases are not permitted.

Entertainers should not perform in a manner which may be considered dangerous to themselves or the general public and shall not dress or say anything which is likely to cause alarm, distress or offence to a member of the public.

19.EQUIPMENT

Equipment or property may only be stored on the land with the prior written consent of the Council. Any such property shall be stored entirely at the risk of the owner and the Council shall not accept responsibility for any loss of, or damage to, any equipment or property stored.

The hirer is responsible for the operation of any equipment brought onto the land.

20.TEMPORARY AND INFLATABLE STRUCTURES

Owing to the specific hazards, the hirer must use a certified and experienced contractor to supply and operate such equipment.

21.ELECTRICITY AND GENERATORS

The hirer is responsible for the use of electricity on site. Consider the use of circuit breakers, matting to cover cables and a contingency for wet weather.

Only silent running generators may be used on Council land. Generators must be positioned to cause minimal disturbance to neighbouring residents.

The hirer may only bring portable electrical equipment on to the land if the equipment concerned has been tested and certified by a PAT registered electrical inspector. Proof may be required.

The hirer may not hold or store controlled substances or other chemical agents on the land without the prior permission of the Council.

In order to obtain this permission, the hirer must provide all relevant information about the substance on the event risk assessment.

22.SANITATION AND WASTE

It is the responsibility of the hirer to organise suitable sanitation levels for the number of people expected to attend the event.

The hirer will be responsible for the removal of all waste generated in connection with the event. Any cost incurred by the Council for the removal of waste in connection with an event will be charged to the hirer.

23.TEMPORARY CLOSURE

In the event of any accident or occurrence whatsoever necessitating temporary closure of all, or part, of the site hired, the hirer agrees that the Council shall not be liable for any loss or claims arising from such closure.

24.CATERING AND FOOD HYGIENE

Any hirer wishing to provide catering to the public on Council owned land must hold the relevant food hygiene certificate.

Catering facilities offered by third parties must be registered with the relevant Local Authority (where applicable).

The Council will not be held responsible or liable for the hygiene of any food prepared by the hirer, their guests, or contractors on or off the land.

The hirer is responsible for the safety of any BBQ's (if applicable) and include all necessary checks on the event risk assessment.

25.VEHICLE ACCESS

The hirer shall be responsible for the control of all motor vehicles on the land throughout the period of hire (including set-up and de-rig times). Under no circumstances will the Council accept any responsibility for loss or damage to the contents of, or to any car or other vehicle which may be brought to or left within the precincts of the site.

The hirer will be responsible for marshalling all vehicular movement on the site and enforcing a maximum 5mph speed limit.

Please note that vehicular access to Crawley Down Green is prohibited from Bowers Place.

26.RIGHT OF ADMISSION

Notwithstanding any contractual arrangement with the hirer, the Council reserves the right at its absolute discretion to refuse or, to direct the hirer to refuse, admission of or, to evict any person from the site without stating any reason therefore and shall not be liable for any compensation to the hirer arising out of this clause.

27.PUBLIC ACCESS

The public must not be prevented from having free access to the grounds of the site.

28.PUBLICITY MATERIAL

The hirer shall not use Council owned land for any purpose other than the purpose stated on the application form and approved in advance by the Council. A copy of publicity material should be submitted to the Council prior to the event. The hirer will be responsible for removing the publicity material no more than 48 hours after the event.

The hirer must seek permission to put up advertising material to publicise the event from the landowner, whether this be Worth Parish Council, Mid Sussex District Council, West Sussex County Council or private landowner.

Advertising by means of flyposting relating to the proposed event is strictly prohibited.

29.BROADCASTING OR FILMING

No broadcast or television performance, either live or recorded, shall be made from Council owned land without prior consent. Contact the Clerk to discuss this prior to your application.

30.HAWKERS AND VENDORS

No hawker, vendor, collector, or canvasser shall be admitted to the event without the written authorisation of the Council.

31.GAMBLING

No sweepstakes, raffle or other form of lottery shall be promoted, conducted, or held on Council owned land, except such a lottery as is deemed to be lawful by virtue of any enactment relating to gaming, betting and lotteries and for which prior written approval has been given by the Council, and the relevant statutory licence or permit has been obtained.

32.SAFEGUARDING CHILDREN & VULNERABLE ADULTS

All hirers are responsible for the safety and well-being of any children or vulnerable adults in their care. Hirers are responsible for reporting any concerns relating to the welfare of children and vulnerable adults to West Sussex County Council.

33.AMUSEMENTS & FIREWORKS

All amusements and entertainments including firework displays must end by 10.30 p.m. each evening other than Fridays when the finishing time is extended to 11:00 p.m. This is in line with Mid Sussex District Council guidance.