

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 26th November 2018** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: J Harris, G Maskell *Chairman*, B Page, I Sharkey & D Wright

Also Present: Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)

1125. PUBLIC QUESTION TIME

There were no questions from the public present.

1126. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Armour due to annual leave, Cllr Brindley due to family commitments and Cllr's R Maskell and A Smith due to attending another meeting. These reasons for absence were accepted by the Committee.

1127. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

1128. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 24th SEPTEMBER 2018

It was proposed by Cllr Wright, seconded by Cllr Page and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr G Maskell.

1129. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
21.5.18	Min 1081, p 2790 – car park control measures	SN	Work now complete and barrier installed.	n/a
23.7.18	Min 1105, p 2814 – To agree quote for tree surveys	BB	Richard Jackson has undertaken the surveys and a report is awaited. This will be brought to the next meeting for action. <i>Report on agenda for meeting on 26th November.</i>	Autumn 2018
23.7.18	Min 1106, p 2814 – Playground inspection training for Bianca Buss	BB	Bianca has been booked on a course in Sittingbourne in January.	January 2019
23.7.18	Min 1108, p 2815 – to consider quotes for plaque for weather vane	SN	Plaque received and due to be installed shortly.	n/a
23.7.18	Min 1109, p 2815 – to consider increase in room hire charges	SN	Increase agreed at full Council on 19 th September and will be implemented from 1 st April 2019.	April 2019
24.9.18	Min 1118, p 2848 -Income & Expenditure to 30 th July 2018	SN	As requested, the profit and loss spreadsheet for the community flock has been put on the Council's website. Flock update to be put in next newsletter.	February 2019



1129. To Receive Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
24.9.18	Min 1119, p 2849 – To Consider Chatsworth North Playground Fencing Quotations	SN	Playsafe were approached and savings achieved. Breakdown of Playsafe estimate – pathway works £550. <i>Work carried out as agreed at last meeting by caretaker at cost of £150 – saving £400.</i> Fence and hedge removal estimate £2491 – revised cost £2,428. Supply & install new fence and gates estimate £4,670 – no change. Site set up estimate £438 – revised cost £388. Saving of £113. Materials are on order.	February 2019
24.9.18	Min 1120, p 2849 – To Consider Robert Kingan Playground Gate Quotations	SN	Playsafe were approached and they agreed a revised price of £3,641, a saving of £251. Materials are on order.	February 2019
24.9.18	Min 1121, p 2849 – Update on Playground Refurbishments	SN	Estimate from Matta Products to replace surfacing under swings at Chatsworth Sth (max cost £2,000) agreed at last meeting. Chris Bibb at Lewes DC since confirmed we do not need as much matting as originally estimated, so price reduced to £1,206.98. Surfacing ordered and awaiting delivery/fitting.	February 2019

1130. TO RECEIVE INCOME AND EXPENDITURE TO 30th SEPTEMBER 2018

It was unanimously **agreed** that the income and expenditure figures of Amenities expenditure £127,551 and income of £91,923 and Civic Centre expenditure of £20,554 and income of £16,230 at 30th September 2018 be accepted as correct.

1131. TO CONSIDER ALTERATIONS TO BRIDGE ON MULTI-UNIT AT ROBERT KINGAN PLAYGROUND

The Amenities Officer confirmed there had been two separate injuries on the multi-unit. The manufacturers, Playsafe, have visited the site and advised that although the unit had passed the relevant safety procedures, it appears that the bridge is too challenging for the age groups using this piece of equipment. Playsafe have suggested replacing the bridge with a less flexible, rope supported, slat bridge with additional ropes, reducing the challenge. Cllr G Maskell asked the Amenities Officer if Playsafe had provided pictures of the potential change of equipment and she confirmed they had not. The Town Clerk confirmed that the original equipment provided was bespoke, so this change would also be tailor-made. It was proposed by Cllr Wright, seconded by Cllr Harris and **RECOMMENDED** that the suggested works be actioned as per Playsafe's recommendation, at no extra cost to the Council.

1132. TO AGREE ACTIONS ON TREE SURVEY REPORT FOR CHATSWORTH PARK & THE COPSE

The report from the Amenities Officer was considered and it was proposed by Cllr Sharkey, seconded by Cllr Harris and unanimously **RECOMMENDED** that estimates be obtained and brought back to the next meeting as per the suggested actions in the Tree Survey Report submitted by Richard Jackson and that Richard Jackson contacts Lewes District Council for consent to remove the Sycamore tree at The Copse.

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1133. TO CONSIDER FAIRLIGHT MANOR USING CIVIC CENTRE AS EMERGENCY EVACUATION CENTRE

The Town Clerk advised the Committee that Fairlight Manor had approached her with a request that they could use the Civic Centre as an emergency evacuation centre. Following discussion it was agreed that it would not be feasible to use the Civic Centre as it has regular bookings during the day, evenings and weekends. It was proposed by Cllr Page, seconded by Cllr Wright and unanimously **RECOMMENDED** to decline the request.

1134. FUTURE EVENTS

Christmas Coffee Morning – Cllr Harris and Cllr Page confirmed they would be able to attend the coffee morning. Cllr G Maskell advised that she would be attending with Cllr R Maskell, who had volunteered to cook.

Fireworks – Following discussion, it was proposed by Cllr Page, seconded by Cllr Wright and unanimously **RECOMMENDED** to include the fireworks in the budget for next year, but to defer the decision whether to hold the event until next year, after Councillors had been elected in May.

Bingo – Cllr G Maskell asked for donations for the raffle at the Christmas bingo. She also queried if a boozy bingo evening could be held in April due to purdah. The Town Clerk confirmed that purdah starts on 21st March 2019 for 6 weeks. Normal bingo can go ahead as it a regular event, but any ‘Boozy Bingo’s’ cannot be included as it may breach legal restrictions over this period.

The Mayor’s 70’s night – The Town Clerk confirmed she had not received any further information from Cllr Brindley concerning the proposed 70’s night.

1135. BUSINESS PLAN UPDATE

The Business Plan was noted by the Committee.

1136. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr G Maskell advised she would like to upgrade the kitchen at the Civic Centre. The Town Clerk confirmed the kitchen was last refurbished in 2000. Following discussion, it was proposed by Cllr Wright, seconded by Cllr Harris and unanimously **recommended** to obtain quotes and bring them back to the next Amenities & Civic Centre meeting in January for consideration.

The Amenities Officer confirmed that the sand had been topped up in the sand pit in Chatsworth Park South.

There being no further business the meeting closed at 8.16pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 28th January 2018 at 7.30 pm