

TELSCOMBE TOWN COUNCIL



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

PRESENT Councillors: T Armour, D Brindley *Chairman & Deputy Mayor*,
G Maskell *Vice-Chairman*, R Maskell, B Page, A Smith,
J Wilkins *Mayor*, D Wright

Also Present: Stella Newman, Town Clerk (*minutes*)

In the absence of the Chairman, the Vice Chairman, Cllr G Maskell, started the meeting.

1053. PUBLIC QUESTION TIME

Mr Peter Seed asked 2 questions as follows:- (a) Regarding agenda item 15, did it include for the Buckhurst Road to Cliff Gardens twitten and he was advised yes and (b) Regarding agenda item 16, he felt that LewesDC were 'trying it on' and his comment was noted.

Cllr D Brindley arrived and took over as Chair of the meeting.

1054. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Cllr Harris was absent, but no apologies had been received.

1055. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Wilkins and Cllr Brindley advised that they know one of the contractors who has quoted for agenda item 10.

1056. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 22nd JANUARY 2018

Min 1030, p 2732 – a query was raised if Peacehaven Heights School had submitted a risk assessment and it was confirmed that one had been received.

It was proposed by Cllr A Smith, seconded by Cllr D Wright and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr D Brindley.

1057. TO RECEIVE ACTION LIST

Min 1018, p 2702 - Temporary Forest Activity Club in Chatsworth Park – as nothing further has been heard regarding this it was agreed to remove it from the action list.

Min 1047, p 2734 - Agree gas tariff for Civic Centre – the Town Clerk/RFO advised she is having trouble arranging the switch as agreed at the last meeting, but will continue to try. The remainder of the action list was noted.

Cllr T Armour arrived and joined the meeting.

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1058. TO RECEIVE INCOME AND EXPENDITURE TO 30th DECEMBER 2017

Regarding budget head 4325 and 4326 the Town Clerk/RFO was asked if we are still having dog bins emptied. She advised that they are now joint waste bins and just listed under 2 different budgets as that was how it had been set up prior to the change.

Cllr Page asked why the income was up and the Town Clerk advised that some income was from the funfair at the fireworks and she would have to check regarding the rest.

Regarding 4406 refuse collection, Cllr Wilkins asked if the Council could have more recycling collections to bring us in line with households. The Town Clerk/RFO advised as we are a business and are classed as trade waste she was not sure if it is possible, but will investigate. It was proposed by Cllr B Page, seconded by Cllr J Wilkins and **RECOMMENDED** that the following figures be accepted as correct – Amenities expenditure of £21,311 and income of £3,367 and Civic Centre expenditure of £32,199 and income of £25,800 to 31st December 2017.

1059. TO REVIEW FEES AND CHARGES (ROOM HIRE)

It was noted that room hire charges had not been increased since 2014, but that the 2018/19 budget had been based on the current hire charges. It was therefore proposed by Cllr B Page, seconded by Cllr D Brindley and **RECOMMENDED** that the hire charges remain the same for the 2018/19 year, but that they be increased for the 2019/20 year. Cllr Page requested that the proposed changes be brought to a meeting later in the year and agreed before the budget is set for the 2019/20 year.

1060. TO CONSIDER HIRE CHARGES FOR TELSCOMBE RESIDENTS' ASSOCIATION EVENTS

Cllr Smith advised that the Residents' Association had contacted him directly requesting free hire of the Civic Centre for an event they had decided to put on regarding cliff erosion. Cllr Smith explained to them that they need to direct any requests to the Town Clerk/RFO who will then take it to Committee for consideration. There was lengthy discussion as to whether they should be granted the use free of charge and there was concern amongst Councillors that this would set a precedent for other hirers. After further debate it was proposed by Cllr A Smith and seconded by Cllr B Page that the Resident' Association be granted free of charge use for their 'crumbling cliffs' event in April. When put to the vote, however, all the remaining Councillors were against the proposal and it was therefore not carried. The Town Clerk/RFO will inform the Association that they need to pay for the hire.

Following on from the direct approach to Cllr Smith, the Association contacted the Town Clerk requesting that their race night event in November be booked in the Mayor's name so that they could achieve a further discount on the normal hire rate and this be a standing arrangement. It was noted that they normally donate half of the proceeds to the Mayor's fund. Again there was lengthy debate regarding this issue. It was agreed that the event should not be booked in the name of the Mayor or a Councillor as it is not their event, they are not responsible for the organisation and they do not personally hold insurance to cover the event. It was eventually proposed by Cllr R Maskell, seconded by Cllr D Wright and **RECOMMENDED** by a majority vote of agreement that the Association be granted a discount of 25% from their hire rate to bring it in line with the cost had a Councillor booked it, but that this be for this year only and not a standing arrangement. Cllrs A Smith abstained.



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1061. DESIGNATED PREMISES SUPERVISOR UPDATE

The report from the Town Clerk was discussed and it was proposed by Cllr A Smith, seconded by Cllr J Wilkins and **RECOMMENDED** that no replacement Designated Premises Supervisor be appointed and that the Council apply for a Temporary Event Notice when it requires to sell alcohol at an event.

1062. TO AGREE ESTIMATE FOR STUD PARTITION WORKS AT CIVIC CENTRE

Cllrs D Brindley and J Wilkins took no part in the discussion as they had declared an interest. The report from the Town Clerk was considered and it was proposed by Cllr B Page, seconded by Cllr T Armour and **RECOMMENDED** that Sussex Design and Construction be appointed to carry out the partition work in room 6 at a cost of £725. It was noted that this did not include for painting the wall and it was agreed that Sussex Design & Construction be asked to provide a quote for painting.

1063. TO CONSIDER ESTIMATE FOR AUTOMATIC FRONT DOOR SERVICE

The requirement for the front door to be serviced was agreed and it was proposed by Cllr R Maskell, seconded by Cllr D Wright and unanimously **RECOMMENDED** that Thomas Door & Window Controls be instructed to carry out a service on the automatic front door in the sum of £112 plus VAT.

1064. TO CONSIDER CAR PARK CONTROL MEASURES

It was explained that problems had recently been experienced with parking in the Civic Centre car park. The Council's Insurers are currently considering a claim from someone who fell over a car park sign that had blown over, despite the fact that the person was going to the shops and not using the Civic Centre. Insurers considered the fact that the person was not using the Civic Centre immaterial and advised we are liable for controlling the space and ensuring the safety of members of the public. The potential claim pay-out will be several thousands which may affect the insurance premium. Also the Council had recently lost one hirer due to lack of parking and a weekend party hirer complained regarding lack of parking as several cars were parked for the duration of their hire that did not belong to them. It was noted that the Civic Centre is the only Committee that's income mainly covers it's expenditure. If hirers are lost it may increase the Council tax as we will not receive enough income to cover the expenditure. Also the building is there for the use of the community and the Council do not want to run the risk of losing further hirers; the car park belongs to the Council and is for Civic Centre users only, not for general public parking. It was noted that currently members of the public, and not only local residents, use the car park to pop to the local shops and also residents are using it for parking their vehicles during the day, overnight and at weekends. Even if someone only parks for 5 minutes, this could coincide with hirers arriving to park and not finding a space available. Also there is a potential for the car park spaces being constantly full by general parking and of course the high footfall could lead to further potential claims. This led to a lengthy discussion regarding options for controlling the parking. The Council did not want to be seen to be against the public using the car park for popping to the local shops/businesses etc, but if they are allowed to do so, it will obviously be detrimental to the Council. It was therefore proposed by Cllr J Wilkins, seconded by Cllr D Wright and unanimously **RECOMMENDED** that quotes for a manual operated barrier and bollards and permanent signage to say that the car park is for Civic Centre users only and the barrier may be closed at any time be obtained and that authorisation for the work is granted if quotations are received for under £2,500. If quotations are more than £2,500, they should be brought back to the next meeting for discussion.

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1065. TO CONSIDER ESTIMATES FOR FENCING REPLACEMENT AT THE COPSE

The estimates were considered and it was proposed by Cllr B Page, seconded by Cllr D Wright and unanimously **RECOMMENDED** that EH Treecare be instructed to carry out the fencing replacement in the sum of £2,400 plus VAT.

1066. TO CONSIDER REQUEST FROM ROYAL SOCIETY OF ST GEORGE RE TREE PLANTING

The request was considered and it was proposed by Cllr R Maskell, seconded by Cllr D Wright and unanimously **RECOMMENDED** that the Royal Society of St George be informed that the Council do not consider they have a suitable site for an English Oak tree.

1067. TO RENEW SMALL GROUNDS MAINTENANCE WORKS CONTRACT

It was noted that the previous Town Clerk had obtained competitive tenders for 2 of the 3 grounds maintenance contracts that were up for renewal and contractors had been appointed, but not for the small grounds maintenance works contract. Although it was not competitively tendered and it would be difficult to determine whether it offered best value, in view of the fact that works were due to start immediately, it was proposed by Cllr A Smith, seconded by Cllr J Wilkins and unanimously **RECOMMENDED** that the existing contract be extended for a year being undertaken by Mick Evans in the sum of £4,100 and that competitive estimates be sought at the end of the year to include Burleys who have been awarded one of the other grounds maintenance contracts.

1068. TO CONSIDER CLIFFTOP FENCING REPLACEMENT

There was a long debate regarding the necessity to replace cliff-top fencing to bring the fence line in by 10 metres following a cliff-top fall and who should pay for the fencing. It was noted that the Council owned part of the land in question, Mitchells and Butler the rest and that LewesDC had approached both regarding a third contribution and they had agreed to pay the remaining third. LewesDC had also informed us that initial estimates suggest the work will be in the region of £20,000 to £24,000. It was therefore proposed by Cllr A Smith, seconded by Cllr T Armour and unanimously **RECOMMENDED** that the Town Clerk investigate costs and try and negotiate the best deal possible and bring back the information to the next meeting.

1069. TO CONSIDER PROPOSAL FOR LONG DISTANCE WALKING ROUTE AROUND THE ENGLISH COAST

The maps and proposed route received from Natural England were considered and it was proposed by Cllr J Wilkins, seconded by Cllr D Wright and unanimously **RECOMMENDED** that the route be agreed.

1070. UPDATE ON PLAYGROUND REFURBISHMENTS

The Town Clerk advised that the contracts had been signed and the start date agreed for 16th April. Cllr Smith advised he will arrange for the graphics to be forwarded from LewesDC to enable an article to be put in the Council's next newsletter to keep residents informed.

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1071. BUSINESS PLAN UPDATE

Cllr Smith advised that the Town Clerk has now taken over updating the business plan. Regarding item 3, maintenance of the play equipment, it was noted that snagging issues will be covered for a year from installation of the new equipment and that maintenance requirements be reviewed at the end of that period.

1072. FUTURE EVENTS

The Town Clerk advised that after a long and serious illness, the Director of the Airfields of Britain Conservation Trust and returned to work and arranged for the plaque commemorating the Telscombe airfield to be made and delivered. It was **agreed** that this be fixed to a wall of the Civic Centre near the entrance to the building.

1073. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Armour advised that he has got a temporary lock to fit on the bridleway 8 gate.

There were no other urgent matters.

There being no further business the meeting closed at 9.45 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 21st May 2018 at 7.30 pm