

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 26th September 2016** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: T Armour, J Harris, G Maskell *Mayor*, R Maskell, D Neave, B Page, A Smith, J Wilkins *Deputy Mayor & Chairman*

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

894. PUBLIC QUESTION TIME

There were no questions.

895. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr A Loraine due to work commitments and Cllr W Botting due to annual leave. These reasons for absence were accepted and Cllr D Neave was **agreed** as a substitute for Cllr Botting.

896. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

897. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON MONDAY 25th JULY 2016

The Committee considered the minutes of the above meeting. It was proposed by Cllr R Maskell, seconded by Cllr J Harris and unanimously

RESOLVED that they were a true record of the proceedings and were signed as correct by the Chairman, Cllr J Wilkins.

898. MATTERS ARISING FOR NOTING

None.

899. TO RECEIVE ACTION LIST

Min 891, p 2491, Tree Audit:- – It was noted that the Tree Survey Report had just been received. This was handed round for Councillors to peruse and a copy of the recommended Schedule of Work handed to all Councillors present. There was much discussion regarding the report and Councillors felt it was very comprehensive and clearly written. They were also pleased to note that there were no major works required. An estimate from EH Treecare to undertake cutting back of pathways in Chatsworth Park and along the roadside south of Chatsworth North playground was also circulated, but it was noted that much of the work was contained within the Survey Report. It was therefore unanimously

RECOMMENDED not to proceed with EH Treecare's estimate and that the following be sent a copy of the Tree Survey Report and asked to submit a quotation detailing a separate price for each of the 35 items on the Schedule of Work, along with an overall total:- Richard Green Ltd, EH Treecare, Henry Mason Tree Surgeon and P Harwood. It was also **agreed** that all Councillors be sent a copy of the Tree Survey Report and once this had been read, a copy be placed on the Council's website for public viewing.

The remainder of the items on the action list were noted.

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900. TO RECEIVE INCOME AND EXPENDITURE TO 31st JULY 2016

Regarding budget line 4325-201 for dog bin emptying, it was noted that the replacement of dog bins with dual bins had resulted in a couple of sites having bins in close proximity. It was agreed to monitor their usage with a view to possibly moving 2 of the bins to alternate sites within Chatsworth Park.

The Mayor asked if 4103-201 covered the weekly playground inspection reports from LewesDC and this was confirmed, the cost being £195 per month. Councillors were unhappy at paying for the reports at present as it was noted that over the last few months the LewesDC equipment was failing to update properly and works were showing on the reports as needing doing that had in fact been carried out. The Deputy Town Clerk was asked to contact Andy Frost at LewesDC regarding this with a view to getting the situation rectified.

Regarding 4417-301 internal works, it was noted that no projects were planned at the moment.

901. FUTURE EVENTS – including Summer Fayre and Tyefest

Summer fayre – Councillors were disappointed that PeacehavenTC had decided not to join with Telscombe in a joint fayre and were actually planning a separate event of their own on the same day. It was noted that Nick Emmett was available to MC at the fayre on 8th July and it was unanimously **agreed** to go ahead with the fayre. A working party was **agreed** comprising of Cllrs R Maskell, G Maskell, J Wilkins, J Harris and the Deputy Town Clerk, with a meeting to be set in the near future.

Tyefest:- The income and expenditure figures to date were noted and the fact that the morning bootfair income was very good. However, it was agreed that this was a separate event from Tyefest and the figures from Tyefest were disappointing, with £400 income still owed from the bar. Cllr B Page advised that the Council should not take risks. A debrief meeting is to be arranged shortly and Tyefest placed on the next agenda with a view to deciding if the event be held again next year.

Other events – It was noted that a coffee morning for Macmillan, children's Halloween evening, quiz for Children in Need and Christmas day coffee morning had already been arranged and no other events were suggested at the present time.

902. TO REVIEW CURRENT MAINTENANCE ARRANGEMENTS FOR PLAY EQUIPMENT IN THE PLAYGROUNDS

Cllr Smith advised that one of the business plan's objectives was to keep play equipment in safe and good condition by either producing a specification for tender or other such action deemed sufficient to deliver this project. He advised that there were still items on the playground inspection reports that had been outstanding for some time. He felt that producing a specification and getting a contractor in rather than getting Mick Evans assisted by the Clerk to do maintenance work would free up officer time to focus on play equipment replacement. Following lengthy discussion it was agreed that drawing up a specification would be virtually impossible as repair/replacement works could not be foreseen. Also the recent change in financial regulations meant the Deputy Town Clerk would now be able to order spare parts when required and it was noted that several items had already been ordered and were to be fitted shortly by Mick Evans. It was therefore unanimously

RECOMMENDED that drawing up a specification for tender was not necessary and that Mick Evans alone continue with repair/replacement and the Deputy Town Clerk could order the required spare parts when necessary with the situation to be monitored



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902. Contd. To Review Current Maintenance Arrangements for Play Equipment in the Playgrounds

and reviewed at the next meeting in November.

903. PLAY EQUIPMENT SURVEY

Again as part of the business plan an objective was to survey play equipment and produce a costed plan for replacement/refurbishment. It was noted that a company had drawn up plans and a meeting arranged shortly with the Town Clerk. Once this had taken place a meeting of the working party would be set up to review the plans.

904. TO DISCUSS PLAYGROUND WORKS AT ROBERT KINGAN PLAYGROUND

Following a site meeting of the playground working party, Cllr G Maskell produced notes which had been circulated. It was noted that some items were maintenance issues to be addressed straight away, some of the work already having been carried out, and quotations were to be sought for replacement of some items. Photos of the hedge around the park were produced which showed it had been damaged by delivery lorries, this not being the first occurrence. It was **agreed** to place this on the next agenda for discussion.

905. TO DISCUSS INSTALLATION OF LITTER BIN AT FRONT OF CIVIC CENTRE

A request for a litter bin had been brought up at a Residents' Association meeting. Cllr Neave had tried to get sponsorship for a bin without success. It was suggested that the Council could purchase a bin and it be emptied by the caretaker and the waste placed in our rubbish bin. Following discussion it was therefore proposed by Cllr J Wilkins, seconded by Cllr G Maskell and

RECOMMENDED that Telscombe Town Council purchase a Topsy 2000 deep green litter bin with the Council's logo on it and position it to the side of the Civic Centre building.

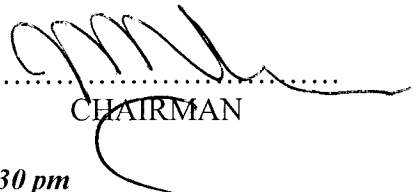
906. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

Cllr G Maskell felt the upstairs rooms were in a poor state following their use by the CATS Club and were in need of redecoration and enquired if this could be paid for by the Club. It was noted that no hiring agreement had been signed or a damage deposit taken and therefore it would be difficult to get them to pay for the redecoration.

Cllr G Maskell asked why Councillors travel to Telscombe Village for the village meetings as not many villagers actually attend especially now the Village Club is not available for use and Cllr Armour confirmed that he had offered Stud Farm as a venue for meetings.

Cllr Wilkins briefed the meeting on the fly-tipping campaign and proposed signs either side of Telscombe Cliffs Way and asked for any other suggested locations. She was advised to contact Cathy Gallagher regarding locations in East Saltdean.

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

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 28th November 2016 at 7.30 pm