

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 28<sup>th</sup> November 2016** in Telscombe Civic Centre at 7.30 pm.

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

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

## **907. PUBLIC QUESTION TIME**

Peter Seed enquired why Tyefest was not on the agenda as at the last meeting it was stated it would for a decision to be made if it would be held next year. He was advised that unfortunately it had been omitted and would be put on the agenda for the meeting in January.

## **908. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllrs A Loraine and W Botting due to work commitments and these reasons for absence were accepted. Cllr D Wright was agreed as substitute for Cllr Botting.

## **909. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST**

None.

## **910. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON MONDAY 26<sup>th</sup> SEPTEMBER 2016**

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

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

## **911. MATTERS ARISING FOR NOTING**

Min 901, p2523, Tyefest – Although the minutes had been approved and signed, Cllr B Page elaborated on his comment stating ‘the Council should not take excessive financial risk’.

Min 900, p2523 - Cllr Wilkins asked for an update on the playground inspection reports. She was advised that an update had been put in the action list stating that the Deputy Clerk had contacted Andy Frost at LewesDC who advised that the problem was part operator error, part equipment issues, but that the situation had since improved.

Min 904, p2524 – Cllr Wilkins asked why the hedge at Robert Kingan had not been placed on the agenda for discussion at this meeting and she was advised that it had been decided that it be included in discussion along with the play equipment replacement at a future date.

## **912. TO RECEIVE ACTION LIST**

Min 882, p2489, public question time/allotments:- – Cllr Maskell advised that the maps were now in the office and the Town Clerk had advised that the land was in the National Park. It was agreed to have a group meeting regarding allotments and it be placed on a future agenda for discussion.

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## 912. Contd. To Receive Action List

Min 905, p2524, litter bin at Civic Centre – it was noted that the litter bin had arrived and it was unanimously **agreed** that it be installed by the hedge in the car park.

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

## 913. TO RECEIVE INCOME AND EXPENDITURE TO 31<sup>st</sup> SEPTEMBER 2016

Regarding budget line 4362-105, Cllr B Page advised he thought the figures were incongruous. The query was due to income and expenditure from Tyefest as there was not a separate budget line for this and was included with fireworks & town entertainment. The situation will be looked at when setting the budget for the 2016/17 financial year.

## 914. FUTURE EVENTS – including Summer Fayre and Quiz Nights

Summer fayre – It was noted that a working party meeting had taken place and the stall price of £10 and food stall price of £50 was **agreed**. It was decided that there be no Chinese lion dance or Hastings Twirlers this year. The Deputy Clerk was asked to approach the Southern Stomp line dancing group regarding performing in the arena. Another meeting will take place in the new year.

Bingo - It was **agreed** that the March 2017 bingo evening be brought forward by a week to 24<sup>th</sup> March to enable a boozy bingo to be held for Easter. This is due to the Purdah period for County elections in May.

Quiz nights - It was **agreed** to hold a quiz on 17<sup>th</sup> March in aid of Comic Relief Red Nose day. To reach a wider audience, it was agreed to advertise quiz nights and other functions at the Hillcrest Centre in Newhaven. Advertising of functions was discussed and Cllr G Maskell advised that we had a new 'A' frame which could be placed outside the Civic Centre front door to advertise functions and it was unanimously **agreed** that this be used for all Council functions. The possibility of a scrolling display sign was discussed and it was agreed that prices be obtained and brought back to the next meeting.

Other events – It was noted that Cllr Botting had managed to secure sponsorship for the Christmas coffee morning from Wiltshire Farm Foods. Regarding a Christmas tree, it was **agreed** to purchase an approximate 8 foot tree from Garden Paradise at an estimated cost of £30. No other events were suggested at the present time.

## 915. UPDATE ON PLAY EQUIPMENT MAINTENANCE

Cllr Smith advised that he is pleased with the works undertaken by Mick Evans in the playgrounds and it was noted that most outstanding issues have been undertaken. The report and suggestion from the Deputy Town Clerk was noted and it was therefore unanimously

**RECOMMENDED** that Mick Evans alone continue with repair/replacement and the Deputy Town Clerk order the required spare parts when necessary.

It was also noted that there were several areas of wetpour that needed attention but it was agreed to leave these for the time being due to the impending replacement of some equipment. One area in Robert Kingan that had previously been agreed for Tim Jordan's Grounds Maintenance to replace has now been done, but unfortunately it bubbled after it had been laid and the Town Clerk is chasing them to rectify the situation. Following discussion it was unanimously

**RECOMMENDED** that any future wetpour repair/replacement work be undertaken by a specialist company and not Tim Jordans.

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## **916. UPDATE ON PLAY EQUIPMENT REPLACEMENT AND GRANT/MATCH FUNDING**

The report from the Town Clerk was noted. Cllr Smith advised that if Councillors have any questions to ask the Town Clerk on reports she has provided, they should notify her in advance and request she attend the meeting. This applies to all meetings, especially this one and the Policy & Resources which she does not normally attend.

Cllr Page advised that a working party meeting had been called for the afternoon of 2<sup>nd</sup> December, but to date he was the only one attending and thought that if no-one else could attend, the meeting should be changed. It was subsequently confirmed that Cllrs G Maskell, B Page and A Smith could attend and Cllr R Maskell agreed to sub for Cllr Wilkins who would be working. Cllr Page then advised he could not understand why the Deputy Town Clerk had not been copied into the email regarding the setting up of the meeting which had the playground refurbishment options paper attached and it was **agreed** that both the Town Clerk and Deputy Town Clerk should be copied into all emails for information purposes.

## **917. TO AGREE QUOTATION FOR TREE WORKS FOLLOWING TREE SURVEY IN CHATSWORTH PARK**

There was debate regarding the quotations received and Councillors were pleased to see that the figures were considerably less than they had been led to believe. It was therefore proposed by Cllr R Maskell, seconded by Cllr D Wright and

**RECOMMENDED** that RW Green Ltd be instructed to carry out the works as detailed in the tree survey report at a cost of £3,870 plus VAT.

EH Treecare's quote had not been accepted, but they had also quoted to cut back 2.5m off kerb edge and clear out dead and broken trees along the strip of vegetation south of Kirby Drive north playground which was encroaching onto the highway and it was **agreed** that if they want to carry out this work, that they be instructed at a cost of £250 plus VAT.

## **918. TO CONSIDER TREE SURVEY FOR THE COPSE**

The survey report submitted by Richard Jackson Arboricultural Services had been circulated and Councillors were happy with the recommendations contained therein that a planning application be submitted to undertake works as listed in the report. It was therefore proposed by Cllr R Maskell, seconded by Cllr B Page and

**RECOMMENDED** that the Town Clerk submit a planning application for tree works in The Copse as listed in the survey report.

## **919. TO CONSIDER PURCHASE OF NEW NOTICEBOARDS**

Councillors agreed with the information in the report that notice boards were in need of replacement. When the old Civic Centre noticeboard is removed it was agreed a small fence could fill the resultant gap. It was therefore proposed by Cllr J Harris, seconded by Cllr A Smith and

**RECOMMENDED** that a Weathershield freestanding notice board with blue frame and blue backing be purchased for replacement at Longridge Avenue and a Weathershield wall mounted with blue frame and blue backing be purchased for the Civic Centre to be attached to the outside wall by the offices at a total cost of £659 plus VAT.

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## **920. TO DISCUSS EXTERNAL WORKS TO CIVIC CENTRE**

The report was considered and it was agreed that scaffolding should be erected to enable contractors to access the roof areas in question so they could quote for repairs. To avoid unnecessary delay, it was proposed by Cllr J Harris, seconded by Cllr D Wright and

**RECOMMENDED** that scaffolding be erected at a cost of £250 to enable contractors to quote and that delegated authority be granted to Cllrs B Page, R Maskell and A Smith to agree a quotation once they are received.

## **921. TO CONSIDER PURCHASE OF MULTI-USE LITTER/DOG WASTE BIN FOR CLIFFTOP**

A recent beach clean initiative near Portobello highlighted numerous dog poo bags having been discarded on the beach. It had therefore been suggested by Cllr Botting that we install a multi-use bin at the top of the cliff top and get our contractors to empty it. Following debate it was proposed by Cllr B Page, seconded by Cllr A Smith and

**RECOMMENDED** that a multi-use bin be purchased at a cost of £165 plus VAT and fitted on the cliff top near to the steps with the proviso that our contractors agree they can access it to empty it.

## **922. TO DISCUSS REDECORATION OF UPSTAIRS ROOMS IN CIVIC CENTRE**

Following discussion it was agreed that the walls in rooms 3, 4 and 5 were in need of redecoration following recent hire and that the blue chairs were stained. It was therefore proposed by Cllr D Wright, seconded by Cllr G Maskell and

**RECOMMENDED** that 3 quotations be sought to redecorate rooms 3, 4 and 5 upstairs in the same colour as currently there, daffodil white and that quotations be sought for replacement blue chairs and if possible a sample chair be obtained.

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

Cllr Armour advised a tree had been limbed on the edge of the Tye on the East Saltdean side and it was looking improved.

Cllr Wilkins enquired as to when the table tennis table would be collected as agreed at a previous meeting and the Deputy Clerk advised she will follow this up. There was also discussion regarding the pool table as this is no longer used and the Deputy Clerk was asked to enquire regarding a possible sale value of the table.

There being no further business the meeting closed at 9.25 pm.

Signed.....  
CHAIRMAN

*NB Next meeting of the Committee - Monday 30<sup>th</sup> January 2017 at 7.30 pm*