

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 23rd July 2018** in Telscombe Civic Centre at 7.00 pm.

PRESENT Councillors: D Brindley *Mayor*, J Harris, G Maskell *Chairman*,
R Maskell, B Page, I Sharkey & A Smith

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

1095. PUBLIC QUESTION TIME

A member of the public who lives in close proximity to the Robert Kingan playground advised members of the problems regarding damage to the playground hedge due to large vehicles using Chailey Crescent. He thanked the new Town Clerk for the difference she had made since she had taken over in getting works undertaken. However, he advised that this problem has been ongoing for 4 years, during which time he has cleared dead and damaged hedging on numerous occasions and planted new hedging. Following a recent occurrence of damage due to lorries delivering materials to a house having work in the Crescent, he has managed to get the property owner to pay for new hedging. He is currently looking after the hedging and again is willing to plant it. Before this can be carried out there is an area of which needs pruning to remove all dead wood all along the northern side to make way for new planting. He also advised that unfortunately, he cannot now carry on what he has been doing in the future and felt that the Council needs to address the problem themselves. The Town Clerk advised that this problem has been placed on the agenda for discussion. The Chairman agreed to bring agenda item 11 forward as the first item for discussion as the resident could not stay at the meeting.

1096. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr D Wright due to annual leave and this reason for absence was accepted.

1097. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

Agenda item 1, Hedge Damage at Robert Kingan playground, was brought forward for discussion at the request of the Chairman, Cllr G Maskell.

1098. HEDGE DAMAGE AT ROBERT KINGAN PLAYGROUND

Following the notification during public question time, Cllr Smith thanked the resident for all the work he had been doing and advised that the Council would like to support him. The Chairman allowed the resident to speak further and he advised Councillors that the problem needed to be sorted to prevent further occurrences of damage to the hedge and requested that the Council write to properties asking that delivery lorries did not enter the Crescent. The Town Clerk advised that this would be taken to the next Planning & Highways Committee meeting for discussion. The resident also advised that he had purchased a sign saying no entry to lorries and wanted to put this up. The Town Clerk advised that she had discussed the situation with East Sussex County Council's Highways Department who were unwilling to place vehicle entry restrictions to the Crescent or have double yellow lines installed. She also advised the resident that this Council could not give permission for him to install the sign he had purchased, as it has no jurisdiction over the highway.

TELSCOMBE TOWN COUNCIL



1098. Hedge Damage at Robert Kingan Playground (Contd)

Following discussion it was proposed by Cllr A Smith, seconded by Cllr B Page and unanimously **RECOMMENDED** that EH Treecare be instructed to carry out the required pruning and removal of deadwood to the hedge and approval for expenditure be given by the Town Clerk and Chairman in accordance with the Council's Financial Regulations.

1099. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 21st MAY 2018

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

1100. TO RECEIVE ACTION LIST

Min 1081, p 2791, Car Park Control Measures – It was noted that the barrier should be received shortly and that new lining will be required in the car park. Following discussion it was unanimously **agreed** to proceed with the lining required, the new disabled bay be marked out necessitating removal of the motorcycle bay and that the spaces on the north side of the car park be reduced by one, thus enabling the remaining spaces to be wide enough for people to open their car doors. The cheapest quotation for this was in the sum of £395 and it was agreed that authorisation for the expenditure be made by the Town Clerk and Committee Chairman in accordance with the Council's financial regulations.

1101. TO RECEIVE INCOME AND EXPENDITURE TO 31st APRIL 2018

It was unanimously **agreed** that the income and expenditure figures at 31st April 2018 be accepted as correct.

1102. CHATSWORTH NORTH PLAYGROUND (including new fencing)

The report from the Town Clerk was considered and there was lengthy discussion regarding the refurbishment works and further works that are required. Cllr Brindley was concerned regarding the possible fall from the slide entry platform and Cllr Maskell confirmed that this had been discussed on site with Chris Bibb who had advised that it met the required safety levels. It was noted that the landscaped area around the slide could not be turfed at present due to the excessive hot weather and the slide could therefore not be used due to the loose soil. Several areas of work and recommendations were made as follows:-

- a) In view of the delay in delivery of the new rotary cycle piece of equipment and spare parts ordered for the zip wire, it was proposed by Cllr A Smith, seconded by Cllr R Maskell and unanimously **RECOMMENDED** that the playground remain closed until all the pieces of equipment had been installed and/or repaired. Once these pieces of equipment are installed, if the hot weather continues and the landscaped slide area still cannot be turfed, it may be necessary to fence-off the slide area to avoid a further delay in opening the park.
- b) It was noted that the southern entrance gate to the park was via a narrow winding pathway that would require a lot of work to cut back and clear vegetation that is encroaching over the pathway, remove the rotten log edging and make safe. Following a site meeting with Chris Bibb and the recommendation from Cllr G Maskell and B Page at a subsequent meeting, it was proposed by Cllr D Brindley, seconded by Cllr B Page and unanimously

TELSCOMBE TOWN COUNCIL



b) 1102. Chatsworth North Playground (including new fencing) Contd.

RECOMMENDED that the southern entrance gate be permanently closed as there are two other entrances to the park on the north and east sides, with the top east gate being pushchair and wheelchair accessible.

c) Following discussion at the last meeting regarding removal of the hedge, it had been agreed at a subsequent site visit to remove the dead area of hedging only and replace the fencing along that section. Estimates had been obtained to remove the dead area of hedge (cheapest £450) and replace the fencing with like for like. It was subsequently discovered that the northern gate and fencing were in need of replacement as the fence was loose and the gates did not fit properly. Chris Bibb thought it would be better to replace with metal fencing and gates as used at Chatsworth South playground and obtained a price from Playsafe Playgrounds to replace fencing along a 35 metre section and gates at the northern end for approximately £4,500 plus VAT. There was debate whether to remove the small 8 metre section of live hedging which was in between the two areas of fencing requiring replacement and replace the fencing. It was felt that with all that area cleared, it would provide a good sight line into the park. It was therefore proposed by Cllr G Maskell, seconded by Cllr R Maskell and **RECOMMENDED** that a 35 metre section of fencing be replaced with metal fencing and the gates be replaced with metal vehicle gates and that the 16 metre area of dead hedge and 8 metre of live hedge be removed. An estimate is needed for removal of the remainder 8 metres of live hedge. The recommendation was carried with 5 votes; Cllr B Page was in agreement with everything except removal of the live area of hedge.

d) Cllr Page advised that the pathway inside the park required attention as the tarmac had been covered in wetpour which was coming off in some areas and it looked unsightly and could cause a trip hazard. It was unanimously **RECOMMENDED** that Chris Bibb be approached to suggest ways of removing the wetpour layer to the pathway and that the decision on how to proceed be delegated to 3 members of the working party which consists of Cllrs G Maskell, R Maskell, B Page, A Smith and D Wright.

1103. UPDATE ON PLAYGROUND REFURBISHMENTS & PLAQUE FOR TRA

Following opening of Chatsworth South playground, Chris Bibb had recommended that a safety surface now required to be installed underneath the seesaw springy unit. He obtained an estimate from Playsafe Playgrounds for grass matta surfacing in the sum of £954. Councillors thought this to be expensive, but noted that it needed to be done. It was therefore proposed by Cllr R Maskell, seconded by Cllr A Smith and unanimously **RECOMMENDED** that grass matta surfacing be installed under the seesaw springy unit in the sum of £954 plus VAT.

As the Telscombe Residents Association donated £2,000 towards purchase of a seesaw springy unit, they have requested a plaque be installed at Chatsworth South playground to read *'This seesaw has been donated by the Telscombe Residents Association, with grateful thanks to The House project who made this possible – July 2018.'*

Cllr G Maskell confirmed she had previously been approached regarding Telscombe Town Council purchasing the plaque. The Association had asked for it to be attached to the seesaw unit, but Chris Bibb from LewesDC advised this would invalidate the units guarantee and that it could not be installed in the ground as it would pose a trip hazard. It was therefore proposed by Cllr B Page, seconded by Cllr R Maskell and unanimously

TELSCOMBE TOWN COUNCIL



1103. Update on Playground Refurbishments & Plaque for TRA (Contd)

RECOMMENDED that a plaque be purchased with the wording requested by the Association and it be fixed to the fencing as near to the unit as possible.

1104. RATIFICATION FOR REPAIR TO SWINGS AT CHATSWORTH SOUTH PLAYGROUND

During the course of refurbishment works at Chatsworth South playground, damage was found to the top beam of the junior swing unit. As Playsafe were on site undertaking the refurbishments, Chris Bibb obtained an estimate from them in the sum of £843 plus VAT. To avoid delay email confirmation was obtained from a majority of Councillors and the works were carried out. It was therefore proposed by Cllr A Smith, seconded by Cllr J Harris and unanimously recommended to **RATIFY** the works in the sum of £843 plus VAT.

1105. TO AGREE QUOTE FOR TREE SURVEYS

The Council have put it in their business plan to have annual tree surveys carried out to ensure the public safety regarding trees on the Council's land. The last couple of years the surveys have been carried out by Richard Jackson arboriculturist. He has been approached this year and has quoted the same price as last year. It was therefore proposed by Cllr D Brindley, seconded by Cllr A Smith and unanimously **RECOMMENDED** that Richard Jackson be instructed to carry out tree surveys for Chatsworth Park and The Copse in the sum of £650.

1106. TO CONSIDER PLAYGROUND INSPECTION TRAINING FOR BIANCA BUSS

The options for training for daily/weekly playground inspections for Bianca Buss were debated. It was noted that in-house training at the Civic Centre could be undertaken by RoSPA at a cost of £1,120 for 6 people (£186.66 each) plus £100 each for the RPII examination with each additional delegate over 6 and up to 12 costing an additional £95, thus reducing the overall cost. Attendance at their centres in Brentwood or Sittingbourne would be £260 for the day course or at The Play Inspection Company's head office in Poole at £250 per delegate and £100 for the RPII exam.

As long as Bianca Buss is in agreement, it was proposed by Cllr D Brindley, seconded by Cllr B Page and **RECOMMENDED** that the possibility of a RoSPA playground inspection training course at the Civic Centre be advertised via the Sussex Association of Local Councils and as long as we filled the minimum 5 other spaces, that the training go ahead. If not Bianca is to attend a training session and take the RPII examination.

Once the training has taken place, the matter is to be brought back to Committee to discuss whether to stop the current inspections undertaken by LewesDC.

1107. TO AGREE CONTRIBUTION TO WAVE LEISURE FOR THE SUMMER SCHOOL

Telscombe Council has contributed to the Wave Leisure summer holiday scheme for the past 5 years and following a presentation last year by Wave Leisure, budgeted £1,500 for this year. Wave Leisure have now submitted an application with full details of the scheme which was noted by the Committee and it was proposed by Cllr D Brindley, seconded by Cllr A Smith and unanimously **RECOMMENDED** that Telscombe Council contribute the sum of £1,500.

TELSCOMBE TOWN COUNCIL



1108. TO CONSIDER QUOTES FOR PLAQUE FOR WEATHER VANE

Following agreement at the last meeting, quotations were obtained for a plaque for the weather vane as the inscription had worn away. The quotations were considered and it was proposed by Cllr B Page, seconded by Cllr D Brindley and unanimously **RECOMMENDED** that the quotation from BEL Sign & Display Solutions in the sum of £210 to provide a 1.5mm grade 316 stainless steel plaque, etched with the wording 'This weather vane was erected in 1995 to mark 50 years from the end of the Second World War 1939-1945' be accepted. Confirmation was requested that it be a polished finish.

1109. TO CONSIDER INCREASE IN ROOM HIRE CHARGES

Following last year's review, room hire charges were not increased for the current financial year, but it was agreed that they be increased for the 2019/20 year. The last increase was implemented in April 2014, so it will have been 5 years without an increase which unfortunately is not sustainable. The proposed figures from the Town Clerk/RFO were considered and it was proposed by Cllr D Brindley, seconded by Cllr R Maskell and unanimously **RECOMMENDED** that the room hire charges be increased (rounded up or down for ease of payment) with effect from 1st April 2019 as follows:-

Room	Current Private/ Commercial Rate per hr	Suggested New Private/ Commercial Rate (approx 5% inc) per hr	Current Registered Charities Rate (30% discount) per hr	Suggested New Charities Rate (approx 26% discount) per hr
Council Chamber	20.00	21.00	14.00	15.55
Chamber/Ex. Area	32.00	33.50	22.40	24.80
Room 1	12.00	12.50	8.40	9.25
Rooms 3 & 4	10.00	10.50	7.00	7.80
Rooms 5 & 6	11.00	11.50	7.70	8.50
Weekend Session Rates	Morning & afternoon	Suggested new rate (approx 2.5% increase)		Suggested new Charities rate (approx 26% discount)
	90.00	92.00	63.00	68.00
	Evening			
	160.00	164.00	112.00	121.00

These figures are to be taken to full Council for ultimate approval.

1110. FUTURE EVENTS

It was noted that the fireworks, Macmillan coffee morning, Halloween kids party and Christmas coffee morning had all previously been agreed and the Mayor confirmed he would like to continue with the bingo fundraising evenings.

Summer Fayre – There was debate as to whether Telscombe Town Council should hold a summer fayre next year, in view of the fact that Peacehaven Town Council now also hold an annual event at the same time as we do. It was felt that it was not viable to hold an event as well and it was proposed by Cllr A Smith, seconded by Cllr I Sharkey and unanimously **Recommended** not to hold a summer fayre in 2019.

TELSCOMBE TOWN COUNCIL



Merchant Navy Day, 3rd September – It was proposed by Cllr D Brindley, seconded by Cllr G Maskell and unanimously **Recommended** to hold a flag raising ceremony on 3rd September at 11am. This should be advertised for members of the public to join us and have tea and biscuits afterwards. The Freeman and Freewoman of Telscombe will also be invited.

Battle's Over – a Nation's Tribute 11th November 2018 – In view of the fact that there are many other events taking place on Remembrance Sunday it was proposed by Cllr D Brindley, seconded by Cllr R Maskell and **Recommended** that Telscombe Town Council do not hold a separate event.

Any new ideas – Cllr Brindley advised that he would like to hold a 70's disco fancy dress night at the Civic Centre with the ticket price to include nibbles/sandwiches and a glass of wine. It was unanimously **agreed** that Cllr Brindley could hold this event and a date and full details will be arranged at a later date.

Cllr Smith asked if the Civic Centre could host a 'Vote 100' event via LewesDC and it was **agreed** he could investigate the possibility.

1111. BUSINESS PLAN UPDATE

Cllr Smith advised of several updates that can now be made to the plan and the Town Clerk will carry these out in due course.

1112. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

The Town Clerk advised she had been contacted by the Telscombe Residents Association who would like to hold an informal picnic at the memory garden in Chatsworth Park on 25th August as a thank you to those who had helped construct it and that Councillors and Council staff would be invited too. Members thought this was a lovely idea and were unanimously in agreement for the event to take place.

Cllr Page advised of a fair taking place in Saltdean from 25th to 29th July, with some of the profits going to the Lido.

Cllr G Maskell advised she had been approached by the Brownies who have requested use of the Civic Centre car park to do a sponsored car wash to raise funds for a trip abroad on a Saturday in September once they returned from their summer break. The Town Clerk confirmed that the regular hirer of the Civic Centre on a Sunday morning had now left due to reducing numbers, so a Sunday would be available also if required.

There being no further business the meeting closed at 9.00 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 24th September 2018 at 7.30 pm