



TELSCOMBE TOWN COUNCIL

To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr T Armour **Deputy Mayor**, D Brindley **Mayor**,
Cllr J Harris, Cllr G Maskell, Cllr R Maskell,
Cllr B Page, Cllr I Sharkey, Cllr A Smith,
Cllr D Wright

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES
Tel: 01273 589777
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17th September 2018

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 24th September 2018** in Telscombe Civic Centre at **7.30 pm** when it is proposed to transact the following business.

Yours faithfully

Stella Newman
Town Clerk/RFO

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions at the commencement of the meeting for a period of fifteen minutes.
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest
4. To discuss and approve minutes of the meeting held on Monday 23rd July 2018 - *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 30th July 2018 – *attached*
7. To consider Chatsworth North playground fencing quotations – *see attached*
8. To consider Robert Kingan playground gate quotations – *see attached*
9. Update on playground refurbishments – *see attached*
10. Future events – *see attached*
11. Business Plan update – *see attached*
12. Urgent matters at the discretion of the Chairman for noting

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will instruct that they are not included in the filming.

Date for next meeting of the Committee – Monday 26th November 2018



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

Agenda Item 5 - Amenities and Civic Centre Action List for 24th September 2018

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
20.11.17	Min 1027, p 2704 – actions on Tree Survey Report for Chatsworth Park & The Copse	SN	All works undertaken, apart from one tree by the Chatsworth South playground. It has nesting birds in it and will have to wait until the nest is empty. <i>August – nest with eggs still present</i>	Spring 2018
21.5.18	Min 1081, p 2790 – car park control measures	SN	Works were due to start on 17 th September. Contractors advised on the morning their vehicle had broken down & a rescheduled date is awaited.	Summer 2018
23.7.18	Min 1098, p 2812 – hedge damage at Robert Kingan playground	BB	EH Treecare have undertaken the agreed works.	n/a
23.7.18	Min 1102, p 2812 – Chatsworth North Playground including new fencing	BB	This item has been placed on the agenda for the meeting on 24 th Sept for agreement.	Autumn 2018
23.7.18	Min 1103, p 2813 – Update on playground refurbishments & plaque for TRA	BB/SN	Plaque has been ordered & installed. Refurbishment update has been placed on agenda for meeting on 24 th Sept.	Autumn 2018
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.	Autumn 2018
23.7.18	Min 1106, p 2814 – Playground inspection training for Bianca Buss	BB	RoSPA will only hold a date for training course at the Civic for 2 weeks which is not enough time to advertise out/book places. Bianca will therefore have to attend external training at RoSPA – Sittingbourne is the closest, cost £360 inc. the exam.	Spring 2019
23.7.18	Min 1107, p 2814 – Contribution to Wave Leisure for summer school	SN	Payment of £1,500 has been made.	n/a
23.7.18	Min 1108, p 2815 – to consider quotes for plaque for weather vane	SN	Quote agreed. Delay due to agreement re type of finish. Plaque now on order & expected soon.	Summer 2018
23.7.18	Min 1109, p 2815 – to consider increase in room hire charges	SN	Committee's recommendation for increase being taken to full Council on 19 th September for agreement.	Sept. 2018
23.7.18	Min 1110, p 2816 – future events	SN	Merchant Navy day – TTC held flag raising ceremony. Details for Mayor's 70's night still to be finalised.	n/a

Month No : 4

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Amenities</u>								
<u>105 Town Events</u>								
4362	Fireworks & Town Entertainment	1,540	1,987	4,600	2,613		2,613	43.2 %
4365	Entertainment consumables	0	0	300	300		300	0.0 %
4366	Wave Leisure	1,500	1,500	1,500	0		0	100.0 %
	Town Events :- Expenditure	3,040	3,487	6,400	2,913	0	2,913	54.5 %
1012	Income miscellaneous	0	10	0	10			0.0 %
1054	Income entertainment	0	0	300	-300			0.0 %
	Town Events :- Income	0	10	300	-290			3.3 %
<u>201 Parks, Open Spaces/Playgrounds</u>								
4098	PlayEquipment Replacement *	31,872	77,622	22,000	-55,622		-55,622	352.8 %
4100	Playgrounds Spare Parts	843	919	2,000	1,081		1,081	45.9 %
4101	Grounds Maintenance	842	3,288	25,000	21,712		21,712	13.2 %
4103	Playground Inspections+ROSPA	195	585	2,600	2,015		2,015	22.5 %
4328	Joint litter/dog bin emptying	0	0	2,200	2,200		2,200	0.0 %
	Parks, Open Spaces/Playgrounds :- Expenditure	33,753	82,414	53,800	-28,614	0	-28,614	153.2 %
1061	Income miscellaneous *payments covered by this income from CIL & grant	63,681	91,893	0	91,893			0.0 %
	Parks, Open Spaces/Playgrounds :- Income	63,681	91,893	0	91,893			
<u>202 Amenities General</u>								
4351	Seats and Notice Boards	649	649	2,000	1,351		1,351	32.5 %
	Amenities General :- Expenditure	649	649	2,000	1,351	0	1,351	32.5 %
	Amenities :- Expenditure	37,442	86,550	62,200	-24,350			139.1 %
	Income	63,681	91,903	300	91,603			30634.5

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Civic Centre								
301 Civic Building								
4401	General Repairs	215	858	3,250	2,392	2,392	26.4 %	
4402	Consumable Supplies	4	116	900	784	784	12.9 %	
4403	Equipment Maintenance	65	582	1,900	1,318	1,318	30.6 %	
4404	External/Internal Decorating	9	9	1,000	991	991	0.9 %	
4406	Refuse collection	213	440	900	461	461	48.8 %	
4407	Equipment	917	1,085	1,600	515	515	67.8 %	
4411	Rates	1,160	4,640	14,500	9,860	9,860	32.0 %	
4412	Water and Sewage – total pd for year	0	1,695	1,700	5	5	99.7 %	
4413	Electricity	304	304	2,300	1,996	1,996	13.2 %	
4414	Gas	463	714	2,000	1,286	1,286	35.7 %	
4417	Internal Works	1,730	1,730	3,500	1,770	1,770	49.4 %	
	Civic Building :- Expenditure	5,081	12,172	33,550	21,378	0	21,378	36.3 %
1000	Income Civic Centre	1,195	8,732	35,000	-26,268			24.9 %
	Civic Building :- Income	1,195	8,732	35,000	-26,268			24.9 %
302 Civic Building Loan								
4060	Loan Accounts – payments in May & Nov	0	5,366	11,000	5,634	5,634	48.8 %	
	Civic Building Loan :- Expenditure	0	5,366	11,000	5,634	0	5,634	48.8 %
	Civic Centre :- Expenditure	5,081	17,538	44,550	27,012			39.4 %
	Income	1,195	8,732	35,000	-26,268			24.9 %

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Earmarked Reserves</u>							
<u>910 Earmarked Reserves</u>							
9011	Park Refurbishment	15,087	16,837	130,000	113,163	113,163	13.0 %
9012	Civic Centre Maintenance	0	0	10,000	10,000	10,000	0.0 %
9013	Information Technology	0	0	5,660	5,660	5,660	0.0 %
9014	Telscombe Tye	0	0	25,436	25,436	25,436	0.0 %
9018	Tye Signage Expenditure	0	0	1,808	1,808	1,808	0.0 %
9020	Youth Projects Expenditure	0	0	1,718	1,718	1,718	0.0 %
9021	Election Expenses	0	0	13,000	13,000	13,000	0.0 %
9022	Community Capital Projects	0	0	336	336	336	0.0 %
9023	Street Lighting Expenditure	0	0	15,036	15,036	15,036	0.0 %
9025	Summer Fayre Expenditure	0	0	3,649	3,649	3,649	0.0 %
9026	Councillor training	0	0	3,500	3,500	3,500	0.0 %
9027	Burial fees	0	0	3,000	3,000	3,000	0.0 %
9028	Bus shelters	0	0	14,776	14,776	14,776	0.0 %
9029	Street furniture	0	0	3,000	3,000	3,000	0.0 %
9030	CCTV	0	0	2,901	2,901	2,901	0.0 %
9032	Website	0	0	1,750	1,750	1,750	0.0 %
9033	Telephones	0	0	5,000	5,000	5,000	0.0 %
9035	Grounds maintenance	0	0	15,000	15,000	15,000	0.0 %
9036	Coastal Management	0	0	20,000	20,000	20,000	0.0 %
9037	CIL monies	5,917	5,917	5,967	50	50	99.2 %
9038	Neighbourhood Plan	0	0	5,000	5,000	5,000	0.0 %
	Earmarked Reserves :- Expenditure	21,004	22,754	286,537	263,783	0	7.9 %
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	Earmarked Reserves :- Expenditure	21,004	22,754	286,537	263,783		7.9 %
	Income	0	0	0	0		0.0 %

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	24th September 2018
<u>SUBJECT</u>	Chatsworth North playground fencing quotations

1. INTRODUCTION

It was agreed at the last meeting to remove hedging and replace with metal fencing and also fit new metal gates to the northern end of the park.

2. INFORMATION

Chris Bibb contacted Playsafe to get a quote for all the work. He also contacted an alternative contractor to quote.

It was also agreed at the last meeting that the pathway needed sorting as the tarmac had been covered in wetpour that was coming off in some areas. The contractors approached were therefore asked to quote for this work too.

Costs have been received as follows:-

CHATSWORTH NORTH

Price to attend site and carry out the following works;

Remove hedging to ground level and supply soil and seed to level the ground off.

Remove 35m old fence & remove 1 pair of timber gates and posts.

Supply and install new bow top fencing and gates to match those at Chatsworth South.

Scrape off the existing rubber skim from the tarmac path.

Playsafe Quotation £8149.00

Local Contractors Quotation £7525.00 (JPB fencing and Watsons Groundcare)

NOTE: Please note that although some of the rubber surface will come off easily it is highly likely that some of the rubber will not and this could cause damage to the wearing course tarmac. Dependent on the damage caused it may result in the path requiring an overlay.

3. RECOMMENDATION

It is recommended that the cheaper quotation of £7,525 be accepted.

4. FINANCIAL IMPLICATIONS

Following payment of all the playground refurbishment invoices and LDC fee, we should have a balance of Earmarked Reserves of approximately £25k, which will leave a balance of £17,500 following payment for the works.

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	24th September 2018
<u>SUBJECT</u>	Robert Kingan playground gate quotations

1. INTRODUCTION

Several issues with the gates to the northern end of the Robert Kingan playground have been highlighted in the inspection report and it was agreed to obtain quotations for replacement.

2. INFORMATION

Chris Bibb has obtained quotations as follows:-

ROBERT KINGAN

Remove the following gates

- 1 x timber pedestrian gate;
- 1 x double pedestrian/vehicle access gate;

Supply and install 1no double leaf and 1no. single leaf hydraulic self-closing gates to match those at Chatsworth South

Playsafe Quotation £3892.00

Local Contractors Quotation £4118.00

3. RECOMMENDATION

It is recommended that the cheaper quotation of £3,892 be accepted.

4. FINANCIAL IMPLICATIONS

Following payment of all the playground refurbishment invoices and LDC fee and fencing/gate works proposed at Chatsworth North playground, we should have a balance of Earmarked Reserves of approximately £17.5k, which will leave a balance of approximately £13.5k following payment for the recommended works.

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	24th September 2018
<u>SUBJECT</u>	Update of playground refurbishments

1. INTRODUCTION

The agreed refurbishment works in the 3 playgrounds have now been completed and Chatsworth North playground is due to open shortly. The requirement for replacement gates/fencing has subsequently been highlighted at Robert Kingan and Chatsworth North and this was discussed earlier in the meeting.

2. INFORMATION

RoSPA have inspected all 3 playgrounds and produced a report for each. Bianca Buss, Cllr Gwen Maskell and Chris Bibb from LewesDC have had a site meeting at each playground and discussed the reports' findings. A synopsis of the findings with actions is attached for each playground.

3. RECOMMENDATION

It is recommended that the actions be noted and work undertaken where necessary.

4. FINANCIAL IMPLICATIONS

Unknown at this stage.

Safety Inspection Report - Chatsworth Park South

Page No	Item	Finding	Risk	Action to take
5	Picnic Tables	Timber is rotting	Low	To check with Mick if he can undo bolts and flip plank over
7	Sculpture	Trip points to surface	Medium	Monitor
9-10	Seating	A minimum of 1m between seat and fence	Low	No action - the seat cannot be moved and space is only a recommendation
		Timber is rotting	Low	To check with Mick if he can undo bolts and flip seat over
12	Rocker - 4 seat	Rust on spring	Low	See if we can re-paint the spring
13	Rocker - duck	Rust on spring	Low	See if we can re-paint the spring
15-16	Play train	Trip points to surface	Medium	Monitor (Chris does not agree with findings)
		Brick trail too close to train	Medium	No action - we cannot move the train far enough away to brick trail and/or trampolines
17	Trampolines	The item is not compliant with the relevant standards	Low	No action - the trampolines were put in prior to the inspection laws so we are protected
		Surface is cracking	Low	Monitor
19	Play Animals x 2	Natural splits in timber	Low	Monitor
20	Rocker seesaw - 3 seat	No Surfacing	Low	Now Completed
21-23	Swing - Mixed	The item is not compliant with the relevant standards	Medium	Chris will provide us with a quote for extending wetpour or matting to 4 m from swing
		Timber is splintered	Medium	Will monitor as sanding down can open up to more issues
		Trip points to surface	Low	Monitor
		Basketball court gate opens up into area	Medium	Us to lock this gate
24	Balance Tree Logs	Timber is rotting	Low	Logs now outside play area. Mick to cut up and remove
26	Boulder Trail	Surface is worn	Low	Completed - surface now has grass
27	Basketball court	Trip points to surface	Low	Monitor
28-29	Agility Trail	Installation incomplete - grass not established	Low	Now Completed
		Natural splits in timber	Low	Chris will ask this to be replaced as the split is over minimum requirement
30	Hopscotch	Trip points to surface	Medium	Monitor
31-32	Swing - Junior	Carabiners on cradles	Medium	Chris conf the Inspector did not like the carabiners but doesn't have an alternative solution. Suggests we note their comments and monitor general wear and tear
		Natural splits in timber	Low	Monitor
33-34	Multiplay - Junior	Natural splits in timber	Low	Monitor
		Wet pour surface is separating at the joints	Low	Will need to be replaced but not high risk at the moment
		Finger entrapment	Low	Monitor
35-36	Rocker - Elephant	Bolt loose	Low	Now Completed
		Rust on spring	Low	See if we can re-paint the spring
		Trip points to surface	Low	Monitor
37-38	Climber - Frame	Cap missing at rear of climbing wall panel	Low	To check if Mick can get a replacement
		Natural splits in timber	Low	Monitor

Safety Inspection Report - Chatsworth Park North

Page No	Item	Finding	Risk	Action to take
4	Fencing	Item is damaged	Low	Awaiting quote from Chris
5	Paths	Trip points to surface	Medium	Awaiting quote from Chris
9	Cableway	Retaining Wall is 1.9 m	Low	No action - the wall distance was prior to the inspection laws so we are protected
10	Climber unit	x2 caps missing from fixing bracket	Low	To ask Mick to replace caps with spares at Civic Centre
11	Swing - Mixed	Natural splits in timber	Low	Monitor - Bianca will check split measurements in New Year
17	Slide - embankment	Cracks in platform edge to be repaired	Low	Now Completed - Playsafe have since placed a cover over the edge

Safety Inspection Report - Robert Kingan

Page No	Item	Finding	Risk	Action to take
4	Fencing	Item is damaged	Low	Awaiting quote from Chris
5-6	Seating - Picnic tables	Item is cracked	Low	Monitor - the issue is underneath the seat and will not affect
		Timber preservation is in poor condition	Low	Will need to be replaced but not high risk at the moment
9-11	Gates	Strimmer damage	Low	Will need to be replaced but not high risk at the moment
		Entrapment on sides of gates	Medium	Awaiting quote from Chris
		Gate is sticking on the ground	Low	Awaiting quote from Chris
		Mechanism needs adjustment	Low	Awaiting quote from Chris
		Timber is decayed	High	Awaiting quote from Chris
12	Seating (Robert Kingan plated)	Finger trap issue	Medium	Awaiting quote from Chris
		Timber is splintered	Low	It is bowed so cannot swap slat - slat will need to be replaced or
13-14	General surface - Grass	Grass yet to re-establish	Low	Completed
		Holes in grass	Medium	Ask Mick to fill with soil
15	Basketball Goal	Projecting bolt thread at ring fittings	Medium	Completed
16-19	Play fort	Nail heads at log tops	Low	Will need to be removed but not high risk at the moment
		Natural splits in the timber	Low	Monitor
		Surface has unintended weeds	Low	To be removed by Mick/Burleys
		Timber is decayed	Medium	Will need to be removed but not high risk at the moment
		Timber is splintered	Low	Will need to be removed but not high risk at the moment
21-22	Carousel - Roundabout	Trip points on the surface	Medium	Will need to be fixed once play fort removed
		Head entrapment	Low	Will need to be removed but not high risk at the moment
		Separation from surface	Medium	To report to Chris for fixing after winter
		Toggle entrapment	Low	Monitor - risk is very low
		Natural splits in the timber	Low	Monitor
24	Swing - Toddler	Natural splits in the timber	Low	Monitor
26	Rocker - Seesaw	Item is rusting in places	Low	Monitor
27-28	Trampolines - Mini	Timber edge at 1.35m from bouncing surface - raised edge to be cut back	Medium	Completed
		Cleaning access below the suspension bed has not been provided	Low	Area is clear so to monitor regularly
29-31	Rocker - Motorcycle & sidecar	Item is rusting in places	Low	Monitor
33-34	Rocker - seesaw multi-user	Item is rusting in places	Low	Monitor
		Tyres worn and cables exposed	Low	Will need to be removed but not high risk at the moment
		Laminated damaged	Low	Will need to be removed but not high risk at the moment
35-36	Hopscotch	Numbers faded	Low	Numbers to be re-painted
		Trip points on the surface	Low	Monitor - possibility to weed area around

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37-38	Swing - mixed	Junior swing seat split at bottom Rubber chain covers damaged Surface is cracking	Low Low Low	Monitor Monitor Ask Mick if can re-fill it
39-43	Multiplay - Timber	Natural splits in the timber Removal of lower step to make the unit less accessible to under 3's Head entrapment Finger entrapment Roof potentially accessible Edges to roof not chamfered Toggle entrapment at roof gaps Head entrapment	Low Low Low Low Low Low Low Low Low	Monitor regularly as one large one but still under 8mm Completed Completed Monitor To note comments but Chris, Gwen and I agreed do not think To note comments but Chris, Gwen and I agreed do not think To note comments but Chris, Gwen and I agreed do not think Completed
44-45	Agility Trail	Grass yet to re-establish Natural splits in the timber	Low Low	Completed Chris to report to Playsafe for one area as split is large and wide. To monitor others

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	24th September 2018
<u>SUBJECT</u>	Future Events

1. INTRODUCTION

At the moment we confirmed the following events at previous meetings and arrangements are in place:-

Macmillan Coffee morning on Thursday 27th September

Halloween kids party on Saturday 27th October

Christmas coffee morning on Tuesday 25th December

2. INFORMATION

The only event to be arranged is the Mayor's 70's night which will probably take place early in 2019.

Any new ideas – suggestions for new events are welcome.

3. FINANCIAL IMPLICATIONS

None.

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	24 th September 2018
<u>SUBJECT</u>	Business plan update

1. INTRODUCTION

Amendments were agreed at the last meeting and the plan has been updated.

2. INFORMATION

The amendments were as follows:-

No 1 – to note that the tree surveys are ongoing annually

No 9 – to note that this item has been discontinued

3. RECOMMENDATION

It is recommended that we amend the plan to be agreed.

4. FINANCIAL IMPLICATIONS

N/A

TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

This business plan sets out a programme of work to be carried out between the dates shown including intervals of review and projected delivery dates Adopted at Full Council 210916.

Part I- AMENITIES & CIVIC CENTRE COMMITTEE ACC – CP Chatsworth Park N and S – RK Robert Kingan – PF TCW Playing Fields Tels Cliffs Way ACC – Amenities and Civic Centre Committee - P&R – Policy and Resources Committee – FC Full Council TC – Town Clerk DTC – Deputy Town Clerk

Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
<u>1</u> Tree Survey CP	To survey the trees in CPark and the Copse. Annual surveys to be undertaken	Tender Completed	TC	Summer 2016 Autumn 2016 Autumn annually	FC 15/2/17	Autumn 2016 COMPLETED Autumn 2017 COMPLETED ONGOING ANNUALLY
<u>2</u> Tree Works	Tree Works Completed in CPark and The Copse		TC	Spring 2017	ACC & FC Agenda ACC 28/11 FC 13/2/17 ACC 22/1/18	Spring 2017 CPark & Copse COMPLETED Spring 2018 Copse & CPark Completed Ongoing
<u>3</u> Establish a Maintenance Programme for Play equipment in the Play Spaces	Keep Play Equipment in safe and good condition	ACC resolved to keep maintenance in house and monitor	TC	Spring 2016	ACC & FC Agenda ACC 26/9 Agenda ACC 28/11	Ongoing

2016 -2017

2017 -2018

2018 -2019

V2.1 MAR 2018

TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

<u>4</u>	<p><u>Play Equipment Survey</u></p> <p>Survey Play Equipment condition Produce a costed plan for replacement/refurbishment.</p>	<p>Explore grant/match funding</p> <p>Apply for CIL funding</p> <p>Tenders returned & company agreed. Contract signed and work started.</p>	<p>TC</p> <p>TC</p> <p>TC/LDC</p>	<p>Summer 2016 Spring 2017</p> <p>ACC & FC Agenda ACC 26/9 Agenda ACC 28/11 ACC Agenda 27/3/17</p> <p>Early 2018</p> <p>Spring 2018</p> <p>Agenda FC 21/3/18</p>	<p>Spring 2018 COMPLETED</p> <p>completed</p> <p>Summer 2018</p>
<u>5</u>	<p><u>LDC Devolution PI</u></p>	<p>DECISION FC 21/12 Not to proceed with the LDC offer to devolve the PFTCW and Cliff tops</p>	<p>TC</p>	<p>Winter 2016</p> <p>FC Agenda ACC 21/12</p>	<p>Winter 2016 DISCONTINUED</p>
<u>6</u>	<p><u>Allotments PI</u></p>	<p>Refresh the feasibility of the Council delivering Allotments</p> <p>Options Paper to FC including any new information on surveys and explanation of the Councils legal duties.</p>	<p>TC</p>	<p>Summer 2016</p> <p>ACC/FC AGENDA 15/3/17 & 17/5/17</p>	<p>Summer 2016 SUSPENDED</p>

TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

<u>7</u>	<u>Allotments P2</u>	Subject to Part I approval - Delivery Plan for Allotments	Part 1 suspended for time being so part 2 also suspended	TC	Autumn 2016 Spring 2016	ACC	Spring 2017 SUSPENDED
<u>8</u>	<u>Introduce Combined Dog and General Waste Bins</u>	Audit and Costs then refresh decision on whether a combined bin would be more economical for the Town.	Costed report to ACC Establish best practice through liaison with other councils If Councillors agree business case and tender proposition.	TC & DTC	Spring 2016	ACC	Summer 2016 COMPLETED Monitor Cost Savings at ACC
<u>9</u>	<u>Land plots A259</u>	Examine viability of delivering a return on these two land plots found by TC	Options Paper to ACC with recommendations	TC	Summer 2017 <u>Spring 2018</u>	ACC	Spring 2019 DISCONTINUED
<u>10</u>	<u>Community Infra-structure Levy</u>	Quantify and agree areas to be funded	Options Paper to FC 15/2/17 – agreed go to playground refurb & put into ER	TC	<u>Spring 2017</u>	FC 15.2.17	COMPLETED