

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 3rd June 2019** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: C Clarkson, C Gallagher, J Harris, L Mills, L O'Connor, C Robinson & I Sharkey

Also Present: Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)

1169. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN

Cllr Mills nominated Cllr Gallagher as Chairman of the committee. Cllr Robinson seconded the proposal and Cllr Gallagher was unanimously elected as Chairman.

Cllr O'Connor proposed Cllr Mills as Vice Chairman of the committee, seconded by Cllr Clarkson and Cllr Mills was unanimously elected as Vice Chairman.

1170. PUBLIC QUESTION TIME

There were no questions from the public present.

1171. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Smith who was on annual leave, Cllr Judd who had work commitments and Cllr Page who had an unexpected engagement. These reasons were accepted by the Committee. Cllr Brindley was not present but had not submitted apologies.

1172. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

1173. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 1st APRIL 2019

Cllr Robinson asked if the grounds maintenance budget could be separated to show the small maintenance works and other contracts separately to enable budget spending to be monitored. The Town Clerk confirmed that this can be actioned from March 2020 but will monitor the budget spending in the meantime.

It was proposed by Cllr Robinson, seconded by Cllr Harris and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1174. TO RECEIVE ACTION LIST

The action list was noted as follows:

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|--|--------------|---|----------|
| 28.1.19 | Min 1144, p 2910 – To consider estimates for bench replacements at Chatsworth North playground | SN/BB | Benches have been ordered and delivery is awaited. <i>Benches received and installation is imminent.</i> | May 2019 |

TELSCOMBE TOWN COUNCIL



| 1174. | To Receive Action List (Contd) | | | |
|---------|--|-------|--|-----------|
| 28.1.19 | Min 1149, p 2911 – To consider redecoration of some areas of the Civic Centre | BB | Specification drawn up by Bianca and agreed by Cllr G Maskell. Estimates awaited. <i>Estimates received and placed on agenda for this meeting for consideration.</i> | June 2019 |
| 1.4.19 | Min 1161, p 2954 – To consider estimates for tree works at Chatsworth Park and The Copse | BB/SN | EH Treecare have been instructed. Some works carried out and others have to wait due to nesting birds. EH Treecare consulted re trees behind Cavendish Close – item placed on this agenda for consideration. | Sept 2019 |
| 1.4.19 | Min 1165, p 2955 Civic Centre security | BB/SN | Quotations still awaited for reception alteration work. Additional CCTV camera/monitor and door intercom work on hold until alterations to reception are complete. Additional estimates for front door works also awaited. | Sept 2019 |

Bench replacements – Cllr O’Connor requested that the Council considers sponsoring park benches as a way of bringing in income. It was agreed that the Amenities Officer would investigate and bring back to a future meeting.

1175. TO RECEIVE INCOME AND EXPENDITURE TO 31st MARCH 2019

It was unanimously **agreed** that the income and expenditure figures for Amenities of £138,581 expenditure of and income of £92,083 and Civic Centre expenditure of £44,296 and income of £31,215 at 31st March 2019 be accepted as correct.

1176. ANNUAL PLAYGROUND INSPECTION REPORTS

Cllr Clarkson asked if there was an ongoing maintenance programme and felt it would be a good idea to involve volunteers to carry out minor work such as turfing worn areas. Councillors agreed they would visit the sites to accustom themselves with the playgrounds. The Annual Playground Inspection Reports for the three playgrounds were noted by the Committee and it was **agreed** to implement the recommended actions from Lewes District Council.

1177. TO CONSIDER WORKS TO FENCING AND BASKETBALL UNIT AT CHATSWORTH PARK SOUTH PLAYGROUND

Following discussion it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the estimate from Playsafe to repair the perimeter fencing to the basketball in the sum of £280 plus VAT be accepted and that Playsafe’s estimate to supply and fit new panels to the basketball unit in the sum of £494 plus VAT and fit an additional post to provide support against future damage in the sum of £215 plus VAT also be accepted.

1178. TREE WORKS AND TREE SURVEY IN CHATSWORTH PARK

The Town Clerk confirmed that the Council had received complaints from two residents at two different properties that border Chatsworth Park concerning the height of the trees.

TELSCOMBE TOWN COUNCIL



1178. Tree Works and Tree Survey in Chatsworth Park (Contd)

Photographs of the areas were handed round. A tree care company was asked to inspect the trees in question at one property with a view to providing a quote for a reduction in their height. The tree care company was reluctant to reduce these in height as they felt it could make them unstable and suggested we get an opinion from an Arboriculturist.

The Council has annual tree surveys carried out by Arboriculturist Richard Jackson which cover the whole of Chatsworth Park and The Copse. He has provided a quote which is the same as the previous 2 years of £650, plus an additional £50 for a brief report per location on the trees requiring reduction.

Following consideration, it was proposed by Cllr Robinson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that Richard Jackson be instructed to carry out a tree survey for Chatsworth Park and The Copse in the sum of £650 plus VAT and that the Council request he provides additional reports for the two locations regarding tree height reduction at a cost of £50 plus VAT per area.

1179. TO CONSIDER REPLACEMENT PICNIC BENCH AT CHATSWORTH PARK

The Town Clerk reported that a picnic bench by the Memorial Garden in Chatsworth Park had been vandalised, was irreparable and had been disposed of. A price for an 'A' frame picnic bench and a wheelchair accessible bench was provided for indicative purposes. Following discussion it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** that a wheelchair accessible bench be purchased at a maximum cost of £400 plus VAT, fittings & delivery and it be placed in the same location. Prices for its installation onto concrete slabs are to be obtained and agreed with the Town Clerk and Committee Chairman in accordance with financial regulations. This will be reported back to the next meeting.

1180. TO AGREE FUNDING FOR WAVE LEISURE SUMMER HOLIDAY SCHEME

Telscombe Town Council have contributed £1,500 to Wave Leisure's Summer Holiday Scheme for the last 6 years and the same amount has been budgeted for this year. There was much discussion concerning how many children from East Saltdean, Telscombe Cliffs and Telscombe Village use the scheme and it was noted that Wave Leisure have requested a contribution of £1,800. Following discussion, it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** that Telscombe Town Council contribute the sum of £1,500 which has been budgeted for, that Wave Leisure be asked how many leaflets they have distributed and where to and at the end of the summer, they provide a summary confirming how many children from our area have used the scheme.

1181. TO CONSIDER ESTIMATES FOR RE-DECORATING CIVIC CENTRE INTERNAL AREAS

The report from the Amenities Officer was discussed. The Town Clerk confirmed that she had looked over the Civic Centre with the Amenities Officer and thought some of the areas just needed a clean rather than re-decorating. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the quotation from Oscar Sierra in the sum of £1,790.00, however the ground floor reception area, staircase to first floor, room 5

TELSCOMBE TOWN COUNCIL



1181. To Consider Estimates for Re-Decorating Civic Centre Internal Areas (Contd)

and the corridor to Room 5 and 6 should be excluded reducing the cost to £1,490;

Oscar Sierra should be asked if there will be a reduction in the material cost; all areas are to be painted in daffodil white to provide uniformity throughout the Civic Centre and caretaking staff can undertake minor redecoration works as and when required during their working hours, especially the evening/weekend caretakers.

1182. TO CONSIDER DISPLAYING RON CHIVERTON'S (FREEMAN OF TELSCOMBE) MEDALS & CAP

It was proposed by Cllr Harris, seconded by Cllr Mills and unanimously **RECOMMENDED** to display the Freeman of Telscombe's medals and cap in a box frame next to the Freemans board in the Council Chamber, along with a synopsis of Mr Chiverton's life and how the medals were awarded. Cllr Robinson recommended a shop in Rottingdean that makes box frames and will investigate prices and report back to the Committee.

1183. FUTURE EVENTS

Bingo – It was unanimously **agreed** to continue with the popular Bingo evenings which fundraise for the Mayor's charity. The Mayor, Cllr Sharkey, confirmed if there are 2 winners of a full house, each winner is to receive £20 rather than the money being split, however, the snowball and flyer game jackpots will be split as previously agreed.

Macmillan coffee morning – It was unanimously **agreed** to hold a Macmillan coffee morning on the last Thursday in September.

Armed Forces Day and Merchant Navy Day – It was unanimously **agreed** to hold a flag raising event for Armed Forces Day in the morning on 24th June and for Merchant Navy Day in the morning on 3rd September.

Fireworks – The consensus was that the firework display was very expensive and uses the majority of the town entertainment budget. It was unanimously **agreed** not to hold the display this year and use the money for other events.

Any Other Suggestions – There was discussion concerning the events the Town Council could hold including a craft fair, communal walks, dog show and an open cinema on the Tye. It was **agreed** that Cllr Mills would head up a working party to discuss and investigate future events, which will be taken to a future Amenities meeting for consideration.

1184. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Gallagher asked the Town Clerk if the trailer on the Tye could be removed. The Town Clerk confirmed she would write to Stud Farm regarding this as agreed at the last Policy & Resources meeting.

Cllr Gallagher further requested that the advertising van parked next to the Tye is reported and removed. It was confirmed that the office staff had already reported this to East Sussex Highways for them to action.

There being no further business the meeting closed at 9.15 pm.

Signed.....

CHAIRMAN

NB Next meeting of the Committee - Monday 29th July 2019 at 7.30 pm