



TELSCOMBE TOWN COUNCIL

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

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES
Tel: 01273 589777

www.telscombetowncouncil.gov.uk

23rd May 2017

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Wednesday 31st May 2017** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Nancy Astley
Town Clerk

AGENDA

1. To appoint a Chairman and Vice Chairman
2. 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.
3. Apologies for absence and substitutions
4. To receive Members' declarations of interest
5. To discuss and approve minutes of the extraordinary meeting held on Thursday 27th April 2017 - *attached*
6. To receive action list – *attached*
7. To receive Income & Expenditure to 31st March 2017 – *attached*
8. Future events update including summer fayre, fireworks, proms & halloween – *see attached*
9. Fire escape replacement – *see attached*
10. CCTV replacement – *see attached*
11. Wetpour works at Chatsworth North playground – *see attached*
12. Playground incident report to note - *see attached*
13. Business Plan update, including public place protection order – *see attached*
14. Civic Centre internal redecoration – *see attached*
15. Urgent matters at the discretion of the Chairman for noting
16. Exclusion of Press & Public - to consider whether to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.
17. Review of room 6 room hire charges - *see attached*

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 – ~~Wednesday 31st May 2017~~

Monday 31st July 2017

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 27th March 2017** in Telscombe Civic Centre at 7.30 pm.

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

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

958. **PUBLIC QUESTION TIME**

No members of the public were in attendance.

959. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Cllr. W. Botting was working away and Cllr. D. Wright substituted. This was accepted unanimously by the Committee.

960. **TO RECEIVE MEMBERS DECLARATIONS OF INTEREST**

No declarations of interest were received.

961. **TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 27th MARCH 2017**

The Committee considered the minutes of the above meeting. It was proposed by Cllr. B. Page, seconded by Cllr. A. Smith and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Chairman, Cllr J Wilkins.

962. **TO APPROVE THE SERVICES OF LEWES DISTRICT COUNCIL AT 10% OF OVERALL PROJECT COST TO HELP THE PROJECT DEVELOPMENT OF REFURBISHMENT OF PLAYGROUNDS**

Cllr. A. Smith explained that originally Chris Bibb Project officer at Lewes DC had helped Martin with the refurbishment of the parks in 2013 and had also assisted on the Big Park project and was involved in several other park projects across the District. The benefit of employing Chris Bibb at Lewes DC would be that he would help generate funding for the project and project management liability would be covered by Lewes DC. It would then speed up the project and provide much needed specialist knowledge assistance for the Town Clerk with regards to specifications and tendering and would generally be value for money.

Cllr. B. Page agreed that Chris Bibb was an experienced officer that would be beneficial but some of the services being offered in the email may not now be required as the Clerk had already drafted specifications and therefore the 10% maybe negotiable. Cllr. B. Page was concerned that no meeting had actually been undertaken with the officer and it was not clear at this stage what may be needed and therefore whether 10% would be the final figure.

Cllr. J. Wilkins suggested that three quotes could be gained, however, Cllr. R. Maskell believed that gaining further quotes was unnecessary and would elongate the project even further.

Cllr. A. Smith reiterated that 10% was good value and this would lead to long term savings.

TELSCOMBE TOWN COUNCIL



Cllr. R. Maskell proposed that Lewes DC be employed to do the refurbishment project. Cllr. Page asked that the resolution be made subject to possible negotiation of the 10%. This was then seconded by Cllr. A. Loraine and unanimously agreed by the Committee. In accordance with Financial Regulation 4.1, this recommendation will be taken to full Council for approval in view of the amounts involved.

Cllr. J. Wilkins confirmed that the end specification would go back to the Amenities Committee for approval before any tendering was undertaken and that the playground working party would be included in the work with Chris Bibb.

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

There were no matters for noting.

964. EXCLUSION OF PRESS & PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

965. TO DISCUSS AND APPROVE CONFIDENTIAL MINUTES OF THE MEETING HELD ON MONDAY 27TH MARCH 2017

The Committee considered the minutes of the above meeting. It was proposed by Cllr. B. Page and 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.

There being no further business the meeting closed at 8.17pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Wednesday 31st May 2017 at 7.30 pm

Amenities and Civic Centre Action List for 31st May 2017

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.3.17	Min 947, p 2602 Future Events	SN	Summer fayre – Countrymans Contractors and Tim Jordans have been contacted re sponsorship, but we haven't had a response. Halloween – the entertainers have been booked for the event at a cost of 150.	June 2017
27.3.17	Min 950, p 2603 Allotment Update	SN	The recommendation to suspend looking for a site was taken to full Council on 17 th May and agreed.	complete
27.3.17	Min 952, p 2604 Radiator/heating works	SN	Humphrey Heating's quote was accepted but they haven't come back with a start date. They are being chased.	Summer 2017
27.3.17	Min 953, p 2604 Civic Centre Internal Redecoration	SN	Estimates are awaited and will be brought to the next meeting.	Summer 2017
27.3.17	Min 957, p 2605 Review Fees & Charges for room 6	NA	Negotiations are in progress between the hirer and Nancy	Summer 2017
27.4.17	Min 962, p 2160 – To approve services of LewesDC re playground refurbishments	NA	This needs to be taken to the next Council meeting for approval. Nancy has had a meeting with Chris Bibb	Summer 2017

Month No : 12

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Civic Centre</u>								
<u>301 Civic Building</u>								
4401	General Repairs	2,250	2,670	2,600	-70		-70	102.7 %
4402	Consumable Supplies	162	869	900	31		31	96.6 %
4403	Equipment Maintenance	0	1,593	1,800	207		207	88.5 %
4404	External/Internal Decorating	750	790	1,000	210		210	79.0 %
4406	Refuse collection	0	787	900	113		113	87.4 %
4407	Equipment	102	616	1,000	384		384	61.6 %
4411	Rates	0	14,413	15,000	587		587	96.1 %
4412	Water and Sewage	0	1,580	1,650	70		70	95.8 %
4413	Electricity	758	2,149	2,250	101		101	95.5 %
4414	Gas	512	1,301	1,900	599		599	68.5 %
4417	Internal Works	3,952	4,248	4,500	252		252	94.4 %
	Civic Building :- Expenditure	8,487	31,017	33,500	2,483	0	2,483	92.6 %
1000	Income Civic Centre	6,329	41,505	35,000	6,505			118.6 %
	Civic Building :- Income	6,329	41,505	35,000	6,505			118.6 %
<u>302 Civic Building Loan</u>								
4060	Loan Accounts	0	11,472	12,000	528		528	95.6 %
	Civic Building Loan :- Expenditure	0	11,472	12,000	528	0	528	95.6 %
	Civic Centre :- Expenditure	8,487	42,488	45,500	3,012			93.4 %
	Income	6,329	41,505	35,000	6,505			118.6 %

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk
<u>MEETING DATE</u>	31st May 2017
<u>SUBJECT</u>	Future Events (including summer fayre, fireworks, proms and Halloween)

1. INTRODUCTION

Updates on events as follows:-

2. INFORMATION

Summer fayre – Stix Drummers cancelled; cheerleaders confirmed for arena; no other sponsorship to date; no raffle prizes to date; St John first aid booked; working party meeting to be arranged (Cllrs R Maskell, G Maskell, J Wilkins, J Harris – any others welcome).

Fireworks – firework company and pa system company booked.

Proms – the Civic Centre has been booked and as agreed at the last meeting the cost will be £15 to include 3 bingo books and food, followed by televised screening of the second half of the proms.

Halloween – the children’s entertainers have been booked at a cost of £150.

Children’s farm visits – another company were found & booked for transport to the farm, saving £285 over maximum agreed at last meeting. Visits have taken place and went well.

Armed Forces Day Flag Raising – I have received a letter from the Ministry of Defence encouraging local Councils to raise an Armed Forces Day flag on Monday 19th June and fly it for the duration of the week leading up to the National Day itself on Saturday 24th June. It is also suggested we may like to host a brief public ceremony to mark the moment the flag is hoisted. A flag can be purchased for as little as £5 and I thought it would be nice to ask our Freeman, Ron Chiverton, to raise the flag for us.

Any other events – suggestions to be discussed.

3. FINANCIAL IMPLICATIONS

The summer fayre is funded by sponsorship (£875 received to date), but we do have approximately £2,500 in an earmarked reserve if necessary. We have budgeted for fireworks and other town entertainment.

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk/RFO
<u>MEETING DATE</u>	31st May 2017
<u>SUBJECT</u>	Fire escape replacement

1. INTRODUCTION

The caretaker, Mick Evans, had drawn attention to the poor condition of the fire escapes which are very rusty.

2. INFORMATION

Several companies were contacted to quote for either repair or replacement depending on their recommendation. Three companies eventually attended, but only two have provided quotations. Due to their poor condition, both companies recommended replacement of both fire escapes with a galvanised alternative and solid bars/balustrading rather than mesh rails. The prices are as follows:-

Squires Metal Fabrications £9,285 plus VAT
GW Ironworks £14,598.32 plus VAT

3. FINANCIAL IMPLICATIONS

We currently have £9,000 in an earmarked reserve for Civic Centre maintenance and a budget of £3,000 for general repairs.

4. RECOMMENDATION

It is recommended that both fire escapes be replaced by Squires Metal Fabrications at a cost of £9,285 plus VAT. In accordance with Financial Regulation 4.1, all items of expenditure over £5,000 are to be authorised by full Council and it is recommended that this proposal be taken to the next Council meeting for approval.



SQUIRES

AUTHORISED
ORSOGRIL
FABRICATOR



Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES

For the attention of Stella Newman

SQUIRES METAL FABRICATIONS LTD.

Burgess Road
Ivyhouse Lane Industrial Estate
Hastings
East Sussex TN35 4NR
Tel: (01424) 428794
Fax: (01424) 431567
Email: squiresmetal@tiscali.co.uk
Web Site: www.squiresmetal.co.uk

30.3.2017
AHM/HVP/FPC

Dear Madam,

Re:- Fire Escape

We thank you for your recent enquiry and have pleasure in submitting our estimate for the work involved at the above site generally in accordance with our site meeting.

Further to my inspection of the two fire escapes at your premises, in our opinion they are beyond repair due to the amount of corrosion on all steel members and critical connections

To:- Remove existing staircases and clear from site and replace with new to match existing apart from the balustrade infill which would be 12 dia solid bars not mesh.
Finish:- Hot dip galvanised after fabrication.

Will Cost £9285.00 + VAT

Quality Assurance: All in compliance with BS EN ISO 9001.2008
Certification No 0554

Yours faithfully
SQUIRES METAL FABRICATIONS LTD

A. H. Morton

GW IRON WORKS

Telescombe Town Council
360 South Coast Road
Peacehaven
East Sussex
BN10 7ES

RECEIVED
24 MAR 2017

Unit 4 Bros Industrial Estate
Newhaven, East Sussex BN9 0EH
Tel: 01273 514448 Fax: 01273 611115
Mobile: 07976 875 021
Email: info@gwironworks.co.uk
www.gwironworks.co.uk
UTR No. 2841 8184 88
VAT Reg. No. GB 683 4373 13
Company Reg. No. GB 4748934

Thank you for your enquiry; I have pleasure in submitting the following quotation for your review.
If you require any more information please contact Gary or Zoe and we will be very happy to help you.

21/03/2017

Quote 3

To replace stair case with new galvanized treads and balustrading

stair	£9,058.32
galvanize	£2,300.00
Fitting	£3,240.00

Account no: 03375810
Sort code: 309501

Sub Total	£14,598.32
Vat @ 20%	£2,919.66
Total	£17,517.98
Deposit Amount	£5,255.40

I hope that my quotation meets with your approval, if you would like to discuss it and your requirements further, please do not hesitate to contact me.

If you wish to go ahead with the order, written confirmation and a deposit as shown above, is required.

Yours Sincerely

Gary Ward
Director

PAYMENT DUE BY RETURN. THANK YOU.

Acc. No. 03375810 Sort Code 309501 Please note the prices listed above are valid for 30 days from issue date.

All account queries should be raised as soon as possible, and any problems once work is complete need to be addressed in writing within 14 days of the invoice date. Please contact the office on 01273 514448 or email us info@gwironworks.co.uk. Late payments will incur interest charges.

In the event of a third party becoming involved to collect outstanding funds, any costs incurred will be passed on.

We reserve title to goods until paid for in full.

You can now pay by credit/debit card.



<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk/RFO
<u>MEETING DATE</u>	31st May 2017
<u>SUBJECT</u>	CCTV replacement

1. INTRODUCTION

Following a lorry running into the new waste bin in the car park and the poor quality of the CCTV recording, Committee agreed to get quotations for a more up-to-date system.

2. INFORMATION

Several companies were contacted, but only two have provided quotations which are attached.

Haven Security's quotation includes for 3 additional cameras covering upstairs, a new recording unit, the first year's maintenance free of charge, with connection to existing monitors - £2,099 plus VAT.

Securitel's quotation includes for one additional camera covering the entrance/exit to the car park, a new recording unit and new monitors - £2,098 plus VAT.

Languard Alarms currently maintain the system for £50 pa and were asked to quote but did not come back to us.

3. FINANCIAL IMPLICATIONS

We currently have £5,000 in an earmarked reserve for CCTV.

4. RECOMMENDATION

It is recommended that Haven Security's quotation be accepted.

Haven Security Limited
86 South Coast Road
PEACEHAVEN
East Sussex
BN10 8SL

Telephone:
 Head Office
 01273 586801 – 24 hours
 Eastbourne/Seaford
 01323 643099
 01323 440365
 Haywards Heath
 01444 258283
 Fax 01273 579928



QUOTATION

Specification 9649

Version A

Date 13 February 2017

Haven Security is pleased to offer this Quotation for the work listed below

Telscombe Civic Centre
 360 South Coast Road,
 Telscombe Cliffs,
 East Sussex
 BN10 7ES,

Hereafter called the "Premises"

Installation of a CCTV System	£ 2099.00 + VAT	£ 2518.80 inc
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A deposit of 20% is required before commencement of work with the outstanding balance being due on completion

Maintenance Option A See back of Contract for details	Free of Charge 1 st Year	£ 160.00 + VAT	£ 192.00 inc
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Please Note: This Quotation is subject to the terms and conditions printed overleaf and is valid for 3 months from above date

Signed for and on behalf of
 HAVEN SECURITY Limited

Lee Okines
 Director
 13 February 2017

ACCEPTANCE (PLEASE SIGN BELOW AND RETURN ONE COPY)

I/We hereby request Haven Security to proceed with the above work in accordance with the attached specification and subject to the terms and conditions which I/We have read.

Full name and address where accounts should be sent if different from that shown above

.....

Sign..... Position.....
 Name..... Date.....

Stella Newman

From: Jack Page <Jack@securitel.co.uk>
Sent: 12 May 2017 12:39
To: Stella Newman
Cc: Andy
Subject: Q11406 - Quote for CCTV upgrade at Telscombe Civic Centre
Attachments: Q11406 - Telscombe Civic Centre CCTV equipment.xlsx

Good afternoon Stella,

Following your quotation request and our subsequent visit to site, please find our quote for upgrading your existing CCTV system, focusing on higher quality imagery and futureproofing. We have allowed to replace all of your current cameras, monitors and recorder with new HD equipment, which will vastly improve the image quality and give a better standby time. In addition, we have allowed to wire and fit an additional camera covering the entrance to the car park, which will allow you to identify number plates if necessary.

Q11406 – To supply and install CCTV system as described above = £2098 + VAT

Please let me know if would like to go ahead with these works, or if you have any further questions.

Kindest regards,

Jack Page

S

Securitel Service Ltd

94 Warren Road

Woodingdean

Brighton

BN2 6BA

Tel: 01273 888326 Fax: 01273 887427



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<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk/RFO
<u>MEETING DATE</u>	31st May 2017
<u>SUBJECT</u>	Wetpour works at Chatsworth North Playground

1. INTRODUCTION

A small hole in the wetpour in Chatsworth North playground was recently highlighted on the playground inspection report from LDC.

2. INFORMATION

The damage carries a medium risk level. Burleys do not do wetpour but are part of the TCL Group who do. We are waiting to see if they will quote (they have said it may be too small a job). We have received a quote from Tim Jordans.

3. FINANCIAL IMPLICATIONS

Funds would come from the grounds maintenance budget.

4. RECOMMENDATION

It is recommended that in accordance with Financial Regulation 4.1, the Committee Chairman and Clerk/RFO chose the most competitive quotation so that repairs can be expedited.

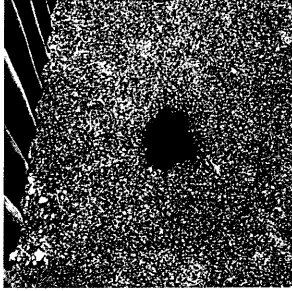
Chatsworth Park North Play Area Findings and Tasks:

Wet Pour Findings

Asset Name	Finding Title	Finding Date	Location	Resolve By Date	Resolved Date	Risk Level	Cause
Wet Pour	Item - Hole(s) - (Unresolved)	29/04/2017		13/05/2017		Medium	Wear and Tear

Finding Notes: A hole has opened up close to the aerial runway.

Finding Images:



Task Title	Required By Date	Task ID	Risk Level
Replace damaged area		112803	Medium

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk
<u>MEETING DATE</u>	31st May 2017
<u>SUBJECT</u>	Playground Incident Report to note

1. INTRODUCTION

On April 5th 2017 it was reported to the Clerk that there had been an incident in Chatsworth South Playground, where the upper wire cage area of the MUGA system had fallen down and hit a child, knocking the child to the ground causing a bump on the head and graze to the face. No further injuries have been reported.

Details were taken of the incident and within thirty minutes the playground was inspected by the Clerk, where she found the wire cage panel on the floor next to the MUGA equipment. The wire panel was taken back to the Civic for safety purposes.

The corresponding inspection report made by Lewes DC (1/4/2017) three days before the incident shows the wire panel missing, there is no mention that the panel is loose, or leaning against anything.

The report eight days prior (23/03/2017) to the incident does not record any problems with the MUGA wire panel.

The matter has been passed to insurers and is currently being investigated by the assessors.

<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk/RFO
<u>MEETING DATE</u>	31st May 2017
<u>SUBJECT</u>	Business Plan Update including public place protection order

1. INTRODUCTION

It has been agreed to place the business plan update on all Committee & Council agendas.

2. INFORMATION

Cllr Smith has asked that consideration be given regarding a public space protection order, with LDC involvement, for Chatsworth Park in view of the recent anti-social activities. It was agreed at the last P&R meeting to explore this for the Tye.

3. FINANCIAL IMPLICATIONS

Unknown.

4. RECOMMENDATION

It is recommended that this be considered.



<u>AGENDA ITEM</u>	14
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk
<u>MEETING DATE</u>	27th March 2017
<u>SUBJECT</u>	Internal Redecoration Civic Centre

1. INTRODUCTION

It was agreed at the last meeting to obtain quotes to redecorate some of the communal areas:- upstairs on the landing that had been water damaged and the curved wall in the downstairs foyer. It was also agreed to obtain a quote for redecoration of the reception office.

2. INFORMATION

Quotations are awaited. In accordance with Financial Regulation 4.1, the Clerk or RFO and Committee Chairman can authorise works up to £1,000.

3. FINANCIAL IMPLICATIONS

We have a budget of £1,000 for internal/external decorating. We also have £3,500 for internal works in case estimates are over £1,000.

4. RECOMMENDATION

It is recommended that quotations for redecoration be considered and agreed by the Town Clerk/RFO and Committee Chairman once they are received.