

## UNADOPTED

### POLEGATE TOWN COUNCIL

Minutes of the Environment and Leisure Committee meeting held on Monday 13<sup>TH</sup> September 2010 in the Council Chamber, 49 High Street, Polegate at 7.30 p.m.

Present: Chair Cllr Mrs J Bigsby, Cllr Mr J Harmer, Cllr Mr R Martin, Cllr Mrs M Piper, Cllr Mrs J Voyce, Cllr Mr T Voyce, Cllr Mr J Rogers

Also in attendance Lin Baxter (Acting Town Clerk),  
Meeting Clerked By Jo Ognjanovic (Office Manager)

7 members of the public present

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#### **9378 Apologies for absence**

Cllr Mr Cunningham, Cllr Mrs C Berry (ill health)

#### **9379 Declarations of interest**

None

#### **9380 Opportunity for Public Comment Standing orders were suspended**

Steve Haffenden of Polegate Grasshoppers spoke about the history of Polegate Grasshoppers and where they are playing currently. He discussed that Polegate Town Football club had previously said they would like to encourage younger players into their team. He stated that the team would be playing in the region of 10 to 12 home games during the next season on a Sunday. He stated that the Club would like to sign a lease with Polegate Town Council in order that they play their home matches in the Polegate area.

Mr Northcott spoke about the gap next to the garage, the trees had wilted and were still not discouraging people to walk through the gap.

He then went on to speak about the CCTV item on the agenda and the need for extra lighting if CCTV would be of any use because of the nature of the area and the low levels of lighting and mixed lighting. He stated that if the new CCTV does not prove to be effective after warning the Council he would consider this a misappropriation of public money.

#### **Standing orders were reinstated**

#### **9381 Minutes of the meeting held on 14<sup>th</sup> June 2010.**

The minutes were agreed and signed.

#### **9382 Terms of reference**

<p><b>It was recommended that the terms of reference for Environment &amp; Leisure amend the wording from "working groups" to "advisory committees". VOTE All in favour</b></p>
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### 9383 Allotments

A discussion took place regarding the nuisance bonfires on the allotments had been causing and the action that had been taken by the office to reduce the problems. Letter had been sent to all allotment holders and a specific letter to one particular allotment holder. The bonfires had ceased for a period of time and had now recommenced. The need to burn some items was discussed and it was suggested that there were restrictions placed on the times of burning rather than the total ban. Council were advised that some inappropriate materials had been burnt and the Wealden Pollution control officer had been involved.

(a)

**It was recommended that the allotment holders would be written to advising them that only allotment waste should be burnt and anything that could be composted should be composted. No household waste should be burnt. No burning must take place during the day, any burning must take place during summertime after 7pm and during wintertime after 4pm Summertime being British Summertime and commences on last Sunday in March and ending on the last Sunday in October reverting to Greenwich Mean Time. Failure to comply with this warning will result in immediate termination of tenancy as no further warnings will be given.  
VOTE All in favour**

A further discussion took place regarding the annual skip that is placed on the allotment for the removal of larger objects and materials that are non-compostable and non-burnable.

(b)

**It was recommended to arrange for the skip to be put on the allotment at the beginning of October at the usual cost of £168+VAT. A letter will be sent out to all allotment holders at Cophall to inform them of the dates the skip will be on site and that only non burnable non compostable waste should be put in the skip. No household waste should be put in the skip but taken home and disposed of in the usual way. VOTE All in favour**

The allotments at Gosford way were discussed regarding comment made by an allotment holder that the slope was dangerous and slippery and the allotment holders had made a general request that a gate be put in the wall near the car park. Councillors felt that the gate provided was sufficient and secure and that the gate would be a safety risk as it would be encouraging people to walk in the car park to the gate. It was suggested that the buildings and Land advisory committee would look into the slope at the front and maybe the mesh at the entrance would need to be removed.

(c)

**It was recommended to refuse the request for an additional gate and a reply be sent to the allotment holders regarding this.  
It was recommended that the Buildings and Land Advisory Committee would look at the slope with access and make recommendations to full council.  
VOTE All in favour**

An update was given on the Cophall allotments new water butt and the issues with getting a new qualified plumber to carry out the inspection and connection. And if the "free" plumber could do the work through his company at a nominal charge to get him to do that work and if not the go to the alternative plumber at a cost of £154 + VAT

(d)

**It was proposed that if the "free" plumber could do the work through his company for a nominal fee if he has liability insurance he should be instructed to do so. If he was unable to do this then the alternative plumber would be instructed to carry out the work at a cost of £154+VAT. VOTE 2 for 5 Against Motion NOT carried.**

The Buildings and Land Advisory committee reported on the request to have more water supplied at Gosford Way. He reported that it has transpired that the allotment holders were already using a hose to collect extra water from the tap on the Council offices and that there was now no need to obtain extra hose or connections for Gosford way. The tap top had been removed from the outside and will be given to allotment holders to use.

(e)

**It was recommended that a heavy duty hose would be purchased for Gosford Way allotment holders to use at a cost of approximately £50 and for that to be stored on the allotment land. VOTE All in favour**

Cllr Voyce referred to resolution 9255 regarding the risk assessment to be carried out by the bee keeper. Could the office confirm whether this has been done as Cllr T Voyce and the office manager had been to Cophall allotments that afternoon and the plot was still in the same condition as before. He stated that most allotment were encouraged to have only two hives on allotments as it was considered otherwise to encourage bees to swarm. It was mentioned that there has been one incident of swarming on Cophall allotment and one of the other allotment holders had been stung. The information that Cllr T Voyce had been provided indicated that the hives should be located on the inside of the plot (near the middle), which the hives on the plot in question clearly are not. One of the beehives is within 1.5 m of the boundary. The information also recommends a 6ft/2m mesh fence around the hives on all sides preferably. Also there is still only one small sign that says caution bees (or similar wording). Nothing appears to have been done since this was last discussed by the beekeeper. The whole site is not secured so anyone can enter that plot. The fact that his original agreement said that he was only allowed 2 hives, he is in breach of his agreement.

(f)

**It was recommended that an urgent letter be sent to the bee keeper to remove 5 hives from the site within one month of the date of the letter and leave two remaining. The remaining two hives should be made secure so that no one except the plot holder can access the hives and enclosed by the mesh fence in the centre of his plot. The remaining rubbish be removed from the plot, also within the month. He must provide evidence of his membership/insurance immediately. VOTE All in favour**

**9384 Skate Park, Oakleaf, Wannock Road, Brightling Road**

Polegate Town Football Club lease has already been agreed however, the authorised signatory on the lease was discussed.

(a)

**It was recommended that the proper officer of Polegate town council will sign leases. VOTE All in favour**

Polegate Town Football Club have requested that they may store the goal posts during the summer months in the Polegate Town Council garage store. The maintenance man had been asked if there was enough room to work in the garage and store all the necessary equipment along with the goal posts and he said that there was not enough room to store the goal posts.

(b)

**It was recommended that a letter be sent to Polegate Town Football Club declining their request to store the goal posts in the garage store as there was not enough room.  
VOTE All in favour**

Polegate Town Football Club had asked for permission to either have grills placed in the window recesses to protect the windows and allow the shutters to be open during matches or for replacement windows to be installed (UPVC) with special toughened glass at the cost of Polegate Town Football club. A discussion took place and it was proposed that the Football Club would be asked to supply further information regarding the specification of the grills for the windows. What they would look like, how thick they would be and the cost of the grills, Who would supply them and install them. It was also discussed that if Polegate Town Council gave permission for UPVC windows they would need to apply for planning permission. Cllr T Voyce brought the fact that the town and village green application had yet to be determined and therefore a full decision could not yet be made. He also commented on the looks of grills on the windows and the appearance of the building if they were to be installed.

(c)

**It was recommended that a letter be sent to Polegate Town Football Club asking them for a specification of the grills for the windows. To include: How they would look; the sizes of them; the cost; who would supply them; who would install them. This report would be submitted to the Buildings and Land Advisory Committee in order to bring that back to the next Environment & Leisure Committee Meeting.  
VOTE All in favour**

Polegate Grasshoppers's request to have a lease for the season (which started on 12<sup>th</sup> September) was discussed. There was a lot of support for the youth coming to play in Polegate as their name indicated they were a Polegate Team. The question of goals was brought up and if this issue would affect the decision made by Council.

**Standing Orders were suspended**

Mr Haffenden was asked to comment on the situation with the goals and nets. He thought that Grasshoppers would be able to have their own goals and maybe negotiate with the football club for the use of goals.

Mr Black was asked if he had any comments on the matter – he did not at this time.

**Standing orders were reinstated.**

(d)

**It was recommended that a lease be signed with Polegate Grasshoppers for this season to play on Sundays only as a trial on the same terms as Polegate Town Football Club subject to their negotiations with Polegate Town Football Club and the usage of their goals and nets.  
The independant arbiter would be contacted to ensure he can check the pitches on Sundays to see if the pitch is suitable for playing on.  
VOTE 6 FOR 1 Abstention**

Councillors were updated that the parks checks were being done twice a week.

The issue with CCTV was discussed at length. Some councillors wished to go ahead with the quotes that had already been received, others felt that the issue should be taken back to the Buildings and Land advisory committee for recommendation on which company should be chosen and which system. It was suggested that some Councillors should get together to make a recommendation

to Council. The Buy with confidence scheme was discussed on its merits. Cllr Harmer indicated that in his other position he is an expert in the installation of CCTV and therefore this should be back to the Buildings & Land Advisory Committee in order that the details of the quotes could be looked at and a decision regarding value for money could be taken. Cllr T Voyce asked if Cllr Harmer had any contact with any of the companies and he indicated at least two had fitted systems at East Sussex hospitals. Cllr T Voyce asked if Cllr Harmer should be making any declarations of interest. Cllr Harmer indicated that he had not thought this would be discussed in full and would be referred back to the Buildings Advisory Committee where he had intended to declare an interest. There were 5 quotes received in the office and had been produced for the committee. The chair asked if based on the information received and their knowledge if anyone felt in a position to make a decision at this meeting or should this be referred to the Buildings & Land Advisory committee to make a decision to take to full council on 27<sup>th</sup> September.

(e)

**It was recommended that the decision be referred to the Buildings & Land Advisory Committee to make a decision to be taken forward to the Full Council meeting on 27<sup>th</sup> September 2010.  
VOTE All in favour**

**Standing Orders were suspended**

Mr Northcott asked if the demonstration had been done in the day. The Office manager replied that it was. He suggested that a night time demonstration be carried out to consider the effects of low lighting.

**Standing order were reinstated.**

It was requested that the office purchase 2 bags of wildflower seeds for Brightling Meadow and 2 sacks of bulbs for planting at the entrance to Polegate near the bund slip.

(f)

**It was recommended that 2 bags of wildflower seeds be purchased for brightling road Meadow at a cost up to £50 and 2 bags of bulbs would be purchased for the entrance to Polegate (1 bag each entrance) at a cost up to £50 and for the maintenance man to plant these bulbs as soon as possible and sow the seeds.  
VOTE All in favour**

A lengthy discussion took place over the potential improvements to the Brightling road Meadow area and it was proposed that enhancements and funding would be discussed with the advisory group.

(g)

**It was recommended that Cllr T Voyce, Cllr Mrs J Bigsby & Cllr Mrs M Piper and the Office manager would arrange a meeting to discuss the possible enhancements as per 9285 resolution to form an advisory committee as soon as possible and the office manager would get the necessary quotes and details for that committee based on information she already had and further quotes for the wish list.  
VOTE All in favour**

It was reported that football nets have now been purchased for Brightling Road leisure ground.

The pavilion repairs were discussed and Cllr Mrs J Bigsby declared a non-prejudicial interest as her company had given a guide estimate ONLY for the

replacements of the soffits and facia as they were in a state of disrepair and the affect on the CCTV.

(h)

**It was recommended that this be referred back to the Buildings and Land Advisory Committee.  
VOTE All in favour**

Asbestos survery. This was reported on that the garage roof is NOT asbestos and there are a couple of low risk items inside. These will only need to be considered if contractors will be dealing with any of these areas.

The Skate park maintenance was discussed at length and the reports on the higher risk items. The budget for the skate park was £3200 and only £342 had been spent so far, although the repairs would need to come from this budget.

(i)

**It was recommended that the full repairs to the skate park be carried out as per the quote for £749 and the gate would be looked at. If necessary the gate would be replaced with a new vandal proof gate would be purchased at a cost of up to £750. The office manager would look at the old gate to see if it was suitable for reinstalling before purchasing the new vandal proof gate.  
VOTE 6 in favour 1 against Cllr Mr Harmer**

Cllr Mr Martin left the meeting.

(j)

**It was proposed that the Office manager get a price for the skatelite from the usual company to carry out the remianing repairs.  
VOTE 6 in favour**

The vandalism on the doors at the pavilion were discussed and if it would be possible to claim on insurance.

(K)

**It was agreed that the office manager get quotes for replacement of the door with a heavier door possibly with plated material and the doors opening outwards and for the comparison prices for putting grills over the doors.**

The needs for a procedure to deal with emergencies such as vandalism were discussed.

(l)

**It was agreed that an emergency policy would be drawn up with an emergency contractor for damage to buildings and burglar/fire alarms.  
VOTE All in favour**

## 9385 Christmas Lights - Harvester Tree

**It was agreed that the licence for the harvester tree be renewed as it was free.**

The recommendation of the Festivities and Town Appearance Advisory committee was discussed. The Council were still waiting for the decision from the harvester chain on any donations.

**It was recommended that the quote from the Advisory committee report to chosen as per the specification and to be purchased by the Council as soon as possible and for the electrical check by ESCC to be done as soon as the lights are in the tree. Monies to be transferred from the cost centres in the E&L budget.**

### **9386 Town Map**

The town map design was discussed

**It was agreed that the office manager would get further quotes with different designs both master carpenter and metal as this would be pride of place in the town centre and progress the planning application with appropriate planning fees as agreed.**

### **9387 Photography Competition**

The dates of the competition judging were discussed. Cllr Mrs J Bigsby and Cllr T Voyce noted that they would be attending.

**Cllr T Voyce told Council that he would be donating the £30 from his Mayors fund for Dan Dunbar to produce extra calendars.**

**It was recommended that Polegate Town Council allow Dan Dunbar to use the Polegate Town Council logo in the production of the calendars.  
VOTE All in favour**

### **9388 Benches, Dog Bins & Bus Shelters**

A former resolution to allow residents to request benches was discussed. At present there are no charges for a licence to install a bench near a highway.

It was agreed that council would decide on a standard bench, the office manager would draw up a plan for residents to apply for a bench bearing the full cost of the bench, installation and 6 years maintenance £100. The Council stated a preference for the location of the benches to be in Brightling Road where there were a shortage of benches. An alternative being on the private land near the memorial stone on the land next to the railways line, permission would need to be sought from the land owners. The benches should be as vandal proof as possible and have a plaque attached.

The benches are being maintained and the bench in black path would be in within the next few weeks.

The request for extra dog bins was discussed.

**It was recommended that no further dog bins be purchased at the moment as there was no money in the budget to cover their costs.  
VOTE All in favour**

Bus shelters were discussed as they would need to be added to the budget meeting due to their condition, as they are coming to the end of their life.

Newsletter – this was discussed and it was agreed to take the matter up with the police if the distributor could not be contacted.

**It was recommended that the office manager find a new distributor and as long as the costs were under £400 the October newsletter should be distributed to all houses as normal.  
VOTE All in favour**

It was agreed to ask Richard for quotes for making the two allotment noticeboards.

## **9390 Correspondence**

### **Renewal of Maintenance of Air Conditioning Equipment**

The contract was discussed and the filter prices were discussed.

**It was recommended to go ahead with the renewal of the maintenance of air conditioning equipment as per the quote received.  
VOTE All in favour**

A gentleman from Hailsham had come in to give thanks for the beautiful flower displays within the town and wanted to thank Polegate Town Council and their contractors

The meeting closed at 10pm