

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 23rd March 2020** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: C Clarkson, C Gallagher *Chairman*, L O'Connor and I Sharkey *Mayor*

Also Present: Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)
Due to the Coronavirus (Covid-19), seating was spaced out around the room.

1258. PUBLIC QUESTION TIME

There were no members of the public present.

1259. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Judd, Mills, Page, Robinson and Smith, due to the Covid-19 pandemic, Cllr Brindley due to family commitments and Cllr Harris for health reasons. These reasons for absence were accepted by the Committee.

1260. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

1261. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 27th JANUARY 2020

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

1262. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
29.7.19	Min 1192, p 3016 – To consider request from TRA re information boards	SN	A member of the TRA is investigating prices for a potential information board. Update awaited from TRA.	Mar 2020
29.7.19	Min 1194, p 3017 – To consider repair to sandpit in Chatsworth Park South Playground or replacement with alternative equipment	BB	Sandpit now removed. New equipment due to be installed on 18.03.2020.	Mar 2020
23.9.19	Min 1209, p 3052 – To consider TRA's request for replacement plaque at Chatsworth Park South Playground	BB	Sleeper and plaque have been fitted.	Completed
23.9.19	Min 1211, p 3053 – To consider outcomes from meeting between Cllr Gallagher and Amenities Officer	BB	Cllr Clarkson has now started the Chatsworth Park working group. An agenda item re the working group has been added to this meeting.	Completed

TELSCOMBE TOWN COUNCIL



1262. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1212, p 3053 – To consider a café and toilets in Chatsworth Park	CC, LOC, BP & AS	An agenda item has been added to this meeting.	Completed
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	It was agreed that Cllrs Gallagher, Judd and the Town Clerk arrange a meeting to explore potential schemes and bring back to a future meeting.	May 2020
25.11.19	Min 1225, p 3087 – To consider estimates for tree works at Chatsworth Park and The Copse	BB	Planning Application for works in The Copse approved by LDC & a P.O. has been issued to EH Treecare.	May 2020
25.11.19	Min 1226, p 3088 – To consider estimates for removal of pine trees bordering Chatsworth Park South playground	BB	Daniel Wynne from LDC recommended not placing signs on the fencing next to the pine trees & confirmed pine cones could be removed from branches overhanging play equipment. Estimates awaited.	May 2020
25.11.19	Min 1227, p 3088 – To consider a solitary bee nesting scheme within Chatsworth Park	CC/BB	Cllr Clarkson given delegated authority to spend max of £300 to include the purchase of materials and advertising. Bianca investigating purchasing of bamboo canes.	May 2020
25.11.19	Min 1228, p 3088 – To consider replacement climbing net at Chatsworth Park South Playground	BB	Net has been replaced.	Completed
25.11.19	Min 1229, p 3088 – To consider installation of brick barbeque areas in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
25.11.19	Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park	CC	Proposal to be taken to the Chatsworth Park working party to investigate further.	May 2020
25.11.19	Min 1235, p 3090 – Urgent Matters (boat outside Civic Centre)	SN / BB	The boat to be re-painted once the weather improves.	May 2020
27.01.20	Min 1242, p 3126 – To consider a community garden in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
27.01.20	Min 1243, p 3127 – To consider investigating sites for allotments	BB	Bianca has contacted Chris Bibb at LDC re allotments on the land next to Telscombe playing fields, who will attend site and respond.	May 2020

TELSCOMBE TOWN COUNCIL



1262. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.01.20	Min 1244, p 3127 – To consider additional Forest School sessions in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
27.01.20	Min 1245, p 3127 – To consider working with Greenhavens	BB	Bianca has informed the Chair of Greenhavens that TTC will ensure any future Community groups are provided details of the support Greenhavens provide and declined the offer for them to attend Full Council.	Completed
27.01.20	Min 1246, p 3128 – To consider the draft policy for Memorials	BB	An agenda item has been added to this meeting.	Completed
27.01.20	Min 1247, p 3128 – To consider 5 Elm Trees from SDNPA for Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
27.01.20	Min 1249, p 3128 – To consider placing a bench on grass verge in East Saltdean	BB	SRA have submitted an application to ESH for benches to be placed on grass verge. TTC to donate £383.10 to the SRA upon completion.	July 2020
27.01.20	Min 1250, p 3129 – To agree estimate for new Mayors Board	SN	Order placed with McQuillan Signs. Delivery date awaited.	May 2020
27.01.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale.	May 2020
27.01.20	Min 1252, p 3129 – To agree estimate for replacement reception window	SN	Order placed with Secure Windows. Installation date 9.4.20	April 2020
27.01.20	Min 1253, p 3129 – To consider amended draft smoking policy.	SN	Agreed draft policy taken to Council on 18.3.20 for adoption.	Complete
27.01.20	Min 1254, p 3129 – To consider renewal of gas service contract	SN	Contract renewed.	Complete
27.01.20	Min 1255, p 3130 – To consider purchase of a card reader payment machine	SN	'Square reader' machine & charging dock (£19 each) and second-hand mobile phone for £120 purchased.	Complete
27.01.20	Min 1257, p 3130 – Urgent Matters	SN	Purchase of larger dog bins for Tye - investigations in hand.	May 2020
27.01.20	Min 1257, p 3130 – Urgent Matters	SN	Purchase of blinds for Exhibition Area - an agenda item has been added to this meeting.	Completed

To consider replacement of sandpit at Chatsworth Park South Playground – The Amenities Officer confirmed that the new equipment had been installed as of Monday 16th March 2020.

To consider estimates for tree works at Chatsworth Park and The Copse – The Amenities Officer reported that the works to both locations had now been fully completed.

TELSCOMBE TOWN COUNCIL



1262. Action List (Contd)

To consider a solitary bee scheme within Chatsworth Park – The Amenities Officer asked if the Councillors would consider extending the bee scheme until next year due to the current global situation. Cllr Clarkson recommended that for the time being, the Amenities Officer purchases some bamboo canes so that he can hollow out some small holes for the bees. This will provide him with an understanding how much work will be involved and how many canes realistically is needed for each bee home, whilst keeping them for next summer.

To consider placing a bench on grass verge in East Saltdean – Cllr Gallagher advised the Committee that an application had been sent to East Sussex Highways and that she was awaiting a response.

1263. TO RECEIVE INCOME AND EXPENDITURE TO 31st JANUARY 2020

It was unanimously **agreed** that the income and expenditure figures for Amenities of £19,059.00 expenditure and income of £4,956 and Civic Centre expenditure of £35,611.00 and income of £27,095.00 at 31st January 2020 be accepted as correct.

1264. TO CONSIDER INSTALLATION OF BRICK BARBECUE AREAS IN CHATSWORTH PARK

The Amenities Officer confirmed she had received quotations from three contractors for the installation of three barbecue areas in Chatsworth Park and the cost were detailed in her report. Specialist bins could be obtained for the safe disposal of barbecues at a cost ranging from £329.99 plus VAT to £399.99 plus VAT. The Amenities Officer advised the Committee that to date seven separate complaints had been received from residents highlighting concerns of littering, increase of vermin, potential of fires and anti-social behaviour. Signs had also been placed on trees within the park and leaflets had been dropped through neighbouring properties to the park. Due to the Covid-19 pandemic, it was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to review this matter again at the Amenities meeting in September 2020.

1265. TO CONSIDER A COMMUNITY GARDEN IN CHATSWORTH PARK

The report from the Amenities Officer was discussed by the Committee. It was noted that Lewes District Council had requested plans of the proposed location to include structures, paths and any facilities before they could confirm if planning permission would need to be sought. Cllr O'Connor suggested that investigations are taken forward by way of public consultation so that residents could provide feedback on how they would like to see the park progress. It was proposed by Cllr Gallagher, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that a public consultation document is drawn up by the Chatsworth Park working group, to include a community garden as well as installation of barbecue areas as mentioned in the previous agenda item and cycle lanes. This will be brought back to a future meeting for consideration.

1266. UPDATE ON SDNPA DONATED TREES

The Committee discussed the update concerning the SDNPA donated trees. Cllr Gallagher suggested that the Lime Tree is also planted in Chatsworth Park in the proposed location with the 3 Elm Trees. EH Treecare had kindly agreed to plant the trees free of charge and will collect

TELSCOMBE TOWN COUNCIL



1266. Update on SDNPA Donated Trees (Contd)

them on our behalf, although the Amenities Officer confirmed there may be a small charge for any planting equipment required for the trees. Cllr O'Connor asked that pictures are taken when the trees are being planted so that they can be advertised in the Town Crier. It was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that 3 Elm trees and 1 Lime tree are planted in the proposed location in Chatsworth Park, at the bottom of the bank south of Chatsworth Park south playground; that two trees are planted in The Copse, located on the right hand side from Telscombe Cliffs Way, and finally that the Town Clerk could authorise the payment of any planting equipment up to the value of her delegated power of £250.

1267. UPDATE ON ECO PARK MEMORIAL BENCH

The Amenities Officer reported she had investigated further details on the 'Eco Park' memorial bench and confirmed that the proposed bench is easily cleanable, can come with arms and that it is made in Taiwan. As the Town Council had previously provided a climate change statement and the proposed bench was shipped in from East Asia, she had re-visited the other quotations to ascertain the location of manufacture. She had also acquired a price for another bench made from recycled plastic, which was included with the other quotations. The Committee considered all the proposed benches and it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Surrey Forest-Saver bench from Earth Anchors Ltd, made in Salfords, Surrey at a cost of £332 for the bench and £35 for delivery plus VAT, be used as the memorial bench for the memorial policy.

Prices had also been obtained for brass plaques to be added to each memorial bench. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a brass plaque from Jonathan Winn at a cost of £12.95 plus postage (VAT not included) be used as the uniform plaque for the memorial bench.

Finally, the Committee considered if a package price should be included in the Policy, representing the purchase of the bench, brass plaque, installation of bench and yearly maintenance for a 10 year period. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a memorial bench package price to the value of £1,100 be included in the draft memorial policy.

1268. TO DECIDE WHETHER TO EXTEND GROUNDS MAINTENANCE CONTRACTS OR DRAW UP NEW CONTRACT FOR 2021

The Town Clerk advised that the Town Council currently have 3 separate grounds maintenance contracts for open spaces, which are all due for renewal in March 2021. Prior to 2015, they were held under one contract. At a previous meeting held in April 2019 there was discussion regarding amalgamating the three contracts back into one. The Town Clerk reported that Cllr Robinson, although not at the meeting, had provided her comments that she would like the Town Council to continue with three separate contracts to maintain expertise in the different areas. The Committee discussed all options and it was felt that there were areas to improve in the contracts, specifically litter picking and clearance of undergrowth. It was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that 3 separate updated contracts are drawn up by the Town Clerk & Amenities Officer and taken back to a future meeting for agreement before being put out for tender.

TELSCOMBE TOWN COUNCIL



1269. TO CONSIDER REGULAR REMOVAL OF IVY IN AN AREA OF CHATSWORTH PARK

The Amenities Officer reported that the Town Council had received regular complaints from a resident that ivy is growing through from the park and is damaging their bordering fence. A visit with a contractor showed that the ivy is growing all across the area and they were therefore unable to source the location to remove the ivy. The Amenities Officer had suggested that the ivy is sprayed with strong weed killer to keep the area under control, although there was concern that this was not environmentally friendly. It was proposed by Cllr Clarkson, seconded by Cllr Gallagher and **RECOMMENDED** that the Amenities Officer obtains quotations for clearing a half metre strip between the park and boundaries to remove growth. Cllr O'Connor objected on the grounds that when this had been previously administered by the Town Council, residents complained that it allowed easy access to the back of their properties.

1270. TO CONSIDER REMOVAL OF IVY TO A HOUSE BORDERING THE COPSE

The Amenities Officer advised that there had been a complaint from a resident concerning ivy growing from The Copse onto their house. Pictures were provided to show the amount of ivy growing on the side of the property. Several companies had been contacted for a price for the removal but only two had responded. It was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the quotation from M Evans at £155 (no VAT applicable) be accepted.

1271. CHATSWORTH PARK WORKING GROUP UPDATE

Cllr Clarkson confirmed that the Chatsworth Park Working Group had met recently and that he had drawn up a map with grid reference to aid future work with litter picks as well as listing where all benches and bins were placed. Cllr Clarkson reported that it was intended to set up some litter picks but this was on hold for the time being and stressed that the focus was on supporting the local community. He also wanted The Copse to come under the working group remit. This was **noted** by the Committee. Cllr Gallagher suggested that the 'Friends of Chatsworth Park' Facebook group be contacted when the group is up and running again.

1272. TO CONSIDER LITTER PICKING UNDER THE 'GREAT BRITISH SPRING CLEAN' CAMPAIGN

It was noted that the original 'Great British Spring Clean' campaign had now been re-scheduled to the 11th – 27th September 2020. It was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that a litter pick is carried out in September in conjunction with this campaign.

1273. TO RATIFY THE CHANGE OF DATE FOR THE FOREST SCHOOL IN CHATSWORTH PARK AND TO CONSIDER THE PROPOSAL FOR A NON-PERMANENT FRAME

Develop Outdoors, who organise a Forest School in Chatsworth Park, had previously informed the Council that they were unable to run their Forest School session over February half term due to bad weather conditions and asked if they could change the date to Saturday 28th March 2020. Due to the date of the next meeting and as arrangement shad to be made the Amenities Officer had emailed Committee members to confirm if they agreed with the change of date. As

TELSCOMBE TOWN COUNCIL



1273. To ratify the change of date for the Forest School in Chatsworth Park and to consider the proposal for a non-permanent frame (Contd)

there had been 9 positive responses, Develop Outdoors were contacted to confirm agreement for the change of date. This was unanimously **RATIFIED**.

As the country is currently in the midst of the Covid-19 pandemic, the Committee agreed that with the current lockdown procedures in place, the change of date could no longer go ahead. It was therefore proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that authority is delegated to the Officers for approval of any future dates and that the request for a non-permanent frame be taken to the Chatsworth Park working group.

1274. TO RATIFY THE CAFÉ CONCESSION AT CHATSWORTH PARK

The Amenities Officer confirmed that a report had been sent to the Committee members in February to request that a concession was run in Chatsworth Park for 2020. Eight positive responses were received, which as a majority allowed the Town Council to go ahead with advertising the concession. This decision was unanimously **RATIFIED** by the Committee.

There was discussion whether the concession should continue due to the current global crisis and it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the application process is suspended until September, and it be re-advertised to commence in the Summer of 2021.

1275. TO CONFIRM ADVICES SENT TO LEWES DC RE CONSULTATION ON RECREATIONAL OPEN SPACES

The Town Clerk confirmed that following the last Amenities meeting where the item was discussed under Urgent Matters, Cllr Gallagher met with herself and the Amenities Officer to discuss the consultation document from Lewes District Council. Amendments were returned alongside written comments for the required deadline of 14th February 2020, which were attached for the Committee to note. This was unanimously **RATIFIED**. Cllr Gallagher thanked the Town Clerk for her work on this document.

1276. TO CONSIDER ACTIONS TO BE MADE TO AN AREA IN CHATSWORTH PARK, BORDERING CHATSWORTH CLOSE

Discussion ensued regarding the Amenities Officer's report concerning anti-social behaviour behind a property bordering the park. The concerns are historical and chestnut fencing had previously been placed in this location to deter people from coming too close to the boundary, as well as encouraging brambles to grow. The fencing had become damaged over the last 18 months, which had increased the amount of people loitering in the area. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that quotations are obtained for clearing some of the deadwood to create a clear boundary, that residents who border the park are contacted via leafleting concerning their experiences of antisocial behaviour in the park and finally that advice is sought concerning how to tackle the problem for the long term.

TELSCOMBE TOWN COUNCIL



1277. TO CONSIDER REQUEST FOR A PLAQUE ON THE BOAT PLANTER AT CIVIC CENTRE

The Town Clerk reported that she had been contacted by the daughter of a local resident who had, in previous years, helped to maintain the boat planter outside the Civic Centre. The daughter had informed the Town Clerk that her mother had died and wished to place a small memorial plaque on the central strut of the boat. She had also asked if the boat could be named either 'Lady M' or 'Molly' (as Molly Pratten was Telscombe Town Council's first Mayor) and have an anchor painted on it, which she would pay for. The Town Clerk advised that Cllr Robinson had advised her prior to the meeting that her preference would be to name the boat 'Lady M'. It was proposed by Cllr Sharkey, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the plaque can be placed on the boat; the name should be 'Molly', but a specification be provided by the resident to include a photo of the anchor and wording and it be brought back to a future meeting for consideration.

1278. TO REVIEW CIVIC CENTRE HIRE CHARGES

The report from the Town Clerk was discussed. It was noted that an increase in hire charges was agreed from 1st April 2019 and it was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the charges are not increased for the 2020/21 financial year.

1279. TO RATIFY PURCHASE OF BLINDS FOR EXHIBITION AREA AT CIVIC CENTRE

The Town Clerk reported under Urgent Matters at the last meeting that she had investigated replacement blinds in the exhibition area of the Civic Centre, as the current venetian blinds were broken. Councillors at that meeting were asked if they would be happy for replacement with white vertical blinds at a cost of approximately £110 which was a discounted sale price which they were. This was not an agenda item and could therefore not be officially authorised, but in order to take advantage of the sale price, the Town Clerk ordered the blinds at a cost of £104 plus VAT under her delegated spending authority. This action was **RATIFIED**.

1280. TO CONSIDER WASTE RECYCLING COLLECTION AT CIVIC CENTRE

The Committee discussed the Town Clerk's report regarding mixed waste recycling collections. Lewes District Council confirmed that this was available and had provided the Town Clerk with prices for different sized bins, based on a fortnightly collection. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Council trial a 240 litre wheelie bin at a cost of £2.59 per collection.

1281. FUTURE EVENTS

The Committee noted the report from the Amenities Officer, which contained the minutes from the last Events Working Group meeting. Discussions took place concerning the future of the planned events in view of the national restrictions taking place for Corona Virus. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that all events up to and including June are cancelled, that investigations are made to incorporate the Sussex Day Fayre with the Dog Show in September and that events held from July onwards are placed on hold for the time being, until further information on the pandemic is known.

TELSCOMBE TOWN COUNCIL



1282. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Clarkson enquired if Lewes District Council would be prepared to devolve the Telscombe Playing Fields to the Town Council. The Town Clerk confirmed that the District Council had suggested devolvement of both the playing fields and Fairlight Avenue car park a few years ago but the Town Councillors at the time decided to not take back the land. Cllr O'Connor advised that he would make enquiries as a District Councillor.

The Town Clerk advised that she had received contact from a resident asking that the farmer removes his sheep from the Tye so that residents can exercise their dogs. The Councillors felt it was unnecessary for the sheep to be removed from the Tye, but asked the Town Clerk to put the suggestion to the farmer.

There being no further business the meeting closed at 9.46pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 27th May 2020 at 7.30 pm