

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 23<sup>rd</sup> September 2019** in Telscombe Civic Centre at 7.30 pm.

**PRESENT** Councillors: C Clarkson, C Gallagher *Chairman*, J Harris, D Judd,  
L Mills *Vice-Chairman*, L O'Connor, B Page,  
C Robinson, I Sharkey *Mayor* & A Smith

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

## **1198. PUBLIC QUESTION TIME**

Yolandi Taylor-Banks, Director of Develop Outdoors, asked to speak concerning Agenda Item 15 – To consider use of Chatsworth Park for a forest school. Cllr O'Connor suggested that the agenda item be brought forward to Item 5, where the meeting would be suspended to allow the Committee to discuss this further with Ms Taylor-Banks. The Committee agreed to this request.

## **1199. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr Brindley who had family commitments and this reason was accepted by the Committee.

## **1200. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST**

Cllr Clarkson declared an interest in Agenda Item 15 – To consider use of Chatsworth Park for a forest school as his wife works for Develop Outdoors.

## **1201. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 29<sup>th</sup> JULY 2019**

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.

## **1202. TO CONSIDER USE OF CHATSWORTH PARK FOR A FOREST SCHOOL**

*The meeting adjourned at 7.35pm*

Ms Taylor-Banks gave an overview of the request to run a forest school in an area of Chatsworth Park over October half term. She highlighted that a similar day was also run in 2017 and was a great success, showing the Committee the type of items that are made by the children of Primary School age. Develop Outdoors have visited the previous site they used, just off Kirby Drive, and noted that the area had become overgrown. Ms Taylor-Banks advised that they would need to attend the area to clear and make safe for two days prior to the event. Cllr O'Connor asked about Develop Outdoors' history and being a Community Interest Company (CIC). Ms Taylor-Banks responded highlighting that in the future, they would also like to use the Park for 2 days at Christmas with the local Council supporting the project by allowing free use of the land. They are currently networking with local schools, fundraising and advertising within the local community, as well as investigating options for grants. Cllr. O'Connor further asked why they chose Chatsworth Park. Ms Taylor-Banks confirmed that it was secure, safe, provided good access and lots of wildlife, making a great setting for the Forest School.

It was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that Develop Outdoors CIC run one Forest School session in Chatsworth Park over October

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## 1202. To Consider Use of Chatsworth Park for a Forest School (Contd)

half term and two sessions over the Christmas holidays. Cllr O'Connor requested that the Council are provided feedback of the sessions. Cllr Gallagher advised that the Council can also promote the Forest School sessions if needed.

*The meeting reconvened at 7.50pm*

## 1203. 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	BB	Benches received and installation is imminent – <i>work now complete.</i>	complete
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 – <i>work now complete.</i>	complete
1.4.19	Min 1165, p 2955 - Civic Centre security	BB/SN	Quotations still awaited for reception alteration work – <i>no responses despite chasing.</i> Additional CCTV camera/monitor and door intercom work partly complete. Additional estimates for front door works awaited – <i>item on this meeting's agenda</i>	Sept 2019
3.6.19	Min 1177, p 2987 - Works to fencing and basketball unit at Chatsworth South playground	BB	Parts ordered and work due to commence next week – <i>work now complete</i>	complete
3.6.19	Min 1179, p 2988 – picnic bench at Chatsworth Park	SN/BB	Bench ordered and delivery due in 3 weeks – <i>bench now delivered and installed.</i>	complete
3.6.19	Min 1181, p 2988 – Re-decorating Civic Centre	SN	Work scheduled for end July/Aug to coincide with quiet hire period – <i>work complete</i>	complete
3.6.19	Min 1182, p 2989 – Display Freeman's medals and cap	CR	Cllr Robinson is investigating prices for a box frame – <i>update placed on agenda for this meeting</i>	Sept 2019
29.7.19	Min 1191, p 3016 – To agree quote for tree surveys in Chatsworth park & The Copse	BB	Inspection carried out and report received from Arborsense. Items added to this agenda for discussion.	Nov 2019
29.7.19	Min 1192, p 3016 – To consider request from TRA regarding information boards	SN	Letter written to TRA as per agreement at meeting on 29.7.19. Update awaited from TRA.	Nov 2019

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## **1203. To Receive Action List (Contd)**

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
29.7.19	Min 1194, p 3017 – To consider repair to sandpit in Chatsworth park South Playground or replacement with alternative equipment	BB	Estimates still awaited for sandpit removal before order for new equipment made.	Nov 2019
29.7.19	Min 1195, p 3018 – Future Events	BB	Working group meeting held and an update placed on agenda for this meeting.	Nov 2019
29.7.19	Min 1196, p 3019 – To consider new Mayor's Board for Council Chamber	SN	One estimate received and further ones to be obtained and brought back to a future meeting.	Dec 2019

## **1204. TO RECEIVE INCOME AND EXPENDITURE TO 31<sup>st</sup> JULY 2019**

Cllr Page asked why there was an Annual Budget of £22,000 under 4098 Play Equipment Replacement. Cllr Smith responded that the budget was set for the next 10 years to go into an Earmarked Reserve so that the Council had enough money for when the parks need refurbishment again. Cllr Page commented that the budget spent for 4406 Refuse Collection seemed high. The Town Clerk explained that the rate is for the Civic Centre; it is paid quarterly and is on track for the year.

Cllr Gallagher asked if 4060 Loan Accounts is the remaining loan to build the Civic Centre and Cllr O'Connor asked if this could be paid off early. The Town Clerk confirmed that the loan was for the Civic Centre and is due to finally be paid in 2025. If it was to be paid early, the monies could only be paid from earmarked reserves and not general reserves neither of which has an allocation. There may be penalty charges for early redemption and the Town Clerk was asked to investigate further and bring back to a future meeting.

It was unanimously **agreed** that the income and expenditure figures for Amenities of £7,451.00 expenditure and income of £213 and Civic Centre expenditure of £14,773.00 and income of £8,777.00 at 31<sup>st</sup> July 2019 be accepted as correct.

## **1205. TO AGREE ACTIONS CONTAINED IN THE TREE SURVEY REPORT FOR CHATSWORTH PARK AND THE COPSE**

The report from the Amenities Officer was considered and it was proposed by Cllr Smith, seconded by Cllr Harris and unanimously **RECOMMENDED** that estimates be obtained and bought back to the next meeting as per the suggested actions in the Tree Survey Report submitted by Saul Heath from Arborsense.

## **1206. TO AGREE SUGGESTED TREE WORKS FOR PROPERTIES BORDERING CHATSWORTH PARK**

The Committee discussed the Amenities Officers report and the issues for the residents at the two properties that border Chatsworth Park. Cllr Smith confirmed that the trees are very close to the border of Property A and that they are regularly reduced in height for the residents and some have also been removed. Similar actions had also been undertaken at Property B.



## **1206. To agree suggested tree works for properties bordering Chatsworth Park (Contd)**

It was proposed by Cllr Judd, seconded by Cllr Smith and unanimously **RECOMMENDED** that the trees bordering Property A are cut back as soon as possible as per the Arboriculturist's Report and that no works are undertaken for Property B, again as per the recommendation in the same report. It was also **agreed** to attend a 'walk in the park' with the Amenities Officer highlighting the residents' concerns with trees bordering their properties and that she would contact the Councillors after the meeting with proposed dates and times.

## **1207. TO RATIFY EMERGENCY TREE WORKS UNDERTAKEN IN CHATSWORTH PARK**

It was noted that the Arboriculturist's report had highlighted urgent works to two trees and in accordance with Financial Regulation 4.5 *In cases of extreme risk to the delivery of Council services, the Clerk/RFO may authorise revenue expenditure on behalf of the Council which in the Clerk/RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000*, the Clerk had instructed EH Treecare to carry out the recommended urgent works. Email notification had been sent to Councillors. The expenditure totalling £350 plus VAT was unanimously **RATIFIED**.

The report also highlighted that the Committee should consider removing the larger pine trees overhanging Chatsworth Park South playground following a complaint that a pine cone fell and narrowly missed a baby. There was much discussion regarding the issue of falling pinecones and the best way forward. Cllr Smith felt that the trees should stay and Cllr Clarkson felt that for the safety of the playground users, in view of the assessed high risk, the trees in question should be removed and a reasonable amount of suitable trees planted in their place. It was proposed by Cllr Clarkson, seconded by Cllr Judd and **RECOMMENDED** by a majority that the Amenities Officer gets estimates for removal of the Pine trees overhanging the playground and investigates the planting of more suitable trees in their place and this be brought back to a future meeting for agreement. Cllr Smith, O'Connor, Mills and Harris abstained.

## **1208. TO CONSIDER REMOVING THE HEDGE AT CHATSWORTH PARK NORTH PLAYGROUND**

The Amenities Officer's report was considered. It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the hedge is not removed as it was felt it would not stop anti-social behaviour and the cost for removal of the hedge and replacement fencing would be too high.

## **1209. TO CONSIDER THE TELSCOMBE RESIDENTS ASSOCIATION'S REQUEST FOR A REPLACEMENT PLAQUE AT CHATSWORTH PARK SOUTH PLAYGROUND**

The Amenities Officer advised the Committee of the Telscombe Residents Association's (TRA) request that the Town Council replace the plaque in Chatsworth Park South playground noting a donation by the TRA with help from The House Project. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the plaque is replaced and placed on a sleeper post at a cost of £16.50 plus VAT for the sleeper, £10 plus VAT for the plaque and £45 for the installation by M Evans.

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## **1210. TO CONSIDER SPONSORING PARK BENCHES**

The Committee considered the Amenities Officer's report and it was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the Amenities Officer drafts a policy for memorial benches and plaques to be taken back to a future Amenities & Civic Centre meeting.

## **1211. TO CONSIDER OUTCOMES FROM MEETING BETWEEN CLLR GALLAGHER AND AMENITIES OFFICER**

The minutes of the meeting between Cllr Gallagher and the Amenities Officer were noted by the Committee. Cllr Sharkey volunteered to be involved with a Chatsworth Park working group alongside Councillors who had already agreed to assist; Cllrs Clarkson, Mills and Judd. It was **agreed** that the Amenities Officer would make further contact with the interested parties shortly.

## **1212. TO CONSIDER A CAFÉ AND TOILETS IN CHATSWORTH PARK**

Cllr Clarkson advised he would like to investigate the possibility of a café and toilets in Chatsworth Park. Cllr Smith confirmed he had chaired the Big Park Project in Peacehaven and had some experience. It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that a working group consisting of Cllrs Clarkson, Smith and Page be set up to investigate this further and they be given delegated authority to spend a maximum of £1,000 for investigating the initial stages.

## **1213. TO CONSIDER INSTALLATION OF CIGARETTE DISPOSAL BIN AT FRONT OF CIVIC CENTRE**

The request from Cllr Sharkey was noted and it was proposed by Cllr Smith, seconded by Cllr Page and **RECOMMENDED** by a majority that a cigarette disposal bin be installed on the wall at the front of the Civic Centre away from the main entrance at a cost of approximately £30. Cllr Gallagher objected to the proposal.

## **1214. TO CONSIDER DISPLAY CABINET FOR FREEMAN OF TELSCOMBE'S MEDALS**

Details of an acrylic display case were put forward and it was proposed by Cllr Robinson, seconded by Cllr Page and unanimously **RECOMMENDED** that a wall mounted acrylic display case at a cost of £50.20 plus VAT be purchased to display said items.

## **1215. PROPOSALS TO INCREASE CIVIC CENTRE REVENUE**

Cllr Robinson highlighted that the Civic Centre revenue was far lower than in previous years and felt that the space could be utilised more efficiently, especially in the afternoons. Cllr Clarkson suggested that the Town Council employ someone for 4 hours to undertake marketing.

It was proposed by Cllr Clarkson, seconded by Cllr Smith and unanimously **RECOMMENDED** that Cllrs Gallagher, Judd and The Town Clerk arrange a meeting to explore potential schemes and bring back to the next Amenities meeting for discussion.

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## **1216. TO RATIFY NEW OPERATING SYSTEM FOR CIVIC CENTRE AUTOMATIC FRONT DOOR**

It was noted that a report was received following a maintenance inspection on the automatic front door which stated that the door 'does not comply to BS7036/EN16005 Safety at Powered door regulations' and 'the door presents an unacceptable Personal Injury Risk'. In view of the circumstances and as a committee meeting was not imminent, the Town Clerk emailed Committee members recommending that Option 2 of G&T Door's report was undertaken, being to replace the complete system and include a rear edge safety sensor which eliminates the need for a pocket screen for £3,085 plus VAT. Following unanimous email approval, the works were authorised. It was therefore proposed by Cllr Page, seconded by Cllr Robinson and the works totalling £3,085 plus VAT unanimously **RATIFIED**.

## **1217. FUTURE EVENTS**

Fun Dog Show – Cllr Mills thanked everyone who was able to attend the Dog Show for their hard work and Cllr Gallagher in turn thanked Cllr Mills for making the show a great success. The Town Council made a very small loss on the day, which was received well by the Committee.

Race Night – Cllr Mills confirmed that the TRA would be organising the joint event with the Town Council, with the Civic Centre being provided free of charge and all proceeds split 50/50 with the TRA and Mayor's charity fund. This was **agreed**.

Christmas Day Coffee Morning – It was **agreed** to continue with the Christmas Day coffee morning with Councillors Judd, Robinson, Page, Harris and Mills all volunteering to assist on the day. Cllr Judd kindly offered to donate the food.

## **1218. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

None.

There being no further business the meeting closed at 9.33 pm.

Signed.....  
CHAIRMAN

*NB Next meeting of the Committee - Monday 25<sup>th</sup> November 2019 at 7.30 pm*