

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 25th November 2019** in Telscombe Civic Centre at 7.30 pm.

PRESENT

Councillors: C Clarkson, C Gallagher *Chairman*, 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*)

Cllr Gallagher welcomed everyone to the meeting and highlighted the current concerns within the news that Carbon Dioxide levels are extremely high. Cllr Gallagher declared that the Council are highlighting the importance of clear air and the wellbeing of the inhabitants. It is the Committee's plan to promote the trees and general greenery to reduce air pollution as well as increasing the health and wellbeing of all residents in the area today.

1219. PUBLIC QUESTION TIME

None.

1220. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley who had work commitments and Cllr Harris for medical reasons and these reasons were accepted by the Committee.

1221. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

1222. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 23rd SEPTEMBER 2019

Cllr O'Connor asked if a meeting had been arranged between Cllr Gallagher, Cllr Judd and the Town Clerk for increasing Civic Centre revenue. The Town Clerk confirmed this had not taken place as yet but will be arranged in the new year. It was proposed by Cllr O'Connor, seconded by Cllr Smith and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1223. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
1.4.19	Min 1165, p 2955 - Civic Centre security	SN	Quotations still awaited for reception alteration work – <i>no responses despite chasing.</i> Additional CCTV camera/monitor and door intercom work now complete.	No progress – suggest close-off.

TELSCOMBE TOWN COUNCIL



1223. To Receive Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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
29.7.19	Min 1194, p 3017 – To consider repair to sandpit in Chatsworth park South Playground or replacement with alternative equipment	BB	Sandpit removal now removed. New equipment to be ordered following site visit with Playdale on 11.12.19.	Jan 2020
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	Update placed on this agenda for discussion.	Jan 2020
23.9.19	Min 1202, p 3049 – To consider use of Chatsworth Park for a Forest School	BB	Overgrown land at Chatsworth Park was cleared by Develop Outdoors and a 1 day Forest School held on 1.11.19. Another two sessions to be held over Christmas – date to be confirmed. Develop Outdoors are due to send their report over soon and confirm Christmas dates.	Dec 2019
23.9.19	Min 1204, p 3051 – Income and Expenditure	SN	Cllr Gallagher queried if it would be economical to pay off Civic Centre loan early. Town Clerk attended SALC update day & this was a topic – they recommend letting loan's run their course as no advantage to paying off early.	Complete
23.9.19	Min 1206, p 3051 – To agree suggested tree works for properties bordering Chatsworth Park	BB	Trees to the border of Property A have been cut back. Bianca wrote to the residents of Property B to confirm no additional works will be done. Councillors due to undertake a walk in the park with Bianca - date to be confirmed following Full Council.	Dec 2019
23.9.19	Min 1209, p 3052 – To consider the Telscombe Residents Association's request for a replacement plaque at Chatsworth Park South Playground	BB	Bianca has ordered a plaque to be fitted by the caretaker.	Dec 2019
23.9.19	Min 1211, p 3053 – To consider outcomes from meeting between Cllr Gallagher and Amenities Officer	BB	Cllr Clarkson to head up Chatsworth Park Working Group.	Dec 2019

TELSCOMBE TOWN COUNCIL



1223. To Receive 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, BP & AS	A working group of Cllrs Clarkson, Page & Smith set up to investigate the possibility of a café and toilets in Chatsworth Park. Cllr Clarkson produced a scoping document and spoken with Chris Bibb, who will investigate details of service costs and funding, to be then taken back to the working party.	Dec 2019
23.9.19	Min 1213, p 3053 – To consider installation of cigarette disposal bin at front of Civic Centre	SN	It was agreed that a cigarette disposal bin be installed on the wall at the Civic Centre at a cost of approximately £30. Cllr Gallagher is concerned re health and safety issues.	January 2020
23.9.19	Min 1214, p 3053 – To consider display cabinet for Freeman of Telscombe's medals	SN	A display cabinet has been purchased and installed with the medals in the Council Chamber.	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 the next Amenities Meeting for discussion.	March 2020

Forest School – The Amenities Officer reported that Develop Outdoors have informed her they have had to move the Christmas forest school to an indoor venue as they need some good shelter. They will be looking at February half term dates and an agenda item will be added to the next meeting alongside their report due from Halloween event.

Information Boards – Cllr Mills informed the Committee that a member of the Telscombe Residents Association was investigating prices for a potential information board.

1224. TO RECEIVE INCOME AND EXPENDITURE TO 30th SEPTEMBER 2019

It was unanimously **agreed** that the income and expenditure figures for Amenities of £15,333.00 expenditure and income of £927.00 and Civic Centre expenditure of £19,926.00 and income of £16,587.00 at 30th September 2019 be accepted as correct.

1225. TO CONSIDER ESTIMATES FOR TREE WORKS AT CHATSWORTH PARK AND THE COPSE

The report from the Amenities Officer was considered. It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the quotation from EH Treecare in the sum of £4,640 plus VAT be accepted and that the Amenities Officer submits a planning application for the removal of three Hawthorn trees in The Copse which are under a Tree Preservation Order.

TELSCOMBE TOWN COUNCIL



1226. TO CONSIDER ESTIMATES FOR REMOVAL OF PINE TREES BORDERING CHATSWORTH PARK SOUTH PLAYGROUND

There was much discussion concerning the Amenities Officers report in relation to the possible removal of pine trees bordering Chatsworth Park South playground, with more suitable alternatives being planted in their place. The Councillors all felt that the established trees should not be removed. Cllr Judd suggested moving some of the play equipment to an alternative area in the playground but the Town Clerk confirmed that this may not be possible due to the size of the equipment and it would incur a large expense for the Council to undertake such works. It was proposed by Cllr Judd, seconded by Cllr Smith and unanimously **RECOMMENDED** that the trees are not removed, a sign is placed on the fencing next to the trees to highlight the risk to playground users of falling pine cones and that the Amenities Officer investigates the possibility of adding nets to the bottom of these trees to bring back to a future Amenities meeting. Cllr Robinson asked the Amenities Officer to contact the Specialist Advisor of Arboriculture at Lewes District Council, requesting that he meet with the Amenities Officer and Councillors at the park to provide more information on what can be actioned by the Town Council and how to make the best out of this important amenity.

1227. TO CONSIDER A SOLITARY BEE NESTING SCHEME WITHIN CHATSWORTH PARK

Councillor Clarkson highlighted the importance of launching a scheme to build nest tubes for solitary bees within Chatsworth Park and suggested that the Council provide kits so that the local schools can be involved. The Town Clerk suggested that the Town Council run an event showing how to create the bee nesting tubes. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that this scheme is launched and that Cllr Clarkson is given delegated authority to spend a maximum of £300 to include the purchase of materials and advertising.

1228. TO CONSIDER REPLACEMENT CLIMBING NET AT CHATSWORTH PARK SOUTH PLAYGROUND

The Amenities Officer's report was considered by the Committee. Cllr Judd asked the Amenities Officer if she could make investigations if the steel core rope is resistant to the salt air with the companies quoted. It was proposed by Cllr O'Connor, seconded by Cllr Mills and unanimously **RECOMMENDED** that the quotation from Sutcliffe Play at a cost of £924 plus VAT be accepted, on condition that the steel core of the rope is resistant to the salt air as suggested by Cllr Judd.

1229. TO CONSIDER INSTALLATION OF BRICK BARBEQUE AREAS IN CHATSWORTH PARK

Cllr Clarkson requested the Committee consider adding two brick barbeque areas in Chatsworth Park, to be installed by May 2020. The proposed locations were provided via a map, highlighted at the north end of the field next to the car park. Cllr Judd also suggested the area near to the ball wall facing Kirby Drive, which he recommended following a walk some of the Councillors undertook with the Amenities Officer in the park the week before. Cllr Judd also suggested investigating prices for a bin to dispose of the barbeque items and Cllr Robinson requested that a sign is also included near to the barbeques to highlight the safety aspect of using these amenities. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that estimates are brought back to a future meeting for 3 barbeque areas to include brick structures, bins and signage.

TELSCOMBE TOWN COUNCIL



1230. TO CONSIDER SCHOOL/YOUTH EVENT TO BUILD NATURAL LEAN-TO SHELTERS IN CHATSWORTH PARK

Cllr Clarkson asked that the Committee consider organising a school/youth group event to build natural lean-to shelters in Chatsworth Park. He suggested an area of trees in the park running from Bridle Way to Ambleside Avenue. It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that this proposal is taken to the Chatsworth Park Working Party to investigate further, including contacting an expert in this field for their advice and what risks the Council would need to consider.

1231. MEMORIAL POLICY

The Committee discussed the Amenities Officer's report and it was proposed by Cllr Robinson, seconded by Cllr Smith and unanimously **RECOMMENDED** that the Amenities Officer bring this item back to a future meeting with bench styles and prices so it can be included in the draft policy, and that the Memorial Garden plaque price is raised to £15 from 1st April 2020 due to the high costs paid to keep the garden tended to.

1232. UPDATE ON NEW MAYOR'S BOARD

The Town Clerk's report was considered by the Committee. Cllr Sharkey advised that she may know someone who could hand paint a picture in the centre of the wooden board and it was suggested that the new board have a picture of the Civic Centre. It was proposed by Cllr Mills, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Town Clerk obtains a quotation for a similar board and a separate quotation for someone to hand paint a picture in the centre.

1233. FREEMAN OF TELSCOMBE'S MEDAL

The Committee discussed the Town Clerks report, which confirmed that a member of the public had asked if the Council would consider purchasing an additional Freeman of Telscombe medal to be included in the display case at the Telscombe Civic Centre, the original having been buried with the Freeman. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and **RECOMMENDED** that the Council do not purchase another medal as it was not in keeping with the original idea of the display. Cllr Gallagher abstained.

1234. FUTURE EVENTS

Children's Christmas party – as per the recommendation from the working party, this event had been cancelled due to problems securing entertainment.

Sussex Day Fayre – It was **agreed** to change the date for the Sussex Day Fayre to Sunday 14th June 2020 and to book the compere to secure availability.

Boozy Bingo – Cllr Robinson confirmed she had bought the wine for the Boozy Bingo event.

Councillors **agreed** for the purchase of a cut Christmas tree for display outside the Civic Centre.

TELSCOMBE TOWN COUNCIL



1235. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Smith provided an update to the Committee concerning the proposed café and toilets in Chatsworth Park. He confirmed that the Working Group had met with Chris Bibb from Lewes District Council, who had reported that the main expense of setting up a café would be the services, which alone could cost approximately £40,000 to £45,000. Proposed areas were highlighted at the top of Pigs Hill or at the north of the park near to the recent Forest School location. Cllr Smith advised that the next step would be to make a business case for the proposed café and toilets and to participate in soft market testing with local residents. Cllr Clarkson confirmed that we would also need to offer concessions with potential mobile coffee shops in the area to gauge interest and see if the market is there. Cllr Smith recommended that the Officers assist the Councillors with the next step and also asked for any other Councillors interested in joining the group. Cllr O'Connor offered to assist and it was **agreed** that Cllr's Clarkson, O'Connor, Page and Smith as a Working Group investigate this further along with the Amenities Officer and update the Committee with any future information.

Cllr Gallagher confirmed that alongside herself, Councillors Judd, Mills, Robinson and Sharkey had attended a walk in the park with the Amenities Officer. She was surprised to see how neglected some areas of the park were and was interested in getting a volunteer group together to assist with the maintenance of the park, including clearing a lot of the deadwood. Cllr Gallagher also highlighted her plan in finding cycle routes in the park and a potential natural BMX trail. This information will be taken forward to the Chatsworth Park Working Group, which will include several members of the public, for further investigation.

Cllr Clarkson asked the Amenities Officer if she had been able to investigate an email he had sent asking for a list of all Telscombe Town Council owned land, grid coordinates and maps. The Amenities Officer confirmed she had not looked at this as yet but will do so as soon as possible.

Cllr Robinson requested that the wooden board outside the front of the Civic Centre had something placed inside it, to be used as a general advertisement.

Cllr Robinson also asked which meeting to bring up dog fouling, as she would like to invite a member of Lewes District Council to one of our meetings to discuss how to implement the PSPO within our area. The Amenities Officer confirmed that after the Planning & Highways meeting, she discussed this with the Town Clerk and it was agreed to take this to Full Council as the dog fouling issue is something that sits within all three of our main Committee's.

Cllr Page asked if there was any progress with the painting of the boat outside the Civic Centre that he had mentioned at a meeting the previous week. The Town Clerk reported that there had been none to date and it would probably be better to do this when the weather improves.

There being no further business the meeting closed at 9.25pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 27th January 2019 at 7.30 pm