

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 27th January 2020** 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*

Also Present: Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)
1 member of the public

1236. PUBLIC QUESTION TIME

The member of the public present asked that a no smoking sign be placed by the front door of the Civic Centre. The Town Clerk confirmed a sign was already in place located on the side wall at the front entrance.

1237. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Smith who had a prior engagement and this reason was accepted by the Committee. Cllr Brindley was not in attendance but had not sent apologies.

1238. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Clarkson declared an interest in Agenda Item 9, to consider additional Forest School sessions in Chatsworth Park. Cllr Gallagher declared an interest in Agenda Item 10, to consider working with Greenhavens and Agenda Item 14, to consider placing bench on grass verge in East Saltdean.

1239. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 25th NOVEMBER 2019

It was proposed by Cllr Robinson, 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.

1240. 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	BB	Sandpit now removed. New equipment to be ordered once plans finalised.	May 2020

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1240. To Receive Action List (Cond)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1202, p 3049 – To consider use of Chatsworth Park for a Forest School	BB	An agenda item has been added to this meeting.	Completed
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 purchased and will be fitted shortly.	Mar 2020
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 and confirm date/time.	Mar 2020
23.9.19	Min 1212, p 3053 – To consider a café and toilets in Chatsworth Park	CC, LOC, BP & AS	A working group of Cllr Clarkson, Page, Smith and O'Connor has been set up and enquiries are ongoing.	Mar 2020
23.9.19	Min 1213, p 3053 – To consider installation of cigarette disposal bin at Civic Centre	SN	An agenda item has been added to this meeting.	Completed
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Cllrs Gallagher, Judd and Town Clerk to hold 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	Go ahead for Chatsworth Park works given. Planning App submitted to LDC for The Copse works – awaiting decision.	Mar 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 sign on the fencing next to the pine trees & confirmed pine cones could be removed from branches overhanging play equipment. Estimates awaited.	Mar 2020
25.11.19	Min 1227, p 3088 – To consider a solitary bee nesting scheme within Chatsworth Park	CC	Cllr Clarkson given delegated authority to spend max of £300 to include the purchase of materials and advertising.	Mar 2020
25.11.19	Min 1228, p 3088 – To consider replacement climbing net at Chatsworth Park South Playground	BB	Sutcliffe Play confirmed part due in week commencing 10 th February & will be fitted shortly after.	Mar 2020

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1240. To Receive Action List (Cond)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25.11.19	Min 1229, p 3088 – To consider installation of brick barbeque areas in Chatsworth Park	BB	Builders contacted for quotes for 3 barbeques.	Mar 2020
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 1231, p 3089 – Memorial Policy	BB	An agenda item has been added to this meeting.	Completed
25.11.19	Min 1232, p 3089 – Update on new Mayor's board	SN	An agenda item has been added to this meeting.	Completed
25.11.19	Min 1235, p 3090 – Urgent Matters (TTC owned land)	BB	Bianca emailed Cllr Clarkson list of all TTC owned land, grid coordinates and maps.	Completed
25.11.19	Min 1235, p 3090 – Urgent Matters (wooden notice board outside Civic Centre)	SN	Cllr Robinson asked that wooden notice board is updated.	Completed
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

To consider request from TRA re information boards – Cllr Robinson reported that the member of the TRA investigating this has approached the South Downs National Park and has been quoted a price of £2,000. Cllr O'Connor confirmed that he will be in attendance at a Business to Business meeting on Thursday 30th January when he will discuss this further with the TRA.

1241. TO RECEIVE INCOME AND EXPENDITURE TO 30th DECEMBER 2019

It was unanimously **agreed** that the income and expenditure figures for Amenities of £18,653.00 expenditure and income of £4,926.00 and Civic Centre expenditure of £33,033.00 and income of £24,041.00 at 30th December 2019 be accepted as correct.

1242. TO CONSIDER A COMMUNITY GARDEN IN CHATSWORTH PARK

Cllr Gallagher discussed her suggestion of placing a potential community garden in Chatsworth Park, near to the Forest School location. Cllr Clarkson was concerned that the location may be too dark and Cllr O'Connor suggested investigating the possibility of funding from other sources. The Town Clerk advised that Lewes District Council should be consulted as Chatsworth Park has a restriction that there are no changes to the landscaping of the park. It was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RECOMMENDED** that the possibility of a community garden in Chatsworth Park with raised beds is investigated, with findings brought back to a future meeting.



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1243. TO CONSIDER INVESTIGATING SITES FOR ALLOTMENTS

The Amenities Officer confirmed that following a walk in Chatsworth Park with some of the Councillors, it was asked if the Town Council can reinvestigate looking at allotment sites for our residents. The Town Council have looked at proposed sites several times over the years, and more recently an allotment group was set up in 2015 to investigate possible sites. The three areas highlighted were all dismissed as unsuitable and in 2017 it was agreed to suspend the search. Cllr Page recalled this being investigated previously and the options were prohibitive and expensive. The Town Clerk clarified that a Town Council do not have to supply allotments but must investigate the option if there is sufficient interest from residents. Cllr Robinson noted that one of the previous areas investigated, a piece of land next to the Telscombe playing fields, was now no longer being used by the District Council as a recycling facility and may therefore be an option. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and **RECOMMENDED** that investigations are initiated with Lewes District Council regarding the land next to Telscombe playing fields. Cllr Page objected for his reasons highlighted above.

1244. TO CONSIDER ADDITIONAL FOREST SCHOOL SESSIONS IN CHATSWORTH PARK

The report from the Amenities Officer was considered. It was proposed by Cllr Robinson, seconded by Cllr Gallagher and **RECOMMENDED** to grant permission for an additional Forest School session to be held over February half term by Develop Outdoors CIC and that a report is provided thereafter. Cllr Clarkson did not vote as he had declared an interest. Cllr O'Connor asked the Amenities Officer that the request to build a non-permanent frame is investigated further and taken back to the Chatsworth Park working group.

1245. TO CONSIDER WORKING WITH GREENHAVENS

Cllr Mills chaired this section of the meeting as Cllr Gallagher had previously declared an interest on this item.

There was much discussion concerning the Amenities Officer's report. Cllr Gallagher advised that she was involved with the initial set up, which was to act as an umbrella group and to encourage and support community groups on the coastal strip between Seaford and Telscombe Cliffs. She had been the treasurer but has since resigned. The Town Clerk reported that she and the Amenities Officer were often invited by Greenhavens to attend various workshops and become actively involved in the work they are promoting and asked if the Councillors wanted the Council to work with Greenhavens. The Amenities Officer confirmed that Stephen Gauntlett, Chair of Greenhavens, had since asked that he provides a presentation to Full Council to highlight the work Greenhavens do within the community. It was noted that the Group's Constitution is to work with Community Groups and it was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the Town Council do not work with Greenhavens but we advise them that we are in the process of setting up community groups within our area and we will pass on the information to them. In view of this decision, the Amenities Officer was asked to politely decline the offer of a presentation. Cllr Gallagher did not vote due to her declaring an interest in this item.

Cllr Gallagher re-took the chair.

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1246. TO CONSIDER THE DRAFT POLICY FOR MEMORIALS

The Committee discussed the 4 types of benches put forward by the Amenities Officer, with the Eco Park bench being the preferred option. It was proposed by Cllr Judd, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the Amenities Officer investigates and brings back to a future meeting further information regarding the Eco Park bench, specifically; pricing to include the bench with an option of arms, information on where it was made, if it can be repaired, the estimated yearly maintenance fees it would cost the Council and costs for a brass plaque.

1247. TO CONSIDER 5 ELM TREES FROM SDNPA FOR CHATSWORTH PARK

Cllr Gallagher reported that she had obtained 5 free Elm Trees from the South Downs National Park Authority (SDNPA), with the potential of receiving more and would like the trees planted in Chatsworth Park. Cllr Mills asked if we could get more trees for The Copse. It was proposed by Cllr Gallagher, seconded by Cllr Mills and unanimously **RECOMMENDED** that the Amenities Officer makes contact with the tree specialist from Lewes District Council regarding planting the trees in Chatsworth Park and to check his preferred location, and to also contact Andy Player from SDNPA to check if the trees can be held for longer and to gain clarification on the size of the trees.

1248. TO AGREE ANNUAL PLAY AREA INSPECTIONS

The Town Clerk advised that Lewes District Council had recently contacted her with costings for the annual play area inspections and that a response was needed by 17th January. Due to the short turnaround, contact was made with the Committee Chairman and Vice Chairman, who agreed to the following to be carried out: main inspection £52.50 per site x 3 = £157.50, DDA inspection £9.95 per site x 3 = £29.85, play value inspection £9.95 per site x 3 = £29.85 and life expectancy inspection £4.95 per site x 3 = £14.85. The expenditure totalling £232.05 plus VAT was unanimously **RATIFIED**.

1249. TO CONSIDER PLACING BENCH ON GRASS VERGE IN EAST SALTDEAN

Cllr Mills chaired this section of the meeting as Cllr Gallagher had previously declared an interest in this item.

The Amenities Officer confirmed that she had received a request from Cllr Gallagher, on behalf of the Saltdean Residents Association (SRA) for placement of a bench on either end of the long grass verge at Crowborough Road behind Homeridge House, with the SRA paying for one and Telscombe Town Council paying for the other. The Amenities Officer advised that she had made contact with East Sussex Highways (ESH) who own the land and they had confirmed two licences would be required for each bench; a licence to erect a structure on the highway at £57.20 and a licence for consent to make an excavation in the street at a cost of £380. Cllr Gallagher had suggested a Balmoral 5ft teak bench for £299 plus £30 delivery, bringing the cost of each bench to £766.20. ESH had also confirmed that any installation would need to be carried out by an ESH preferred contractor and a quotation for this service is awaited. It was proposed by Cllr Robinson, seconded by Cllr Judd and **RECOMMENDED** that the Council donate £383.10 to the SRA, representing 50% of one bench and Highway fees, with the SRA paying the remaining amount plus all installation fees quoted by the ESH preferred contractor. Cllr Gallagher did not vote due to her declaring an interest in this item.

Cllr Gallagher re-took the chair.



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1250. TO AGREE ESTIMATE FOR NEW MAYOR'S BOARD

The Town Clerk reported that she had obtained two quotations for a new Mayors board to include the wording 'Telscombe Town Council' at the top and 'Mayors' lower down. The central picture cannot be replicated although it was noted that the Mayor knew someone who could paint a picture of the Civic Centre on the board. It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the quotation of £1,130 plus VAT from McQuillan Signs be accepted. Cllr Robinson noted that the proposed monies for both the Mayors board and the replacement reception window were due out of the same budget and that there was not enough money to cover both proposals. The Town Clerk confirmed there would only be a minor shortfall which would come from the Civic Centre earmarked reserve.

1251. TO CONSIDER DISPOSAL OF POOL TABLE

The report from the Town Clerk was considered. It was proposed by Cllr Judd, seconded by Cllr Page and unanimously **RECOMMENDED** that the Council find out the re-sale value and advertise the pool table for sale.

1252. TO AGREE ESTIMATE FOR REPLACEMENT RECEPTION WINDOW

The Committee discussed the Town Clerk's report, which described the concerns of the sliding glass panel located at the front of reception. It was proposed by Cllr Harris, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the quote by Secure Windows to replace the double glazed unit at a cost of £738.72 plus VAT be accepted.

1253. TO CONSIDER AMENDED DRAFT SMOKING POLICY

It was noted that the Town Council have a smoking policy clause in their terms for hire as follows:- *In line with current legislation, Telscombe Town Council does not allow smoking in its premises, at the front door or in the curtilage of the building, including the garden/patio and car park*'. The Town Clerk advised this should also be included within the Council's Smoking Policy and provided a draft amendment to the Committee. There was also discussion concerning the previous proposal in September to buy a cigarette disposal bin, with the consensus that buying this item would contravene the smoking policy. It was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that the amended Policy with the additional wording is taken to Full Council for adoption and a cigarette disposal bin is not purchased.

1254. TO CONSIDER RENEWAL OF GAS SERVICE CONTRACT

The Town Clerk confirmed that British Gas have quoted £885 for an annual service contract for the 2 boilers and central heating system at the Civic Centre, which includes a 24 hour call out 7 days a week and annual service with parts and labour. This represents an increase of £2.15 per month. It was proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** to renew the contract at £885 plus VAT.

1255. TO CONSIDER PURCHASE OF A CARD READER PAYMENT MACHINE

It was noted that having a card reader payment machine would enable the Council to process payments quickly and this is now a preferred payment method generally. The Town Clerk confirmed that there is a 1.75% transaction charge for credit and debit cards and a 2.5% charge

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1255. To Consider Purchase Of A Card Reader Payment Machine (Contd)

for online transactions. She also confirmed that the bank charge for paying in cheques and cash so there is a fee payable whichever way hirers pay. It was proposed by Cllr Judd, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that a 'Square Reader' machine is purchased at a cost of £19, as well as a £19 charging dock and approximately £100 for a handset / tablet.

1256. FUTURE EVENTS

The Committee noted the report from the Amenities Officer, detailing the proposed events by the Events Working Group to take place over the next 12 months. Cllr Sharkey advised that she will be advertising our upcoming events with Cllr Cheta on Seahaven FM. It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that all the proposed events are taken forward, including the Telscombe Residents' Association joint Race Night with the Council.

1257. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Robinson noted that the dog bins around the Tye are regularly full and asked if enquiries could be made regarding purchasing larger bins. The Town Clerk advised that she would make investigations and bring prices back to a future meeting.

Cllr Gallagher confirmed that she had some dog littering posters in her possession which were created by a resident in East Saltdean and illustrated by her daughter. She asked if the Council could buy some and advised she would investigate prices and come back with further information.

Cllr Page enquired the date and time of the walk to the E-Piece on the Tye. Cllr Robinson confirmed that it is to take place on 16th February, meeting at 10am at the bottom of Gorhams Way.

The Town Clerk advised the Committee that she had investigated replacement blinds in the exhibition area of the Civic Centre with white vertical blinds and wanted to check Councillors were happy with this action which they were. The cost of approximately £110 is within the Town Clerk's delegated spending capacity and she will put this on the next agenda for ratification.

The Town Clerk reported that she had received contact from Lewes District Council (LDC) regarding a study on open spaces they had commissioned '4Global' to carry out. LDC had sent through a map of the Town Council's open spaces and requested we review the map and send our comments by 7th February 2020. Cllr O'Connor asked the Town Clerk to send the information over to the Councillors by email so they can make any comments.

There being no further business the meeting closed at 9.50pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 23rd March 2020 at 7.30 pm