

TELSCOMBE TOWN COUNCIL



Minutes of a remote meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Wednesday 27th May 2020** 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* and A Smith

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

Cllr Gallagher welcomed everyone to the meeting and described the passion locally with residents for green spaces. She highlighted that she would like to continue working with these groups and noted that the last Amenities & Civic Centre meeting coincided with lockdown and that communication should now re-start with these groups.

1283. PUBLIC QUESTION TIME

A member of the public was present and wanted to discuss Agenda Item No 13; encroachment into Chatsworth Park and consider way forward. She stated that she had lived in her current property for 38 years and knows the boundaries well. Approximately 4-5 years ago, another resident moved into a property bordering the park and extended from beyond the original boundary into the park. Cllr O'Connor suggested that the agenda item be brought forward and discussed after agenda item 5 and that the meeting be suspended to allow the Committee to discuss this further with the resident. This was agreed by the Committee.

1284. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley due to work commitments. This reason for absence was accepted by the Committee. Cllr Judd was running late.

1285. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Smith declared a personal interest in agenda item 10 as an affected resident.

1286. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 23rd MARCH 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.

1287. 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	Sample wording received & taken to P&R along with sample Tye signs. Working party agreed to progress this via P&R.	Complete

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1287. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Cllrs Gallagher, Judd and Town Clerk to explore potential schemes and bring back to a future meeting. On hold for time being due to current situation.	Sept 2020
25.11.19	Min 1226, p 3088 – To consider estimates for removal of pine trees bordering Chatsworth Park South playground	BB	An agenda item has been added to this meeting.	Completed
25.11.19	Min 1227, p 3088 – To consider a solitary bee nesting scheme within Chatsworth Park	CC/ BB	Cllr Clarkson provided a sample of bundles to a local school for them to make up. Awaiting feedback to provide a full programme for Spring 2021.	Sept 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.	July 2020
25.11.19	Min 1235, p 3090 – Urgent Matters (boat outside Civic Centre)	SN / BB	The boat to be re-painted following lockdown.	July 2020
27.01.20	Min 1243, p 3127 – To consider investigating sites for allotments	BB	Chris Bibb at LDC confirmed the area in Telscombe Playing fields is too small for allotments.	Completed
27.01.20	Min 1249, p 3128 – To consider placing a bench on grass verge in East Saltdean	BB	Benches are due to be delivered and installed on 26.05.20. 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/IS	Mayor's board delivered. Need to investigate person for painting picture of Civic Centre.	July 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. On hold due to current situation	July 2020
27.01.20	Min 1252, p 3129 – To agree estimate for replacement reception window	SN	Order placed with Secure Windows. Installation put on hold due to current situation.	July 2020
27.01.20	Min 1257, p 3130 – Urgent Matters	SN	Purchase of larger dog bins for Tye - investigations in hand.	July 2020
23.03.20	Min 1264, p 3165 – To consider installation of brick barbecue areas in Chatsworth Park	BB	This item will be reviewed in September.	Sept 2020

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1287. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.03.20	Min 1265, p 3165 – To consider a community garden in Chatsworth Park	BB	A public consultation document will be drawn up by the Chatsworth Park working group to include a community garden, cycle lanes and barbecue areas.	Sept 2020
23.03.20	Min 1266, p 3165 – Update on SDNPA donated trees	BB	Andy Player has left SDNPA and delay in planting trees. EH Treecare making contact with SDNPA ranger to collect trees.	Sept 2020
23.03.20	Min 1267, p 3166 – Update on Eco Park Memorial Bench	BB	An agenda item has been added to this meeting.	Completed
23.03.20	Min 1268, p 3166 – To decide whether to extend Grounds Maintenance Contracts or draw up new contract for 2021	BB / SN	Agreed for Bianca and Stella to draw up x3 new separate contracts. In hand & drafts to be taken to next meeting.	July 2020
23.03.20	Min 1269, p 3167 – To consider regular removal of ivy in an area of Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
23.03.20	Min 1270, p 3167 – To consider removal of ivy to a house bordering The Copse	BB	This work has now been completed by the contractor.	Completed
23.03.20	Min 1272, p 3167 – To consider litter picking under 'The Great British Spring Clean' campaign	BB	This litter pick will be carried out in September.	Sept 2020
23.03.20	Min 1274, p 3168 – To ratify the café concession in Chatsworth Park	BB	The application process will be re-advertised in September to start in Summer 2021	Sept 2020
23.03.20	Min 1276, p 3168 – To consider actions to be made to an area of Chatsworth Park, bordering Chatsworth Close	BB	An agenda item has been added to this meeting.	Completed
23.03.20	Min 1277, p 3169 – To consider request for a plaque on the boat planter at Civic Centre	SN	Agreed for member of public to purchase plaque & asked them for sample picture regarding painting name & anchor. No response heard to date.	July 2020
23.03.20	Min 1280, p 3169 – To consider waste recycling collection at Civic Centre	SN	New recycling collection agreed with LDC & bin delivered.	Complete
23.03.20	Min 1282, p 3170 – Urgent Matters	LOC	Investigation of devolvement for TC Playing fields has been taken to Full Council.	Completed

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1287. Action List (Contd)

Update on SDNPA donated trees – The Amenities Officer confirmed that the SDNPA Ranger will be back on site for tree collection from 8th June 2020 and an update will be given thereafter.

Investigating sites for allotments – Cllr Robinson highlighted that Lewes District Council confirmed that the recycling site section of the Telscombe Playing fields is too small for allotments but that the soil could potentially be used for something else. It was **agreed** to discuss this if devolvement for the playing fields goes ahead.

1288. TO DISCUSS ENCROACHMENT INTO CHATSWORTH PARK AND CONSIDER WAY FORWARD

The Committee discussed the Amenities Officer's report, which highlighted that several properties in Ambleside Avenue appeared to have extended their boundary and encroached into Chatsworth Park, land owned by the Town Council. It was proposed by Cllr Smith, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the Amenities Officer writes to three properties asking them to move their boundary back to the edge of their own land and to get approval from Cllr Gallagher as Chair of the Committee before sending out to the residents in question.

Cllr Judd joined the meeting at 1954. The resident left the meeting at 1956.

1289. TO CONSIDER ANNUAL PLAYGROUND INSPECTION REPORTS

The annual playground inspection reports were discussed by the Committee. The reports highlighted that most items were deemed low risk, although there were several highlighted as moderate, all of which were in relation to a timber piece of equipment located in the middle of Robert Kingan Playground. Cllr Page noted that this item of equipment had been left during two previous refurbishments within the playground. Cllr Gallagher advised that she had visited the location and felt that the equipment looked neglected. A discussion ensued and it was proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** that at this stage quotations are obtained for the removal of the equipment only to be bought back to a future meeting for consideration.

1290. TO CONSIDER REPLACEMENT NOTICEBOARD IN BANNINGS VALE

The Amenities Officer confirmed that the noticeboard next to Robert Kingan Playground is in need of replacement as it is difficult to open and leaks when raining. Installation of the board will need to be provided by an approved East Sussex Highways contractor and a quotation had been obtained. Three quotations had also been obtained for a dark blue Weathershield board size 1005 x 1031 (12 x A4). It was proposed by Cllr Page, seconded by Cllr Mills and unanimously **RECOMMENDED** that a Weathershield board be purchased from Notice Me at a cost of £469.95 + VAT and installation of the board be carried out by Technical Engineering Contractors Ltd at a cost of £215 + VAT.

1291. UPDATE ON MEMORIAL POLICY

The Amenities Officer's report was discussed by the Committee, which highlighted that an anchor kit would also be required to fix any benches to the ground at an additional cost of £49 + VAT. Cllr Robinson also asked the Amenities Officer to check if a tool kit will need to be purchased in addition to the other elements and if so, how much it would be.



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1291. Update on Memorial Policy (Contd)

It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the cost of a Memorial Bench is increased to £1,150 to include the cost of the anchor kit, that the Amenities Officer investigates the option of a tool kit and finally that the Memorial Policy and details of the bench are taken to Full Council for adoption.

1292. TO CONSIDER QUOTATIONS FOR CLEARING A STRIP BORDERING PROPERTIES AT CENTRAL AVENUE AND CHATSWORTH PARK

There was much discussion concerning the clearance of a strip at the rear of properties in Central Avenue bordering Chatsworth Park. Cllr Gallagher suggested that a boundary policy is put in place and that it is taken forward by the Chatsworth Park Working Group. There was also concern that the clearance could encourage anti-social behaviour. It was therefore proposed by Cllr O'Connor, seconded by Cllr Sharkey and **RECOMMENDED** that the working group take forward consultation of residents regarding their property borders with the park and that the Officers arrange for the cutting back of ivy from behind one property up to the value of £30 by HR Goodwin & Sons as a goodwill gesture. Cllr Page abstained.

1293. TO CONSIDER QUOTATIONS FOR CLEARING DEADWOOD IN AN AREA OF CHATSWORTH PARK, WITH THE BORDER OF CHATSWORTH CLOSE

The report by the Amenities Officer was considered, which discussed contacting residents by way of leafleting and obtaining quotations for the clearance of deadwood to create a clear boundary. The Amenities Officer confirmed that although 3 contractors had been contacted, only one had provided a quotation for the clearance work. Two complaints had also been received from residents bordering this area, who had concerns that the clearance would encourage anti-social behaviour and cause damage to the wildlife that lives there. They felt that replacing the chestnut fencing would support both the residents and wildlife of the park. It was also noted that Neighbourhood First had agreed to include Chatsworth Park in the 'Op Blitz' programme in conjunction with the local PCSO's. The Town Clerk advised that each area of the park had different concerns as some are more heavily wooded than others and that if a policy is created, it needs to be bespoke and take all elements into consideration. It was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that a decision regarding a way forward is put on hold until the Chatsworth Park Working Group consult residents in this location.

1294. TO CONSIDER WORKS TO PINE TREES BORDERING CHATSWORTH PARK SOUTH PLAYGROUND

The Amenities Officer reported that she had received a quotation for the removal of individual live pine cones to the pine trees overhanging a section of the playground. There was discussion concerning liability and it was noted that the Specialist Advisor for Arboriculture at Lewes District Council had previously been consulted and had reported that the risks of falling pine cones were extremely low. He had also confirmed that trees should not be solely evaluated on risk but also on environmental, social and economic areas.

Taking all this into consideration, it was proposed by Cllr O'Connor, seconded by Cllr Page and **RECOMMENDED** that the live pine cones are not removed in line with the recommendations from Lewes District Council. Cllr Gallagher abstained.

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1295. TO CONSIDER QUOTATION FOR CUTTING BACK TREES/HEDGES TO A PROPERTY IN AMBLESIDE AVENUE BORDERING CHATSWORTH PARK

A complaint from a resident bordering Chatsworth Park was discussed by the Committee. The resident advised that trees from the park were encroaching their property from the side and back of the garden and the Amenities Officer had contacted two contractors for a quote to cut back to the border. One had responded and it was therefore proposed by Cllr Gallagher, seconded by Cllr Smith and unanimously **RECOMMENDED** that the quotation of £80 + VAT from EH Treecare to cut to the border and neaten be accepted.

1296. TO CONSIDER QUOTATION FOR REDUCING THE HEIGHT OF TREES TO THE NORTH SIDE OF ROBERT KINGAN PLAYGROUND

Cllr Gallagher advised that she had visited the location and could clarify that the trees to the north of Robert Kingan Playground were indeed touching the overhead power cables. It was proposed by Cllr Robinson, seconded by Cllr Mills and unanimously **RECOMMENDED** that the quotation from EH Treecare to reduce the size over the carriageway and make sure the cables are cleared at a price of £380 + VAT be accepted.

1297. TO DISCUSS, SUPPORT AND RECRUIT VOLUNTEERS TO HELP WITH NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) LOCAL GREEN SPACES REPORT

Cllr Gallagher gave a brief overview of the NDP and the importance of the work being done with volunteers. Cllr Gallagher asked for volunteers from Telscombe Town Council to assist with local green spaces within our area and how to protect them best. Cllr Mills and Cllr Robinson both agreed to assist Cllr Gallagher, who will contact them direct.

1298. TO CONSIDER SDNPA DONATED TREES

Cllr Gallagher reported that SDNPA are progressing a new project in the Autumn for planting Elm Trees in the local area. It was proposed by Cllr Sharkey, seconded by Cllr Mills and unanimously **RECOMMENDED** that the Town Council start investigations with SDNPA to put a scheme together and the outcomes to be taken to a future meeting alongside potential locations.

1299. FUTURE EVENTS

The Best Kept Garden competition which had a closing date of 19th June had resulted in no applications to date.

It was therefore proposed by Cllr Mills, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the Best Kept Garden competition is cancelled and all other remaining events are continued to be placed on hold until the Committee next meet in July.

1300. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Robinson asked if there was any way the Town Crier could be placed on the website. The Town Clerk confirmed that the newsletters were on the website for residents to view online.

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1300. Urgent Matters at the Discretion of the Chairman for Noting (Contd)

Clr Harris advised that there was a missing cover in the pavement outside the Toyota Garage. The Amenities Officer confirmed she would report this to the relevant authority.

There being no further business the meeting closed at 9.45 pm.

Signed.....
CHAIRMAN

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