



# TELSCOMBE TOWN COUNCIL

Minutes of a remote meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Wednesday 27<sup>th</sup> July 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.

## **1301. PUBLIC QUESTION TIME**

The member of the public present had no questions.

## **1302. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr Brindley due to annual leave. This reason for absence was accepted by the Committee.

## **1303. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **1304. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 27<sup>th</sup> MAY 2020**

Cllr Robinson advised that the Action List under 'To consider investigating sites for allotments' should read that LDC confirmed the ground is too poor for allotments'. It was proposed by Cllr O'Connor seconded by Cllr and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

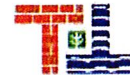
## **1305. TO RECEIVE ACTION LIST**

The action list was noted as follows:

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. <i>On hold for time being due to current situation with Covid.</i>	Nov 2020
25.11.19	Min 1227, p 3088 – To consider a solitary bee nesting scheme within Chatsworth Park	CC/BB	CC 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

*AB 25/9/20*

# TELSCOMBE TOWN COUNCIL



## 1305. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25.11.19	Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park	CC/BB	CP working group happy to support DO & for wood to be taken during winter maintenance programme for use of lean-to shelters. BB to correspond with DO & successful tender for tree maintenance.	Nov 2020
25.11.19	Min 1235, p 3090 – Urgent Matters (boat outside Civic Centre)	SN/BB	The boat has been repainted.	Complete
27.01.20	Min 1249, p 3128 – To consider placing a bench on grass verge in ES	BB	Benches delivered and installed. TTC pd £383.10 donation to the SRA.	Complete
27.01.20	Min 1250, p 3129 – To agree estimate for new Mayors Board	SN/IS	Mayor's board delivered. Mayor's partner to submit quote for painting Civic Centre picture on board.	Nov 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. <i>On hold due to current situation.</i>	Nov 2020
27.01.20	Min 1252, p 3129 – To agree estimate for new reception window	SN	New window installed.	Complete
27.01.20	Min 1257, p 3130 – Urgent Matters	SN	Purchase of larger dog bins for Tye - investigations in hand.	Nov 2020
23.03.20	Min 1264, p 3165 – To consider installation of brick barbecue areas in Chatsworth Park	BB	To be reviewed in September.	Sept 2020
23.03.20	Min 1265, p 3165 – To consider a community garden in Chatsworth Park	BB	An agenda item discussing a public consultation document has been added to this meeting.	Nov 2020
23.03.20	Min 1266, p 3165 – Update on SDNPA donated trees	BB	An agenda item has been added to this meeting.	Nov 2020
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 to draw up 3 separate contracts to start April '21. Draft contracts on agenda for consideration at this meeting.	Completed
23.03.20	Min 1272, p 3167 – To consider litter picking under 'The Great British Spring Clean' campaign	BB	The litter pick will be carried out in September.	Sept 2020

Ab 28/9/20

# TELSCOMBE TOWN COUNCIL



## 1305. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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 1277, p 3169 – To consider request for a plaque on the boat planter at Civic Centre	SN	SN given authority to member of public to purchase plaque & asked for sample picture regarding painting name & anchor. <i>No response heard to date.</i>	Nov 2020
27.05.20	Min 1288, p 3194 – To discuss encroachment into Chatsworth Park and consider way forward	BB	An agenda item has been added to this meeting.	Completed
27.05.20	Min 1289, p 3194 – To consider annual playground inspection reports	BB	An agenda item has been added to this meeting.	Completed
27.05.20	Min 1290, p 3194 – To consider replacement noticeboard in Bannings Vale	BB	Noticeboard ordered. Estimated delivery date beginning August.	Sept 2020
27.05.20	Min 1291, p 3194 – Update on Memorial Policy	BB	Earth Anchors confirmed the anchor kit comes with a small set of reusable tools so will not need to be purchased. Full Council adopted Policy at meeting 15.7.20.	Completed
27.05.20	Min 1292, p 3195 – To consider quotations for clearing a strip bordering properties at Central Avenue and Chatsworth Park	BB	Purchase Order issued and work imminent.	Completed
27.05.20	Min 1293, p 3195 – To consider quotations for clearing deadwood in an area of Chatsworth Park, with the border of Chatsworth Close	BB	Decision regarding a way forward put on hold until the Chatsworth Park Working Group consult residents in this location.	Nov 2020
27.05.20	Min 1295, p 3196 – To consider quotation for cutting back trees/hedges to a property in Ambleside Avenue bordering Chatsworth Park	BB	Quotation from EH Treecare to the value of £80 accepted. Queried detail on quotation re, but no response. Contacting other contractors to provide a quote.	Sept 2020

# TELSCOMBE TOWN COUNCIL



## 1305. Action List (Contd)

Date of meeting	Issue Detail	Action Owner	Update	Date of Meeting
27.05.20	Min 1296, p 3196 – To consider quotation for reducing the height of trees to the north side of Robert Kingan playground	BB	EH Treecare quote for £380 accepted & work carried out.	Completed
27.05.20	Min 1298, p 3196 – To consider SDNPA donated trees	BB	BB contacted SDNPA to start investigations. Awaiting reply.	Sept 2020
27.05.20	Min 1300, p 3197 – Urgent Matters (missing cover outside the Toyota Garage)	BB	Missing cover has been replaced.	Completed

## 1306. TO RECEIVE INCOME & EXPENDITURE TO 30<sup>th</sup> JUNE 2020

Regarding budget head 4363 Town Entertainment, Cllr Mills asked the Town Clerk what the £205 expenditure was for. The Town Clerk confirmed that £50 was a Sussex Fair stall refund and the remaining £155 was for the TV licence. Cllr O'Connor asked why £20,000 is listed under committed expenditure for 4098 Play Equipment Replacement. The Town Clerk explained that the funds are committed to go into the earmarked reserve for Playground equipment at year end which had been agreed during the budget setting process. Taking all the details into consideration it was unanimously **agreed** that the income and expenditure figures for Amenities of £2,721 expenditure and income of £190 and Civic Centre expenditure of £10,573 and income of £3,702 at 30<sup>th</sup> June 2020 be accepted as correct.

## 1307. TO DISCUSS ENCROACHMENT INTO CHATSWORTH PARK AND CONSIDER WAY FORWARD

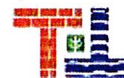
The Committee discussed the report from the Amenities Officer concerning the encroachment issue which had been highlighted to the Town Council by a local resident. All three residents made contact to confirm they had not extended their border into the park, one of whom had lived there for 45 years. One of the owners advised that she believed her property line was in fact too short and was making investigations to extend in the future. The Town Clerk confirmed she had made land registry searches for the properties and confirmed that house numbers 62 and 66 were shown to be the same level as the other properties in this section of Chatsworth Park – from 54 Ambleside Avenue to the houses at Cavendish Close. HM Land Registry advised that house number 64 is not registered. It appears when visiting the site that these properties go further into the park compared to 1 Cavendish Close and it was suggested that Councillors visit the location to understand the boundary concerns. It was **agreed** that Councillors Judd, Gallagher, O'Connor and Robinson would visit the location and their feedback taken to a future Amenities & Civic Centre meeting.

## 1308. TO CONSIDER A TREE SURVEY FOR CHATSWORTH PARK & THE COPSE

The Amenities Officers report was considered by the Committee. Two arboriculturists had quoted for the proposed annual tree survey. One had quoted for a shorter report and the other for both a shorter and more in-depth report to include suggestions and advice on the manage-

AB 28/9/20

# TELSCOMBE TOWN COUNCIL



## 1308. To Consider A Tree Survey For Chatsworth Park & The Copse (Contd)

ment and maintenance of the sites. Cllr Robinson asked why both were not asked for a more in-depth quotation. The Amenities Officer confirmed that Aspen Treecare had decided to provide the more in-depth report following a site visit shortly prior to the agenda being sent out. There was discussion concerning the future maintenance of these two green areas and how the tree surveys support their upkeep. It was proposed by Cllr Smith, seconded by Cllr Robinson and **RECOMMENDED** that the Amenities Officer contacts Arborsense and asks them to provide a second quotation to include plotting of invasive species and recommendations on how to best handle these trees, particularly near to residents fencing. Cllr Page <sup>was absent</sup> ~~abstained~~. This will be emailed to the Committee for their consideration, with the outcome being ratified at the next Amenities & Civic Centre meeting.

\* 8.05pm - Cllr Page lost his connection and therefore left the meeting.

## 1309. TO CONSIDER QUOTATION TO CARRY OUT A SURVEY TO AN AREA/TREE IN CHATSWORTH PARK BORDERING A PROPERTY

The Amenities Officer was contacted by a resident whose property borders Chatsworth Park concerning roots of a White Poplar tree that were coming through to their garden from the park. They were concerned that the roots will cause damage to their drains and main soak away. Taking into consideration the previous agenda item of a tree survey, it was proposed by Cllr Smith, seconded by Cllr Robinson and unanimously **RECOMMENDED** that this location is included as an area of invasive species when we ask Arborsense to provide a second quotation to include plotting of invasive species and recommendations on how to manage the habitat bordering residents properties.

## 1310. TO CONSIDER QUOTATIONS FOR AN EXTERNAL STRUCTURAL SURVEY TO AN AREA OF CHATSWORTH PARK BORDERING A PROPERTY

The Committee discussed the Amenities Officer's report concerning a property that borders Chatsworth Park at Kirby Drive. The owner contacted the Town Council concerning her fence being damaged by the trees next to the border. When the tree surgeon visited the location with the Amenities Officer he felt the issue was not with the trees but the soil level from rain and debris washing down from the top of the bank to her property border at the bottom. It was suggested that contact was made with a structural engineer to assess the area. Five local companies were contacted and it was proposed by Cllr Smith, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the quotation from Stapleton Consulting Limited at £395 plus VAT is accepted, with the outcome of the survey being taken to a future Amenities & Civic Centre Meeting. Cllr Gallagher thanked the Amenities Officer for obtaining the quotations.

## 1311. TO AGREE DRAFT GROUNDS MAINTENANCE CONTRACTS FOR 2021 TO 2024

There was much discussion concerning the Amenities Officer's report. The current three contracts had been updated and taken to the Committee for consideration before a tender process is started. Cllrs Gallagher and O'Connor suggested that the maintenance of two twittens in East Saltdean are reinstated as they had concerns East Sussex County Council would not

# TELSCOMBE TOWN COUNCIL



## **1311. To agree draft grounds maintenance contracts for 2021 to 2024 (Contd)**

provide a maintenance programme even though they were listed as a Public Right of Way.

*8.24pm - Cllr Page re-joined the meeting.*

It was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the following amendments to the contracts are made - Contract 1 to include bin emptying twice a week and litter picking of the park once a month between April and September; that the bill of quantities in Contract 1 includes the right quantities due to a typing error; that the two twittens in East Saltdean are reinstated for Contract 3, and finally that the small print in Contracts 1 and 3 are amended to read that eco-friendly weed killer is to be used (listed under 'Paths'). The contracts will then go out to tender. Cllr Smith asked that contractors are asked if they wish to bid for all of the contracts when the tender process is started.

## **1312. TO CONSIDER SDNPA DONATED TREES**

The Amenities Officers report was considered, but Cllr Gallagher did not agree with the recommendation not to proceed with the previous SDNPA donated trees. Cllr Gallagher had managed to speak with another employee at SDNPA and had been told that the trees were still waiting for collection. It was proposed by Cllr Gallagher, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that Cllr Gallagher investigates the collection of trees with SDNPA.

## **1313. TO RATIFY FOREST SCHOOL SESSIONS IN CHATSWORTH PARK**

The Amenities Officer advised that Develop Outdoors had requested to undertake several Forest School sessions during July on a 1:1 or small group basis. As this request fell during the easing of lockdown and the Committee were not meeting until the end of the month, the Amenities Officer had contacted the Committee Chair and Vice-Chair to ask how they wished to proceed. They both confirmed that providing Risk Assessments were carried out and that the Town Council were provided with a copy of Develop Outdoors' public liability insurance, they were happy for the sessions to take place. Develop Outdoors provided both documents and were contacted to confirm agreement of the sessions. It was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RATIFIED** that the sessions take place.

## **1314. TO AGREE CHATSWORTH PARK CONSULTATION DOCUMENT**

Following discussion it was proposed by Cllr Clarkson, seconded by Cllr Smith and unanimously **RECOMMENDED** that the draft Chatsworth Park consultation document is approved with the following changes made; question 7 is amended to read 'cycle routes through the park' and that residents are advised in the description that they can email the Town Council for an electronic version of the form if they are unable to post or hand deliver their response to the Civic Centre. Cllr Mills and Robinson volunteered to hand deliver the letters to residents bordering the park.

## **1315. TO CONSIDER QUOTATIONS FOR THE REMOVAL OF A TIMBER PIECE OF EQUIPMENT AT ROBERT KINGAN PLAYGROUND**

The Amenities Officer advised she had initially received 2 quotations, but a further quotation had been received after the agenda had been issued which she had forwarded to the Committee

*28/9/20*

# TELSCOMBE TOWN COUNCIL



## **1315. To consider quotations for the removal of a timber piece of equipment at Robert Kingan Playground (Contd)**

earlier on in the day for them to also take into consideration. Cllr Judd asked if the companies contacted had a waste licence to take the equipment away. It was proposed by Cllr Page, seconded by Cllr Judd and **RECOMMENDED** that the quotation of £1175 from Fairlight Lawns be accepted, on the proviso that they provide a copy of their waste licence and that the Amenities Officer checks if the price includes or excludes VAT. Cllr Mills abstained.

## **1316. TO AGREE DRAFT LITTER PICKING RISK ASSESSMENT**

The draft Risk Assessment was considered by the Committee. Cllr O'Connor noted that the risk assessment would need to be given to the responsible officer of each litter pick. Cllr Gallagher highlighted a small spelling mistake on Page 3 of the document which would need amending. Cllr Judd offered to provide the Amenities Officer with a copy of the Risk Assessment he has written, which is Council approved. It was proposed by Cllr Sharkey, seconded by Cllr Harris and unanimously **RECOMMENDED** approval of the Risk Assessment and that it is taken to Full Council with the amended spelling error alongside any amendments following receipt of Cllr Judd's Risk Assessment.

## **1317. TO CONSIDER PURCHASE OF REPLACEMENT FRIDGE/FREEZER**

There was much discussion regarding a replacement fridge/freezer. Cllr Smith felt the Council should purchase a large fridge/freezer similar to the current unit, which will be beneficial to all hirers using the Civic Centre. It was proposed by Cllr Page, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that a new fridge/freezer is purchased up to the value of £600, with a minimum width of 900mm to provide as large a fridge capacity as possible and that we support the local shop QDA.

## **1318. FUTURE EVENTS**

The Amenities Officer informed the Committee that the Future Events working group had met earlier on that afternoon and the following suggestions were made - dates for a Sussex Day Fair in 2021 be explored by the Admin Assistant; the Merchant Navy Day flag raising goes ahead on 3<sup>rd</sup> September; the Dog Show takes place on 20<sup>th</sup> September, but classes are reduced; a socially distanced Macmillan coffee morning is investigated (potentially in place with the Dog Show); the Kids Halloween party is cancelled; the Admin Assistant contacts the Telscombe Residents Association to check if they want to go ahead with the Race Night on 14<sup>th</sup> November; a decision concerning the Kids Christmas Party to be decided at a later date and finally that the 'Great British Spring Clean Campaign' litter pick is held on Sunday 13<sup>th</sup> September 2020. This was **noted** by the Committee.

## **1319. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

Cllr Gallagher informed the Committee about a complaint that had come through to the Office concerning encroachment from The Copse to a neighbouring property. The resident had passed a historical letter she had sent to the Council in 2017 to the Amenities Officer, which had not been responded to at the time. Cllr Gallagher asked if there had been an update from the Office to the complaint and the Amenities Officer advised she was investigating this via the Tree

# TELSCOMBE TOWN COUNCIL



## 1319. Urgent Matters (Contd)

Officer at Lewes District Council and informed the resident accordingly. A discussion ensued and it was **agreed** that the Amenities Officer would make contact with the resident and ask if Cllrs Gallagher and Judd could meet to discuss her issues. Cllr Smith asked if the Committee could be provided with copies of residential complaints so the Councillors are aware of the issues that are important for local residents.

Cllr Robinson reported that she had received a complaint from a member of the public concerning the lack of disabled access on Telscombe Tye. The Town Clerk confirmed that the resident is trying to access the Tye from the field known as 'Pig Field', which is not owned by the Council but there is access from East Saltdean. Cllr Robinson asked if someone would meet with the resident and Cllr Gallagher agreed, along with Cllr Judd and the Town Clerk.

Cllr Harris stated that the missing cover in the pavement outside the Toyota Garage had not been replaced. The Amenities Officer advised it had been replaced but Cllr Harris asked her to re-check as it appears to have disappeared again.

There being no further business the meeting closed at 9.35pm.

Signed   
CHAIRMAN

*NB Next meeting of the Committee - Monday 28<sup>th</sup> September 2020 at 7.30 pm*