

TELSCOMBE TOWN COUNCIL



Minutes of a remote meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Wednesday 28th September 2020** at 7.30 pm.

PRESENT Councillors: C Clarkson, C Gallagher *Chairman*, J Harris, D Judd, L Mills *Vice Chairman*, L O'Connor, 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

1320. PUBLIC QUESTION TIME

The member of the public present had no questions.

1321. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley for work commitments and Cllr Page for family commitments and these reasons were accepted by the Committee. It was noted that Cllr Harris and Cllr O'Connor were running late.

1322. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

1323. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 27th JULY 2020

It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1324. 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.</i>	Nov 2020
25.11.19	Min 1227, p 3088 – To consider a solitary bee nesting scheme within Chatsworth Park	CC/BB	An agenda item has been added to this meeting.	Completed
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 of tree maintenance.	Nov 2020

TELSCOMBE TOWN COUNCIL



1324. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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 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	An agenda item has been added to this meeting under the Chatsworth Park consultation.	Completed
23.03.20	Min 1272, p 3167 – To consider litter picking under 'The Great British Spring Clean' campaign	BB	Litter pick was carried out on 13.09.20 & was a great success. Further litter picks to be held in future, concentrating on cliff tops.	Completed
23.03.20	Min 1274, p 3168 – To ratify the café concession in Chatsworth Park	BB	The concession has been re-advertised, for a proposed start in April 2021. Deadline for applications is 08.01.20	Jan 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 1290, p 3194 – To consider replacement noticeboard in Bannings Vale	BB	The noticeboard has been replaced.	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	This item will be taken to the Chatsworth Park Working Group to discuss way forward. Bianca to update 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	The work has now been completed	Completed

TELSCOMBE TOWN COUNCIL



1324. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.05.20	Min 1298, p 3196 – To consider SDNPA donated trees (Autumn 2020)	BB	SDNPA confirmed that the scheme will not run in Autumn 2020 due to staffing issues. Asked that our interest is forwarded to relevant team for any future projects.	Completed
27.07.20	Min 1307, p 3227 – To discuss encroachment into Chatsworth Park and consider way forward	DJ, CG, CR & LOC	Cllrs Judd, Gallagher, Robinson and O'Connor to visit location and their feedback to be taken to a future A&CC Meeting.	Nov 2020
27.07.20	Min 1308, p 3228 – To consider a tree survey for Chatsworth Park & The Copse	BB	Reports obtained. An agenda item has been added to this meeting.	Completed
27.07.20	Min 1309, p 3228 – To consider quotation to carry out a survey to an area/tree in Chatsworth Park bordering a property	BB	An agenda item has been added to this meeting.	Completed
27.07.20	Min 1310, p 3228 – To consider quotations for an external structural survey to an area of Chatsworth Park bordering a property	BB	A Purchase Order has been issued to Stapleton Consulting Ltd for them to carry out a structural survey and their report is due to the Town Council.	Nov 2020
27.07.20	Min 1311, p 3229 – To agree draft grounds maintenance contracts for 2021 to 2024	SN	Contracts finalised & tender process advertised. Closing date end Nov 2020 – will bring back to meeting Jan 2021.	Complete
27.07.20	Min 1312, p 3229 – To consider SDNPA donated trees (Spring 2020)	CG	SDNPA confirmed the trees are no longer available.	Completed
27.07.20	Min 1314, p 3229 – To agree Chatsworth Park consultation document	SN	Document finalised and hand delivered by Cllrs. Responses considered by Cllrs & agenda item added for this meeting.	Complete
27.07.20	Min 1315, p 3230 – To consider quotations for the removal of a timber piece of equipment at Robert Kingan Playground	BB	An agenda item has been added to this meeting.	Completed
27.07.20	Min 1316, p 3230 – To agree draft litter picking risk assessment	BB	Risk Assessment taken to Full Council for approval.	Completed

TELSCOMBE TOWN COUNCIL



1324. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.07.20	Min 1317, p 3230 – To consider purchase of replacement fridge/freezer	SN	Agreed to buy local up to £600. Cllr Robinson visited QDA for options. SN subsequently emailed Committee re option of tall larder fridge & mini freezer. Agreed by majority & items purchased £469 net of VAT.	Complete
27.07.20	Min 1319, p 3231 – Urgent Matters (encroachment complaint)	BB	An agenda item has been added to this meeting.	Completed
27.07.20	Min 1319, p 3231 – Urgent Matters (disabled access on Telscombe Tye)	DJ, CG & SN	SN and Cllrs Gallagher, Judd & Robinson met resident. Ongoing but to be referred to P&R.	Complete
27.07.20	Min 1320, p 3231 – Urgent Matters (missing cover outside the Toyota Garage)	BB	Missing cover reported to ESH, case reference 00493066. Ongoing but referred to Planning & Highways	Completed

Litter picking under ‘Great British Spring Clean’ – Cllr Robinson asked if a small number of people could assist in a future litter pick on the cliff tops. It was agreed that a date would be arranged via email between Councillors of this Committee, on the understanding it may be short notice due to the weather conditions.

Cllrs Harris and O’Connor joined the meeting at 7.38pm.

1325. TO RECEIVE INCOME & EXPENDITURE TO 31st AUGUST 2020

It was unanimously **agreed** that the income and expenditure figures for Amenities of £6,064 expenditure and income of £400 and Civic Centre expenditure of £15,160 and income of £3,715 at 31st August 2020 be accepted as correct.

1326. TO AGREE ACTIONS CONTAINED WITHIN THE TREE SURVEY REPORT FOR CHATSWORTH PARK & THE COPSE

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

1327. TO NOTE UPDATE ON MATTERS RELATED TO CHATSWORTH PARK AND THE COPSE AND TO AGREE ACTIONS

The report from Cllr Gallagher provided the Committee with an update within Chatsworth Park and The Copse. The Chatsworth Park Working Group are currently putting together a Management Plan and have sent out a survey to residents who border both Chatsworth Park



TELSCOMBE TOWN COUNCIL

1327. To note update on matters related to Chatsworth Park and The Copse and to agree actions (Contd)

and The Copse. Results have been collated in a spreadsheet drawn up by Cllr Robinson and will be taken to the Working Group for discussion, alongside a paper prepared by Cllr Smith concerning boundaries. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Chatsworth Park Working Group investigate the results from the survey and provide actions and suggestions, to be taken to the next Amenities & Civic Centre meeting for consideration. Cllr Sharkey asked that Cllr Robinson's spreadsheet is also provided at the next meeting for the Councillors to view. Cllr Clarkson informed the Committee that the next Chatsworth Park Working Group meeting will be held on Monday 5th October and invited anyone interested to attend.

1328. TO REVIEW SITUATION REGARDING INVASIVE TREES IN CHATSWORTH PARK AND THE COPSE

The Amenities Officer's report was discussed by the Committee and Cllr Gallagher noted that the Amenities Officer's reports were too vague. Arborsense had not provided recommendations on invasive species bordering the two properties but had visited the areas and confirmed that there were no issues with the trees in these locations. As the request was made following resident complaints of tree roots encroaching their properties, it was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the Amenities Officer obtains quotations for a report from other sources, to be taken back to a future meeting.

1329. TO NOTE THE CHATSWORTH PARK CONSULTATION

The Amenities Officer confirmed that she had met with Cllrs Gallagher, Robinson and Smith to discuss the findings of the Chatsworth Park consultation document, with just under 40% of residents responding. This was **noted** by the Committee.

1330. TO CONSIDER A SOLITARY BEE NESTING TUBE SCHEME WITHIN CHATSWORTH PARK FOR SPRING 2021

The Committee discussed the Amenities Officer's report on the solitary bee nesting tube scheme. Cllr Gallagher thanked Cllr Clarkson for the work he had done on the scheme, Cllr O'Connor agreed and also thanked Meridian School for their help. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that another scheme is put in place for 2021, with bundles taken to the three local primary schools for them to build nest tubes.

1331. TO CONSIDER WORKS TO TREES IN AN AREA OF CHATSWORTH PARK

The report from the Amenities Officer was considered by the Committee. Cllr Gallagher advised that she had visited the area and felt that the trees were not encroaching as much as the pictures showed. She also noted that the resident was watching television at the time of her visit. Cllr Clarkson reported that he also visited the location separately and had come to the same conclusion. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that no work is currently undertaken in this location and that the complaint is taken to the Chatsworth Park Working Group for further investigation.



TELSCOMBE TOWN COUNCIL

1332. TO CONSIDER CUTTING BACK VEGETATION/TREES FROM CHATSWORTH PARK OVERHANGING A CAR PARK IN CENTRAL AVENUE

The Committee noted the report from the Amenities Officer concerning vegetation from Chatsworth Park encroaching over a residential car park. Three quotations had been provided and a fourth was received after the report had been sent out to the Committee. It was proposed by Cllr Smith, seconded by Cllr Harris and unanimously **RECOMMENDED** that the works are carried out by EH Treecare to cut back to the boundary at £150 + VAT.

1333. TO CONSIDER REPAIRS TO POTHOLES IN THE ENTRANCE TO CHATSWORTH PARK CAR PARK & CONSIDER A LONG-TERM PLAN FOR THE CAR PARK SURFACE

The Amenities Officer confirmed that Cllrs Clarkson and O'Connor had visited the car park in Chatsworth Park and were concerned with the pot holes situated at the entrance to the car park. The Town Clerk reported that the potholes had previously been filled in with MOT and tampered down and she had agreed the work as the cost was within her authorised delegated spending. It was proposed by Cllr Clarkson, seconded by Cllr Smith and unanimously **RECOMMENDED** that quotations are obtained to permanently fill the potholes and that a long-term programme is investigated to consider price, durability and maintenance of the car park surface, to be bought back to a future Amenities & Civic Centre Meeting.

1334. TO CONSIDER OBTAINING ECOLOGICAL SURVEY FOR CHATSWORTH PARK AND THE COPSE

There was much discussion concerning the Town Clerk's report. Estimates had been obtained for an ecological survey for Chatsworth Park and The Copse, to ensure the habitat of the local wildlife is preserved when drawing up the Management Plan. Cllr Clarkson felt that such a survey should be issued approximately once every 10 years. Cllr Robinson suggested that a separate budget heading is added to this Committee next year. The Committee felt that the reports differed largely, with Ecology Consultancy providing the most in depth report. It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the other companies be asked if they can provide a quotation for a more in-depth survey to be undertaken in the spring, with the results initially going back to the Chatsworth Park Working Group for further investigation, before their results are finally taken back to this Committee for consideration.

1335. TO NOTE TREE PRESERVATION ORDERS IN THE LOCAL AREA AND ADVICES FROM LEWES DISTRICT COUNCIL'S TREE OFFICER

The Amenities Officer provided the Committee with maps confirming areas where Tree Preservation Orders (TPO's) are registered, namely Ambleside Avenue, Telscombe Road, Telscombe Cliffs Way and Carey Down in Telscombe Cliffs and in Gorham Way, Telscombe Village. This was **noted** by the Committee. Cllr Robinson asked if there are any TPO's within Chatsworth Park and the Amenities Officer confirmed that although there are no TPO's in this location, the park does hold planning restrictions which include no alternations to the landscaping.

TELSCOMBE TOWN COUNCIL



1336. TO RE-CONSIDER QUOTATIONS FOR THE REMOVAL OF A TIMBER PIECE OF EQUIPMENT AT ROBERT KINGAN PLAYGROUND

The report from the Amenities Officer highlighted that the contractor agreed to remove the central timber piece of equipment at Robert Kingan Playground at the last meeting did not have a waste licence as yet and was working alongside another company who could dispose of the equipment. The Councillors did not feel comfortable using a contractor without their own waste licence and so it was proposed by Cllr O'Connor, seconded by Cllr Smith and unanimously **RECOMMENDED** that the quotation from HR Goodwin & Sons of £2,495 + VAT be accepted.

1337. FUTURE EVENTS

The Amenities Officer informed the Committee that the Merchant Navy Day flag raising event was successfully held on 3rd September with Councillors, residents and office staff present at a socially acceptable distance. Unfortunately, all other remaining events had been cancelled until the end of the year due to legislation and safety concerns with Covid-19. The Sussex Day Fayre had provisionally been booked for 27th June 2021. This was **noted** by the Committee. Cllr Robinson asked if the Council could donate £200 to Macmillan in place of the Coffee Morning and it was **agreed** that the Town Clerk contacts the Policy & Resources (P&R) Committee members via email to make the request, with a decision being ratified at the next P&R meeting. Cllr O'Connor asked if the Town Council had organised wreaths for Remembrance Sunday and the Town Clerk confirmed that she had already received them.

1338. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr O'Connor thanked the Amenities Officer for her work on the Amenities meetings.

Cllr Harris advised the Committee that single wheeled scooters are using the pathways on the local roads.

Cllr Clarkson confirmed that the Chatsworth Park Working Group's next meeting is on 5th October and invited the members of the Committee to attend.

Cllr Gallagher thanked the resident present for helping with the litter picks.

There being no further business the meeting closed at 8.50pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 30th November 2020 at 7.30 pm