

TELSCOMBE TOWN COUNCIL



Minutes of a remote meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 30th November 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 and I Sharkey *Mayor*

Also Present: Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)

1339. PUBLIC QUESTION TIME

There were no members of the public present.

1340. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley who had internet connection issues and Cllr Smith on compassionate grounds and these reasons were accepted by the Committee.

1341. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Judd declared an interest in Agenda Items 20, 21 and 22 as a freelance worker on behalf of one of the companies applying to tender for the grounds maintenance contracts.

1342. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 28th SEPTEMBER 2020

It was proposed by Cllr Gallagher, 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.

1343. 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>	Mar 2021
25.11.19	Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park	CC/BB	BB to correspond with Develop Outdoors & successful tender of tree maintenance concerning re-using any wood to build the shelters.	Jan 2021
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. <i>Delay with investigations due to Covid.</i>	Jan 2021

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1343. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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>	Mar 2021
27.01.20	Min 1257, p 3130 – Urgent Matters	SN	Purchase of larger dog bins for Tye - investigations in hand and referred to Policy & Resources.	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 2021
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 so suggest this is closed.</i>	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	Bianca advised resident that a boundary policy is currently being investigated for those who border the park.	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 and Mills undertook site visit and could not see signs of encroachment. Resident has been updated.	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	An agenda item has been added to this meeting.	Completed
28.09.20	Min 1326, p 3261 – To agree actions contained within the tree survey report for Chatsworth Park & The Copse	BB	An agenda item has been added to this meeting.	Completed
28.09.20	Min 1327, p 3261 – To note update on matters related to Chatsworth Park and The Copse and to agree actions	CCL	An agenda item has been added to this meeting to discuss results from survey and provide actions and suggestions.	Completed

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1343. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
28.09.20	Min 1328, p 3262 – To review situation regarding invasive trees in CPrk & Copse	BB	An agenda item has been added to this meeting.	Completed
28.09.20	Min 1330, p 3262 – To consider a solitary bee nesting tube scheme within Chatsworth Park for spring 2021	BB / CCL	Scheme to be put in place for spring 2021, with bundles taken to the three local primary schools for them to build nest tubes	Mar 2021
28.09.20	Min 1331, p 3262 – To consider works to trees in an area of Chatsworth Park	BB	Bianca informed resident that no work will be undertaken in this location.	Completed
28.09.20	Min 1332, p 3263 – To consider cutting back vegetation/trees from Chatsworth Park overhanging a car park in Central Avenue	BB	PO issued to EH Treecare for £150 + VAT to cut back to boundary and works to be completed imminently.	Jan 2021
28.09.20	Min 1333, p 3263 – To consider repairs to potholes in the entrance to Chatsworth Park car park & consider long term plan for the car park surface	BB	An agenda item has been added to this meeting.	Completed
28.09.20	Min 1334, p 3263 – To consider obtaining ecological survey for Chatsworth Park & The Copse	SN/BB	An agenda item has been added to this meeting.	Completed
28.09.20	Min 1336, p 3264 – To reconsider quotations for the removal of a timber piece of equipment at Robert Kingan Playground	BB	13/10 – PO issued to HR Goodwin & Sons for £2,495 + VAT. Work to be actioned w/c 23/11	Jan 2021
28.09.20	Min 1337, p 3264 – Future Events	SN	All future events on hold until at least 2021 due to legislation and safety concerns with Covid-19. Cllr Robinson requested the Town Council donate £200 to Macmillan. Referred to Policy & Resources. SN has purchased Xmas tree for Civic Centre.	Jan 2021 Completed Completed

To ratify the café concession in Chatsworth Park – Cllr Page noted that the deadline for applications under the update confirmed 08.01.20 but this should read 08.01.21.

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1344. TO RECEIVE INCOME & EXPENDITURE TO 30th SEPTEMBER 2020

Cllr Gallagher felt that the Grounds Maintenance Annual Budget of £5,590 was low in view of the works being agreed. The Town Clerk advised that the budget was set a year in advance, prior to the extra work being suggested following findings from the Chatsworth Park Working Group. She further confirmed that monies can be used from the earmarked reserves, which covers eventualities the Town Council were not prepared for, and that this balance is healthy. Cllr O'Connor added that this meeting alone recommends monies to be spent within the next budget for the improvement of our green spaces, and that this should be taken into consideration when setting next year's budget.

It was unanimously **agreed** that the income and expenditure figures for Amenities of £15,363 expenditure and income of £375 and Civic Centre expenditure of £17,361 and income of £7,312 at 30th September 2020 be accepted as correct.

1345. BUSINESS PLAN UPDATE

The Committee noted the business plan. Cllr Gallagher observed that Project number 5 ensures that the Town Council keep the playgrounds and parks clean and tidy, yet she felt the playgrounds did not look their best. Chatsworth Park South playground had developed a build-up of leaves, debris and litter, particularly in the basketball area. The Amenities Officer confirmed that the current contractor undertake a weekly litter pick and monthly sweep of the playgrounds during the winter. Cllr O'Connor thanked the Town Clerk for this item being included in the meeting, as it gave the Committee a good idea of what is going on.

1346. TO CONSIDER ESTIMATES FOR TREE WORKS AT CHATSWORTH PARK & THE COPSE

Estimates had been obtained from five companies for the work as detailed in the Tree Survey Report from Arborsense. The Amenities Officer advised that the trees in The Copse are subject to a Tree Preservation Order and a planning application had been submitted to Lewes District Council (LDC) for the removal of two trees in this location.

Cllr Robinson raised concerns that using a franchise company may mean that the work is not carried out so well as they do not know the area and that the employees may not be paid the National Living Wage. A discussion ensued concerning how, as a Town Council, we may secure work in future with contractors who pay the National Living Wage. It was **agreed** that Cllr Robinson would provide the Town Clerk with information concerning the 'Living Wage Foundation' for this to be put forward as a policy recommendation. Concerning the quality of work, the Town Clerk reported that several of these companies had also tendered for the grounds maintenance contracts that will be discussed later on in this agenda, and positive references had been obtained for the company in question.

It was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the following actions are undertaken; 1) The quotation from Countrywide in the sum of £1,350 plus VAT be accepted, but works in The Copse cannot proceed until LDC approve the planning application, 2) that the Amenities Officer checks with Countrywide that their staff are paid the National Living Wage. If they do not, the Amenities Officer will contact the next contractor on the list (EH Treecare) and their quotation in the sum of £1,860 plus VAT be accepted providing they pay their employees the National Living Wage

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1346. To Consider Estimates For Tree Works At Chatsworth Park & The Copse (Contd)

and 3) That when the Purchase Order is issued, it confirms that the contractor will remove any branches/debris they have generated when carrying out the works.

1347. UPDATE ON INVASIVE TREES AT CHATSWORTH PARK & THE COPSE

The Amenities Officer reported that she had contacted companies to ask for a report with regards to invasive trees and specifically in relation to complaints received from residents in two separate locations. Unfortunately none of the companies provided her with a price so she re-made contact with Aspen Treecare, who had previously tendered for the tree survey. They advised that a report would be hard to achieve but could investigate particular concerns on a case by case basis. They quoted £100 plus VAT to visit the site and include a brief set of options in cases where no detailed observations or recommendations are required and £250 plus VAT if a report was necessary.

It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that Aspen Treecare visit both locations and provide a brief set of options at a cost of £100 plus VAT per location.

It was noted that Cllr Harris was no longer present at the Zoom Meeting. Cllr Harris gave subsequent apologies as he had internet connection problems.

1348. UPDATE ON ECOLOGICAL SURVEY FOR CHATSWORTH PARK & THE COPSE

The Committee noted the Amenities Officer's report, which provided quotations from four companies in relation to an ecological survey being undertaken for Chatsworth Park & The Copse. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the quotation from Middlemarch Environmental in the sum of £1,525 plus VAT be accepted, with works to be carried out in April 2021.

1349. TO CONSIDER QUOTATIONS FOR REPAIRS TO POTHoles IN THE ENTRANCE TO CHATSWORTH PARK CAR PARK

The Committee discussed the report from the Amenities Officer concerning the repairing of potholes to the entrance of Chatsworth Park car park. Cllr Gallagher asked why only two companies had provided prices. The Amenities Officer reported that she had contacted a third company but they had not responded. Cllr Judd advised that Countrymans undertake this type of work and may be able to assist in the future. Cllr Page highlighted that the quotations should be carefully considered as the budget for 2021/22 is already being spent and the costs provided were high. Cllr Robinson suggested that the Town Council may wish to make a CIL application via LDC, including match funding of approximately £2,000. Taking this into consideration, it was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** that the potholes are temporarily filled with MOT and tamped down at a price of approximately £90 for materials and labour and investigations are initiated for a CIL application with the District Council.

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1350. TO DISCUSS FINDINGS FROM THE STRUCTURAL SURVEY TO AN AREA OF CHATSWORTH PARK BORDERING A PROPERTY

There was much discussion concerning the Amenities Officer's report. Cllr Gallagher did not agree with the recommendation that the findings are taken back to the Chatsworth Park working group for inclusion in the management plan. She felt that complaints from residents need to go to the Committee and a decision be made at this meeting. The Town Clerk confirmed that the trees to the side of the property were cut back approximately 18 months ago. The report from the surveyor confirmed that the vegetation in this area had not been maintained and provided a 3 stage recommendation; 1. Potential pollarding of trees, 2. Clearance of bramble growth in the location to allow removal of rubble/concrete that had previously been discarded in the park and allow the stability of the ground to be considered and 3. Specific planting depending on the stability of the bank. The Committee were unsure if they would be able to investigate the first recommendation of the potential pollarding of trees without removing some of the bramble growth first. It was proposed by Cllr O'Connor, seconded by Cllr Page and **RECOMMENDED** that quotations are obtained for the pollarding of trees in this location as well as the removal of brambles alongside the fencing to the side and back of the property, so that the area can be easier accessed to view. Cllr Gallagher abstained.

1351. TO DISCUSS UPDATES AND OUTCOMES FOLLOWING THE CHATSWORTH PARK WORKING GROUP MEETINGS

Cllr Clarkson lost connection at 9.02pm.

Cllr Robinson spoke on behalf of the Working Group in Cllr Clarkson's absence. A spreadsheet had been created to collate the results from the resident consultation on Chatsworth Park and The Copse. 40% of residents had responded and it was shown that most people wanted the undergrowth bordering their properties kept for security. The responses from residents were being deliberated for the management plan that had been drawn up by Cllr Clarkson, which would then be taken to a future Amenities & Civic Centre meeting for consideration. The barbecue stations and cycle routes were not well received but Cllr Robinson felt that the cycle routes in particular may not have been explained well. Cllr Mills added that for the barbecue stations, residents were not aware that the suggestion would be brick structures and believed they would include charcoal and potentially near to trees which could cause a fire risk. There was also anti-social behaviour concerns and Cllr Mills had suggested they report any such issues to the Police. The Town Clerk advised that a link to reporting anti-social behaviour could be provided on the Town Council website and Cllr Mills asked if this could also be added to the next Town Crier newsletter.

Cllr Clarkson returned to the meeting at 09.10pm.

Cllr Clarkson had also previously asked that consideration be made for an annual memory garden inspection and report and for a list of published park use guidelines, but it was felt that this had not been fully investigated. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the Council would not go ahead with the barbecues for the time being and that the other two items be taken back to a future meeting once the proposed park management plan had been considered.



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1352. TO CONSIDER QUOTATIONS FOR A DISABLED ACCESS REPORT IN CHATSWORTH PARK

The Amenities Officers report confirmed that the Chatsworth Park Working Group had requested investigation of a potential access survey within Chatsworth Park for disabled users. The Amenities Officer contacted Lewes District Council (LDC) to see if they offer a service as our District Council. LDC advised that they were investigating something similar and provided contact details of a company, About Access, based in Hull. They were contacted for an estimate alongside three local companies. Cllr Robinson felt that a survey should be undertaken on all Town Council green spaces including The Tye, Robert Kingan Playground and The Copse. About Access had provided the cheapest quotation of the four companies, but this was based on them combining a visit with LDC. The Amenities Officer advised the Committee that she had received an email from the company that day to confirm that due to Covid, work will not commence until at least January or February next year. Taking this all into consideration, it was proposed by Cllr Robinson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Amenities Office contacts the four companies and obtains additional quotations for The Copse, Telscombe Tye and the three playgrounds, to be brought back to a future meeting.

1353. TO CONSIDER INSTALLING A LITTER BIN AT THE TOP OF CENTRAL AVENUE

The Committee discussed the report from the Amenities Officer. The Town Clerk advised that the Town Council receive requests for litter bins regularly for various reasons and if a bin is installed and paid for by the Town Council, it could set a precedent for other areas. It was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** that the Town Council does not proceed with installation of a bin and that Cllr Robinson or O'Connor as our District Councillors, make a direct request to Lewes District Council for a litter bin to be installed.

1354. UPDATE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN LOCAL GREEN SPACES REPORT

Cllr Gallagher's report highlighted that a Green Spaces Report would be compiled within the Neighbourhood Development Plan, which will provide an audit of the green spaces in Telscombe Town. The Chatsworth Park Working Group in addition had started on the Management Plan and had collated information concerning flora and fauna, accessibility, facilities and other relevant information. The audit will encompass the management plan and work is going on in the background for the near completion of this green spaces report.

1355. TO DISCUSS REQUEST FROM RESIDENT CONCERNING CLEARANCE OF VEGETATION IN CHATSWORTH PARK

The Amenities Officer's report was considered by the Committee, who agreed that the Council should be undertaking any work in the park and if we agreed for the resident to carry out any work, that it would set a precedent for others to do the same. Cllr Clarkson also had concerns that any injury would render the Council liable. It was proposed by Cllr Judd, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the Amenities Officer contacts the resident to advise we do not grant her permission to cut back any vegetation to create a boundary alongside her fence line and she will need to contact the Council if she requires anything cut back from the park.

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1356. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

The Town Clerk thanked the Amenities Officer for getting the agenda items actioned for this meeting. She noted that there are a lot of requests coming in from both individual Councillors and the Working Group, which is creating a lot of work. Cllr Gallagher confirmed that Cllrs Clarkson and Robinson were working on a terms of reference, so that it is clear what goes to Committee and what goes to the Working Group. Cllr O'Connor noted that the Management Plan will also help provide focus and will avoid any duplication.

Cllr Gallagher informed the Committee that she and Cllr Mills had met with the resident of a property bordering the park. They recently had branches from a large hedge encroaching over their fence line cut back by the Town Council but they also requested that the hedge height is reduced so that they can easily manage and control the encroachment themselves. The Town Clerk advised that the Town Council arrange cutting back any encroachment so the residents should not need to carry out any additional works to the hedge. Following discussion it was proposed by Cllr Gallagher, seconded by Cllr Judd and **RECOMMENDED** that a quotation is obtained to reduce the height of the hedge to 8 foot tall. Cllr O'Connor objected as the Council currently undertake cutting of the hedge to the boundary.

1357. EXCLUSION OF PRESS AND PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

1358. TO APPROVE SUCCESSFUL TENDER FOR GROUNDS MAINTENANCE CONTRACT 1 – PARKS AND PLAYGROUNDS 2021-2024

Due to the lateness of the meeting, the Town Clerk suggested that a working group was appointed to discuss the tenders for the three grounds maintenance contracts and agree a contractor for each. It was **RECOMMENDED** that Cllrs Gallagher, O'Connor, Page, Robinson, the Amenities Officer and Town Clerk arrange a meeting and their decisions be ratified at the next Amenities & Civic Centre meeting.

There being no further business the meeting closed at 10.02pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 25th January 2021 at 7.30 pm