

TELSCOMBE TOWN COUNCIL



Minutes of a remote meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 25th January 2021** 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*)

1359. PUBLIC QUESTION TIME

There were no members of the public present.

1360. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley for work commitments and this reason was accepted by the Committee.

1361. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

1362. TO APPROVE MINUTES OF THE MEETING HELD ON MONDAY 30th NOVEMBER 2020

It was proposed by Cllr O'Connor, seconded by Cllr Harris and unanimously **RESOLVED** that the minutes were a true record of the proceedings. The Chairman, Cllr Gallagher, did not have a copy of the minutes to sign and it was agreed that she should sign a copy once they are sent to her.

1363. 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 due to current situation.</i>	May 2021
25.11.19	Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park	CC/BB	Countrywide will advise when they carry out the work so that Develop Outdoors have option to re-use any wood to build the shelters.	Mar 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>	May 2021
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>	May 2021

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1363. 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	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. <i>Investigations in hand.</i>	Mar 2021
28.09.20	Min 1332, p 3263 – To consider cutting back vegetation/trees from Chatsworth Park overhanging a car park in Central Avenue	BB	Works to cut back to boundary have been completed.	Completed
28.09.20	Min 1336, p 3264 – To re-consider quotations for the removal of a timber piece of equipment at Robert Kingan Playground	BB	HR Goodwin & Sons have now completed the works in Robert Kingan Playground.	Completed
28.09.20	Min 1337, p 3264 – Future Events	SN	An agenda item has been added to this meeting.	Completed
30.11.20	Min 1346, p 3301 – To consider estimates for tree works at Chatsworth Park & The Copse	SN/CR BB	Cllr Robinson to provide the Town Clerk with information concerning the 'Living Wage Foundation' to be put forward as a policy recommendation. Referred to Policy & Resources. Countrywide confirmed they pay the National Living Wage. PO has been issued for Chatsworth Park only. Application for the Copse is with LDC, who will confirm if approved at end of January.	Completed Completed Mar 2021
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	PO issued for Aspen Treecare to visit both locations and provide a brief set of options.	Mar 2021
30.11.20	Min 1348, p 3302 – Update on ecological survey for Chatsworth Park & The Copse	BB	Works to be carried out in April 2021 by Middlemarch Environmental to the sum of £1,525 plus VAT.	May 2021

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1363. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.11.20	Min 1349, p 3302 – To consider quotations for repairs to potholes in the entrance to Chatsworth Park car park	BB	Pot holes to be temporarily filled in with MOT and tamped down – works imminent. LDC conf not enough funds in the CIL pots to open up another round as yet but an update will be provided to Town Councils in early March.	Mar 2021
30.11.20	Min 1350, p 3303 – To discuss findings from the structural survey to an area of Chatsworth Park bordering a property	BB	An agenda item has been added to this meeting.	Completed
30.11.20	Min 1351, p 3303 – To discuss updates and outcomes following the Chatsworth Park working group meetings	BB	Cllr Clarkson obtaining feedback for proposed management plan. Once received, Chatsworth Park working group will meet to take forward, alongside annual memory garden inspection & list of park guidelines.	Mar 2021
30.11.20	Min 1352, p 3304 – To consider quotations for a disabled access report in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
30.11.20	Min 1353, p 3304 – To consider installing a litter bin at the top of Central Avenue	BB	Cllr O'Connor is in contact with LDC Officers and will update the Committee once received a response.	Mar 2021
30.11.20	Min 1355, p 3304 – To discuss request from resident concerning clearance of vegetation in Chatsworth Park	BB	BB to make contact resident once back in the office.	Feb 2021
30.11.20	Min 1356, p 3305 – Urgent Matters	BB	An agenda item has been added to this meeting with quotations to reduce the height of a resident's hedge to 8 foot tall.	Completed
30.11.20	Min 1358, p 3305 – To approve successful tender for grounds maintenance contract 1 – Parks & Playgrounds 2021-2024	BB	An agenda item has been added to this meeting.	Completed

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1363. Action List (Contd)

Regarding repairs to pot holes at the entrance to Chatsworth Park car park Cllr Clarkson asked if we had prices ready to proceed if funding was obtained. The Town Clerk advised that when they were considered at a previous meeting it was noticed that one of the quotations was not for the location in question so alternative estimates will need to be obtained.

1364. TO RECEIVE INCOME & EXPENDITURE TO 30th NOVEMBER 2020

Cllr Gallagher asked the Town Clerk if she had managed to obtain a reduction in the water rates and the Town Clerk confirmed Business Stream had given us a reduction of just over £700.

It was unanimously **agreed** that the income and expenditure figures for Amenities of £18,324 expenditure and income of £580 and Civic Centre expenditure of £25,706 and income of £7,262 at 30th November 2020 be accepted as correct.

1365. BUSINESS PLAN UPDATE

There was discussion concerning the business plan. Cllr O'Connor noted that the Committee are informed of the yearly playground inspection reports but that the plan shows it is reviewed 6 monthly. The Town Clerk confirmed that inspections are undertaken weekly by Lewes District Council at a price of £195 per month. Reports are submitted weekly to the Town Council and these can be forwarded onto the Committee if they would like a copy. The annual report provides the Town Council with a more in-depth analysis. It was proposed by Cllr O'Connor, seconded by Cllr Harris and unanimously **RECOMMENDED** that the Amenities Officer provides an additional report to the Committee 6 months after the annual report for the Committee to note any updates and that two recent playground weekly reports are included within. Cllr Smith suggested that the Officers should spend less time on their computers and more time outside carrying out inspections of Amenities.

Cllr O'Connor asked that the cycle routes project in Chatsworth Park is updated. Residents who live around the park were consulted and were not keen on a cycle route through Chatsworth Park. There are long term plans for a cycle route to be introduced throughout Peacehaven and Telscombe Cliffs and he asked if the wording is amended accordingly.

Cllr Gallagher felt that the Declared Climate Emergency details needed amending and confirmed she would email the Town Clerk separately. Cllr Robinson advised that she would like to investigate using a rainwater harvesting system at the Civic Centre to encourage being more sustainable and reducing the Centre's water bills. Following discussion, it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that Cllr Robinsons initiate investigations, to be bought back to a future meeting.

1366. TO IDENTIFY POTENTIAL PROJECTS TO SPEND OUR CIL MONIES ON

The Committee discussed potential projects on which to spend CIL payments received from Lewes District Council. Cllr Robinson suggested a circuit gym at Chatsworth Park with 4 or 5 items placed around the park that users can either run or jog to. Cllr O'Connor proposed that a piece of play equipment be purchased to replace the wooden fort that had recently been removed at Robert Kingan Playground. He also suggested that residents are consulted on what they would like the money spent on and that monies should be spent in areas where the CIL monies



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1366. To Identify Potential Projects to Spend Our Cil Monies on (Contd)

were generated from. i.e., Telscombe or East Saltdean. It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that an article is added to the next Town Crier newsletter requesting residents' ideas on potential projects to spend the money on. An email address will be provided for responses.

1367. TO RATIFY SUCCESSFUL TENDERS FOR GROUNDS MAINTENANCE CONTRACTS 2021-2024

The report from the Amenities Officer advised that the working group consisting of Cllrs Gallagher, O'Connor, Page, Robinson, the Amenities Officer and Town Clerk had met on 15th December 2020. It was agreed to award the contracts as follows;

Grounds Maintenance Contract 1, Parks & Playgrounds - to Countrymans Contractors at an annual cost of £7,827.19 plus VAT

Grounds Maintenance Contract 2, Hedges & Tree Cutting - to Countrywide Grounds Maintenance at an annual cost of £2,545 plus VAT

Grounds Maintenance Contract 3, Small Works Ground Maintenance - to Countrywide Grounds Maintenance at an annual cost of £1,770 plus VAT.

It was proposed by Cllr Robinson, seconded by Cllr Page and unanimously agreed to **RATIFY** the decisions as agreed by the working group and award the contracts as detailed above.

1368. UPDATE ON QUOTATIONS FOR A DISABLED ACCESS REPORT

The Committee discussed the Amenities Officer's report concerning an access survey being obtained for Chatsworth Park, The Copse, Telscombe Tye and the three playgrounds. Four companies had provided estimates and a breakdown of proposed works. Following consideration, it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the quotation from Access Matters in the sum of £1,800 excluding VAT plus up to £75 in travel expenses be accepted for all four areas. Access Matters also quoted £900 not including VAT to consult with local disabled people and it was agreed not to take up this option.

1369. TO CONSIDER OBTAINING ESTIMATES TO REDUCE THE HEIGHT AND WEIGHT OF A TREE IN CHATSWORTH PARK FOLLOWING STORM DAMAGE

The Committee noted the report and that high winds overnight on 26th/27th December caused a large branch to come down from one of the pine trees situated at the northern end of Chatsworth Park. The Town Clerk contacted EH Treecare to make the area safe and ultimately cut up and remove the branch. It was proposed by Cllr Sharkey, seconded by Cllr Judd and unanimously agreed to **RATIFY** their emergency call out fee of £250 plus VAT.

The Town Clerk asked EH Treecare for an assessment of the tree's stability and they advised that the wound is deep into the tree but removing the tree in its entirety may pose more issues with the dynamics of that group of trees. An alternative would be to reduce the weight and height of the tree.

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1369. To Consider Obtaining Estimates to Reduce the Height and Weight of a Tree in Chatsworth Park Following Storm Damage (Contd)

Following discussion it was proposed by Cllr Page, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that Aspen Treecare be instructed to inspect the tree and report back with a brief set of options at a cost of £100 plus VAT.

It was noted that the Town Clerk had reported the damage to the tree specialist officer at Lewes District Council so they are aware of the work undertaken.

1370. TO CONSIDER QUOTATIONS FOR THE POLLARDING OF TREES AND REMOVAL OF BRAMBLES NEXT TO A PROPERTY THAT BORDERS CHATSWORTH PARK

There was much discussion concerning the report from the Amenities Officer. Following the recommendations in the structural engineer's report, it was agreed at the last Committee meeting to obtain quotations for the pollarding of trees and removal of brambles in Chatsworth Park next to a bordering property.

Four companies were contacted and prices received from two. Cllr Judd raised concerns that works would cause a precedence and the Town Council would need to undertake works regularly to manage the boundary. The Committee were also concerned that works to this location could cause issues with the bank slipping more. Cllr Smith felt that the Amenities Officer should have informed the residents that this was being taken to the meeting for consideration and following discussion it was proposed by Cllr O'Connor, seconded by Cllr Smith and **RECOMMENDED** that the Amenities Officer defers this item to the next meeting so that the property owners are invited to attend the meeting to discuss the proposal and a decision be made that meets both the Town Council and the resident's needs. Cllr Judd abstained. Cllr Gallagher disagreed with the recommendation as she felt the work should be undertaken as per the recommendations made in the report from the structural engineer. Cllr Gallagher also urged all Committee members to visit the location prior to the next meeting.

1371. TO CONSIDER QUOTATIONS FOR REDUCING THE HEIGHT OF A HEDGE NEXT TO A PROPERTY THAT BORDERS CHATSWORTH PARK

The Committee considered the Amenities Officer's report. As agreed at the last meeting, quotations had been obtained from contractors to reduce the height of a hedge in Chatsworth Park that borders a property to 8 feet. The resident had previously advised that by reducing the hedge, he could manage any future encroachment. It was proposed by Cllr Mills, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the quotation of £167 plus VAT from HR Goodwins & Sons Groundcare be accepted, providing they remove all arisings. If there is an extra charge, it should not exceed the next highest price. If they are unable to remove the waste, then Clean Cut Gardening should be instructed at a cost of £300 plus VAT, as this price includes the removal of all arisings.

1372. UPDATE FROM NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP ON GREENSPACES AND OVERALL MANAGEMENT PLAN AND POLICIES

Cllr Gallagher updated the Committee regarding work undertaken by the Neighbourhood Development Plan Steering Group on greenspaces and overall management plan and polices.

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1372. Update from Neighbourhood Development Plan Steering Group on Greenspaces and Overall Management Plan and Policies (Contd)

Many documents had been issued recently from other organisations including a Strategic Environmental Assessment, a Government 10-point Green Deal White Paper, a Climate & Coastal Change, Transport & Air Quality document from the University of Brighton and documents from the Woodland Trust and Sussex Wildlife Trust. Lewes District Council has also released their Open Space Strategy and the Amenities Officer had forwarded these documents onto the Committee earlier in the day, prior to them being discussed at the next meeting. Members of the steering group are producing studies for our green spaces, cliff tops and a draft green spaces document. This was **noted** by the Committee.

1373. FUTURE EVENTS

The Committee discussed the effect of Covid on planned events. All events were put on hold but a date had provisionally been agreed for the Sussex Day Fayre of 27th June 2021. Following consideration it was proposed by Cllr Harris, seconded by Cllr Robinson and **RECOMMENDED** that the Sussex Day Fayre is cancelled for 2021 and re-visited when it is safe to do so. Cllr Mills abstained.

1374. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

There were no urgent matters.

1375. 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.

1376. TO APPROVE SUCCESSFUL TENDER FOR A CAFÉ CONCESSION IN CHATSWORTH PARK

The Committee discussed the applications received for the café concession in Chatsworth Park. Cllr Smith felt importance should lie with which applicant would work harder. Cllr Judd wanted great significance to be given to environmental sustainability. Both businesses appear to have positive reviews locally although it was felt that to undertake a decision, a separate meeting should be held with both business owners. It was proposed by Cllr Robinson, seconded by Cllr Smith and unanimously **RECOMMENDED** that the Chatsworth Park Café Concession Working Group meet with both applicants and they be given delegated authority to make a decision, to be ratified at a future Committee meeting.

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

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 22nd March 2021 at 7.30 pm