



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 24<sup>th</sup> May 2021** in Telscombe Civic Centre at 7.30 pm.

**COMMITTEE MEMBERS PRESENT:** - Councillors C Clarkson, C Gallagher *Chairman*, D Judd *Mayor & Vice-Chairman*, L O'Connor, B Page, C Robinson *Deputy Mayor*, I Sharkey, A Selby and A Smith

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

## **1399. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN**

Cllr Gallagher was nominated as Chairman of the committee, seconded by Cllr O'Connor and Cllr Gallagher was unanimously elected as Chairman.

Cllr Judd was nominated as Vice Chairman of the committee, seconded by Cllr Sharkey and Cllr Judd was unanimously elected as Vice Chairman.

## **1400. PUBLIC QUESTION TIME**

Lulu from Wander Coffee, who was happy to have her name included in the minutes, was present with regards to agenda items 12 and 13, both of which involved decisions for the café concession in Chatsworth Park. Cllr O'Connor suggested that the agenda items be brought forward and this was agreed by the Chairman. The Chairman also agreed that Lulu from Wander Coffee could be asked questions and respond during the two agenda items that were being brought forward.

## **1401. TO CONSIDER WANDER COFFEE'S REQUEST TO SELL ALCOHOL FROM CHATSWORTH PARK**

Cllr Clarkson asked the Committee to consider the report for Agenda 13. Cllr Sharkey asked if the alcohol would be made on site or be in ready-made cans. Lulu advised that the alcohol proposed of Pimms and Gin & Tonic would be made fresh at the time. Cllr Clarkson noted that the District Council's Licencing Officer confirmed that Wander Coffee could purchase either a temporary premises licence or a permanent licence at a more expensive price. Cllr Robinson asked if the purchase of alcohol would be limited to certain days and Lulu advised that she would like to launch this new addition over the first sunny weekend as a temporary event to see how successful it was. Cllr Page was against the proposal as the original idea of the concession was to see if a coffee bar with cakes would be a successful addition to the park. Following lengthy discussion it was proposed by Cllr O'Connor, seconded by Cllr Sharkey and **RECOMMENDED** that Wander Coffee be allowed to sell Pimms only, between the hours of 12pm and 4pm at the weekends, with a review date of 6 weeks' time. The recommendation was carried as a majority were in agreement. Cllr Smith abstained and Cllr Page was against.

## **1402. TO CONSIDER THE PROGRESSION OF THE CAFÉ CONCESSION AT CHATSWORTH PARK**

The Committee noted the presentation from Cllr Clarkson. Cllr Clarkson thanked the office staff for the sourcing of the portable toilet at a cost of £40 per week and the caretaker for securing it down so well. Lulu reported that there had been lots of positive feedback with regards to the portable toilet from members of the public and that Wander Coffee were cleaning

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## **1402. To Consider the Progression of the Café Concession at Chatsworth Park (Contd)**

and making regular checks during the day. Cllr Gallagher asked if Wander Coffee had been able to finalise opening hours and Lulu confirmed that they will be working Wednesday to Sunday each week from 10am to 4pm, depending on the weather. It was noted that one wheelchair accessible and two standard wooden 'A' frame picnic benches had been ordered to enhance the area at a cost of £915 plus VAT and payment had been agreed by the Committee Chairman and Town Clerk under their delegated authority. Wander Coffee had agreed to donate £253 towards one of the benches. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously agreed to **RATIFY** the cost of the portable toilet and benches.

Cllr Clarkson advised that following discussions with Chris Bibb from Lewes District Council (LDC), the next steps to take the project forward included a feasibility study and to ascertain the costs of services, conveyancing, surveys, conceptual drawings, resident consultations and to check the covenants within Chatsworth Park. The Town Clerk advised that Cllr Clarkson had asked her to contact LDC's solicitor regarding covenants in Chatsworth Park and these will need to be investigated to see if building is allowed prior to further investigatory work commencing. She confirmed that the LDC solicitor advised that since 2003 the Land Registry no longer issues land certificates and all existing certificates in our possession have no legal significance. His advice was to download up-to-date title entries for both the north and south sites including any filed documents and that way we would have an up-to-date record of our legal title in electronic format. The cost for LDC to provide this information for us would be £147 with no VAT chargeable. Once the documents have been downloaded LDC's solicitor will provide the Town Council with a price to investigate the covenants in the park. Taking this into consideration, it was proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** that LDC be requested to obtain the new downloadable certificates at a cost of £147 and the Committee be updated thereafter.

Regarding moving the project forward, Cllr Clarkson asked for office staff and additional Councillors from this Committee to join the working group. Cllr Smith highlighted the need for the Town Council to continue working in support with Wander Coffee and it was therefore proposed by Cllr O'Connor, seconded by Cllr Smith and unanimously **RECOMMENDED** for additional members to be added to the Chatsworth Park Café Concession Working Group.

The Amenities Officer's report also asked that the Committee consider whether to charge a licence fee to Wander Coffee as our agreed Terms and Conditions state that a fee could be negotiated following an initial 6 week period. It was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** not to charge a licence fee to Wander Coffee at this stage and review it at the next meeting.

*Lulu left the meeting at 8.30pm.*

## **1403. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were no apologies.

## **1404. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST**

Cllr Judd declared an interest in Agenda Item 11, Update on damaged section of footpath in Chatsworth Park, as he occasionally undertakes HR work for Countrymans Contractors.

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## 1404. To receive members declarations of interest (Contd)

Cllr Clarkson declared an interest in Agenda Item 17, To ratify decision to hold an Easter Trail at Chatsworth Park, as his wife is a co-director of Helping Out CIC.

## 1405. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON 22<sup>nd</sup> MARCH 2021

It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on Monday 22<sup>nd</sup> March 2021 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

## 1406. 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 & bring back to a future mtg. <i>On hold for time being due to current situation.</i>	Sept 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>Cllr Sharkey to provide an update.</i>	July 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>	Sept 2021
28.09.20	Min 1330, p 3262 – To consider a solitary bee nesting tube scheme within Chatsworth Park for spring 2021	BB / CCL	Cllr Clarkson has collected the bundles from Meridian Primary School, to be placed in the park.	Completed
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	Works to the two properties actioned by Aspen Treecare apart from branch work to border of Copse as waiting to hear from LDC re TPO.	July 2021
30.11.20	Min 1348, p 3302 – Update on ecological survey for Chatsworth Park & The Copse	BB	An agenda item has been added to this meeting.	Completed
30.11.20	Min 1349, p 3302 – To consider quotations for repairs to potholes in the entrance to Chatsworth Park car park	BB	Works completed.	Completed

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## 1406. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.11.20	Min 1351, p 3303 – To discuss updates and outcomes following the Chatsworth Park working group meetings	BB	Cllr Clarkson has prepared a draft management plan & boundary policy to be considered alongside results from ecological survey and access report.	July 2021
25.01.21	Min 1365, p 3339 – Business Plan update	BB  CR	Annual playground inspection report to be completed in June. Additional report with 2 latest playground inspection reports to be provided Jan 2022. Cllr Robinson to investigate using a rainwater harvesting system at the Civic Centre.	July 2021  July 2021
25.01.21	Min 1366, p 3340 – To identify potential projects to spend our CIL monies on	BB	An agenda item has been added to this meeting to discuss spending the money on a piece of playground equipment.	Completed
25.01.21	Min 1368, p 3340 – Update on quotations for a disabled access report	BB	An agenda item has been added to this meeting.	Completed
25.01.21	Min 1369, p 3340 – To consider obtaining estimates to reduce the height and weight of a tree in Chatsworth Park following storm damage	BB	A Purchase Order has been issued to Aspen Treecare for works to the tree which will be completed after bird nesting season.	Sept 2021
25.01.21	Min 1373, p 3342 – Future Events	BB	An agenda item has been added to this meeting.	Completed
22.03.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	Nesting birds stopping the work being carried out. Contractors continuing to visit this location and will action works asap. Resident informed.	Sept 2021
22.03.21	Min 1388, p 3385 – To review the Business Plan	SN	The Business Plan has been updated under project no 5 - tender process finalised and a contractor agreed.	Completed
22.03.21	Min 1389, p 3386 – To agree ongoing maintenance of the Memory Garden and review Memorial Policy	BB	Revised layout of the Memorial Policy be taken to Full Council. Monthly memory garden visits being completed and residents have been written to. Agenda item added to this meeting regarding different coloured plaques. Memorial Policy to be reviewed at end of summer	July 2021  Completed  Completed  Sept 2021

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## 1406. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
22.03.21	Min 1392, p 3387 – To consider replacement basket swing at Robert Kingan Playground	BB	Replacement swing now in place.	Completed
22.03.21	Min 1394, p 3387 – To consider weekly mother and baby class in Chatsworth Park	BB	Classes have now been cancelled due to ill-health.	Completed
22.03.21	Min 1396, p 3388 – To consider replacement of small section of footpath in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
22.03.21	Min 1397, p 3388 – To ratify tender for the café concession in Chatsworth Park	SN/BB/CCL	Portable toilet is now in place.	Completed
22.03.21	Min 1398, p 3389 – Urgent Matters	BB	BB carried out a Risk Assessment on playground gates. Emailed Chair & Vice Chair to conf low risk and recommended it not be taken further. The trolley and mattress have now been removed.	Completed  Completed

Mayor's Board – Cllr Sharkey advised that she had contacted 3 separate printers for the image to be produced so it could be added to the Mayors Board, but was currently struggling to get replies. Cllr Sharkey's partner offered to paint the picture directly onto the board if there is no success with the printers.

Urgent Matters (Playground Gates) – The Amenities Officer had risk assessed the gate at Chatsworth Park South Playground as low risk and confirmed that the gates met the current safety standards and had passed all weekly and annual playground inspections. Cllr Gallagher reported that she had taken her grandson to the playground and timed him at 14 seconds from exiting the gate to reaching the main road. Following Cllr Gallagher's concerns that a child had been able to walk out of the playground directly towards the road, the Committee agreed that further investigation should be taken forward with purchasing of latches. The Town Clerk confirmed that if the price was within her delegated authority, she could approve this.

Bee Homes – The Amenities Officer reported that Cllrs Clarkson, O'Connor and Selby had kindly placed the bee homes in the park that weekend and a map had been sent to Meridian School with the locations for the children to visit.



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## **1407. TO NOTE INCOME & EXPENDITURE TO 31<sup>ST</sup> MARCH 2021**

It was unanimously **agreed** that the income and expenditure figures for Amenities of £25,611 expenditure and income of £682 and Civic Centre expenditure of £34,094 and income of £12,079 at 31<sup>st</sup> March 2021 be accepted as correct.

## **1408. TO REVIEW THE BUSINESS PLAN**

The updated plan was noted. Cllr Clarkson asked if project number 6 'New Café in Chatsworth Park Project' could be updated following the recommendations put forward earlier on at this meeting.

## **1409. TO AGREE A WAY FORWARD WITH LITTER BIN ISSUES**

The Committee discussed the report from the Amenities Officer concerning litter bin issues. At the end of March, and with agreement from Councillors, the litter bin at the Civic Centre was temporarily removed due to excessive household waste and used PPE being regularly added. The Caretaker was frequently having to spend time cleaning the bin and area which were overflowing and spilling into the street. Following consideration, it was proposed by Cllr Robinson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to reinstall the litter bin outside the Civic Centre and that our contractor be asked to empty the bin twice a week on a Monday and Friday based on a cost of £2 per empty. Cllr Robinson asked the Amenities Officer, alongside the contractors, to record the amount of rubbish in the Town Council owned bins in Chatsworth Park and the Tye to see if there is an opportunity to move the bins to different areas or investigate purchasing larger bins for the Tye.

A request had been put forward from a member of the public with regards to installation of a litter bin at the twitten between Telscombe Cliffs Way and Fairlight Avenue. There was discussion on how to carry forward future requests for litter bins to be installed on public land. It was **agreed** not to install a bin in this location as it is not land owned by the Town Council and also that we have no budget in this financial year for additional bins. The Town Clerk asked if a policy could be formed for staff to follow so that future individual requests did not need to come to Committee and it was agreed to consider this at a working group.

## **1410. TO DISCUSS THE OUTCOME OF THE ACCESS REPORT ON TELSCOMBE TOWN COUNCIL'S GREEN SPACES**

The outcomes from the Access Report were discussed by the Committee. The 82 separate recommendations had been listed by cost and priority. Following consideration it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the high priority items are dealt with initially and costings sought by Council officers and brought back to future meetings.

## **1411. TO CONSIDER THE ECOLOGICAL SURVEY RESULTS FOR CHATSWORTH PARK AND THE COPSE**

The Ecological Survey results and recommendations provided therein were noted. It was proposed by Cllr Clarkson, seconded by Cllr Smith and unanimously **RECOMMENDED** that Cllr Clarkson incorporates these results within his draft Management Plan, to be taken to a future committee meeting.



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## **1412. UPDATE ON DAMAGED SECTION OF FOOTPATH IN CHATSWORTH PARK**

The Committee considered the quotations provided to undertake the works to the damaged footpath in Chatsworth Park. All three quotations were slightly different and following discussion, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the quotation from Countrymans Contractors Ltd be accepted at a cost of £3,450 plus VAT, which included a price to install wooden retaining boards on either side of the existing path to create a ramp over the roots. The Town Clerk confirmed that going forward, detailed specifications will be provided to contractors so that the estimates are more uniform.

## **1413. TO AGREE A WAY FORWARD FOR REQUESTS TO RUN CLASSES AND GROUPS IN CHATSWORTH PARK**

There was discussion concerning requests received from two members of the public to run groups in Chatsworth Park and how the Town Council would like to go forward with these and any future requests. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that; 1) the two groups who had put in requests be allowed to use the park without a hire charge; 2) in future an administration fee should be charged and 3) the Town Clerk drafts a policy with regards to classes and groups wishing to use the Town Council's green spaces to hold planned activities, to be taken to Committee for agreement.

## **1414. TO RATIFY COLOUR AND WORDING TO TWO PLAQUES AT THE MEMORY GARDEN**

Councillors had previously been asked to confirm agreement for two green coloured plaques to be added to posts in the memory garden with wording regarding placing of mementos. 6 out of 11 Committee members confirmed their agreement, which is a majority response. This decision was unanimously **RATIFIED** by the Committee.

## **1415. TO CONSIDER INSTALLING A NEW PIECE OF PLAYGROUND EQUIPMENT AT ROBERT KINGAN PLAYGROUND**

The Amenities Officer's report confirmed that several play equipment specialists had been contacted for prices for a piece of equipment to replace the wooden fort that had recently been removed at Robert Kingan Playground. This could be a potential project to spend CIL monies on. Unfortunately, all but one company were unable to include installation and delivery within their prices which would be at an additional cost. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Amenities Officer drafts a consultation flyer to gain views of local residents on what they would like included within the playground.

## **1416. TO RATIFY DECISION TO HOLD AN EASTER TRAIL AT CHATSWORTH PARK**

Helping Out CIC had contacted the Town Council asking if they could hold an Easter Trail in Chatsworth Park on Saturday 5<sup>th</sup> and Sunday 6<sup>th</sup> June between 10am and 4pm. Committee members were emailed to ask if they were in agreement for this event to take place. 8 out of 11 Committee members replied with a positive response and this decision was unanimously **RATIFIED**.

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## **1417. TO RATIFY FIRE RISK ASSESSMENT, NOTE REPORT AND AGREE ACTIONS REQUIRED AT THE CIVIC CENTRE**

The report from the Town Clerk advised that estimates for a fire risk assessment at the Civic Centre were obtained from three companies and following agreement from the Committee Chairman and Vice Chairman, Safe IS were instructed to carry out the works at a cost of £195 + VAT, which was within the Town Clerk's spending authority. This decision was unanimously **RATIFIED** by the Committee.

A report with 10 action points had been issued to the Town Clerk with a copy forwarded to the Committee members prior to the meeting. Of these points, 5 required work to be undertaken and it was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that estimates are obtained.

## **1418. TO RATIFY ELECTRICAL INSTALLATION INSPECTION, NOTE REPORT AND AGREE ACTIONS REQUIRED**

The Town Clerk's report advised that the Civic Centre had been due its 5 year review of its electrical installation. Estimates were obtained from four companies and following agreement from the Committee Chairman and Vice Chairman, Cobb Electrical were instructed to carry out the inspection and produce an Electrical Installation Condition Report at a cost of £560 + VAT. This was within the Town Clerk and Committee Chairman's delegated spending authority. It was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously agreed to **RATIFY** the inspection at the above cost.

A report to undertake either essential minimum works or works required to bring the installation up to current safety standards was provided by Cobb Electrical. It was proposed by Cllr Gallagher, seconded by Cllr Robinson and **RECOMMENDED** by a majority for Cobb Electrical to undertake the works required to bring the installation up to current safety standards in the sum of £3,780 + VAT. Cllr O'Connor abstained and Cllr Judd was against.

## **1419. TO AGREE A WAY FORWARD FOR THE OPENING OF THE CIVIC CENTRE FOLLOWING THE LIFTING OF LOCKDOWN RESTRICTIONS**

The Committee discussed re-opening up of the Civic Centre following the lifting of lockdown restrictions. The current roadmap confirmed that from 21<sup>st</sup> June 2021 it is hoped that all legal limits on social contact would be removed and if that is the case the Centre could re-open in July. It was proposed by Cllr Gallagher, seconded by Cllr Smith and unanimously **RECOMMENDED** that a decision be made by the Town Clerk based on the current situation at the time.

## **1420. FUTURE EVENTS**

The Committee considered the list of events in the Amenities Officer's report and it was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RECOMMENDED** that the events listed take place and an Events Working Group be set up to consider additional events consisting of Cllrs Clarkson, Judd, Gallagher, O'Connor, Robinson and Sharkey.



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## 1421. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Clarkson asked if the Committee would like to re-visit the monthly litter picks on the second Sunday of each month. He suggested 13<sup>th</sup> June, 11<sup>th</sup> July and 8<sup>th</sup> August and will make contact with Councillors when more details are known.

Cllr Clarkson also asked if he could write a plan to support the Business Plan in making the Town Council carbon neutral by 2030. Cllr Sharkey confirmed that he could bring this direct to the joint Climate Working Group with Peacehaven Town Council.

The Amenities Officer confirmed that our playground and parks contractors had reported 3 large black bin liners of green waste had been fly tipped next to one of the bins in Chatsworth Park. There will be a charge to the Town Council of £44 for green waste disposal. She asked how the Committee would like to take this forward and it was agreed to place posters in the area and put an article in the Town Crier newsletter to ask people not to fly tip their green waste.

There being no further business the meeting closed at 10.05pm.

Signed.....  
CHAIRMAN

*NB Next meeting of the Committee - Monday 26<sup>th</sup> July 2021 at 7.30 pm*