

TELSCOMBE TOWN COUNCIL



Minutes of a remote meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 22nd March 2021** at 7.30 pm.

Committee Members Present:-

Cllrs C Clarkson, C Gallagher *Chairman*, 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*)
2 members of the public

1382. PUBLIC QUESTION TIME

One member of the public was in attendance at the beginning of the meeting. Mrs Yeganeh, who was happy for her name to be included in the minutes, was present to discuss Agenda Item 6 – To agree works in Chatsworth Park next to a property in Kirby Drive. Mrs Yeganeh outlined the issues since she moved to the area 3 years ago, which included her fencing being pushed forward from the earth bordering her land and tree branches encroaching her boundary and touching her property. Mrs Yeganeh also expressed her concern that the Amenities Officer's report recommended that brambles are cut down along the fence line by a width of 3 metres, as she was worried that members of the public could easily be able to access her property.

Cllr O'Connor joined the meeting at 7.39pm.

1383. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley for family commitments, from Cllr Page for a prior commitment and from Cllr Harris who was having internet issues and was unable to access the meeting. These reasons were accepted by the Committee.

1384. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

1385. TO DISCUSS AND APPROVE MINUTES OF THE MEETINGS HELD ON 25th JANUARY AND 25th FEBRUARY 2021

It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RESOLVED** that the minutes of the meetings held on Monday 25th January and Thursday 25th February 2021 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1386. 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	<i>On hold for time being due to current situation.</i>	Sept 2021

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1386. 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	BB has put Develop Outdoors in contact with Countrywide for the use of wood to build shelters.	Completed
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
28.09.20	Min 1330, p 3262 – To consider a solitary bee nesting tube scheme within Chatsworth Park for spring 2021	BB	Bamboo sticks purchased for bee scheme. Bundles to be created and taken to the three local primary schools for them to build.	May 2021
30.11.20	Min 1346, p 3301 – To consider estimates for tree works at Chatsworth Park & The Copse	BB	Application for the Copse has been approved by LDC and a PO has been issued for work to be undertaken. Work in Chatsworth Park has been completed.	May 2021
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	Report received from Aspen Treecare on both locations and BB obtaining quotes for the work to be undertaken.	May 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
30.11.20	Min 1349, p 3302 – To consider quotations for repairs to potholes in the entrance to Chatsworth Park car park	BB	Delay in works to the pot holes being temporarily filled. Alternative quotes received and will be undertaken shortly at a cost of £360 plus VAT. LDC conf not enough funds in the CIL pots to open up another round as yet. They estimate a new round will be added at the end of 2021.	May 2021

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1386. 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 taken forward upon receipt of Access Survey and Ecological report.	May 2021
30.11.20	Min 1353, p 3304 – To consider installing a litter bin at the top of Central Avenue	LOC	Cllr O'Connor is in contact with LDC Officers and will provide a verbal update to the Committee.	Completed
30.11.20	Min 1355, p 3304 – To discuss request from resident concerning clearance of vegetation in Chatsworth Park	BB	BB has made contact with resident who will inform us if she requires anything cut back from the park to her boundary.	Completed
25.01.21	Min 1365, p 3339 – Business Plan update	BB SN CR	Annual report due in May 2021. Additional report with 2 latest playground inspection reports to be provided Nov 2021. Wording on cycle route project has now been amended. Cllr Robinson to investigate using a rainwater harvesting system at the Civic Centre.	May 2021 Completed July 2021
25.01.21	Min 1366, p 3340 – To identify potential projects to spend our CIL monies on	BB	An article was added to the Town Crier in February, welcoming ideas on how to spend the CIL money. No responses received to date. Cllr Mills asked if replacement of pathways could be considered. BB investigating prices for playground equipment item to be used in RKP in place of wooden fort. An agenda item will be taken to the next meeting for full discussion.	May 2021
25.01.21	Min 1368, p 3340 – Update on quotations for a disabled access report	BB	Access Matters will undertake their site visit on 15.03.2021 & their report will be added to the next meeting.	May 2021

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1386. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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	Report received from Aspen Treecare and BB obtaining quotes for the work to be undertaken.	May 2021
25.01.21	Min 1370, p 3341 – To consider quotations for the pollarding of trees and removal of brambles next to a property that borders Chatsworth Park	BB	Residents have been invited to this meeting to discuss way forward – agenda item added to this meeting.	Completed
25.01.21	Min 1371, p 3341 – To consider quotations for reducing the height of hedge next to property that borders Chatsworth Park	BB	Hedge has now been reduced by HR Goodwin & Sons.	Completed
25.01.21	Min 1373, p 3342 – Future Events	BB	All events will be re-visited when it is safe to do so.	May 2021
25.01.21	Min 1376, p 3342 – To approve successful tender for a café concession in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
25.02.21	Min 1380, p 3380 – To consider changes to the Terms & Conditions for the Café concession in Chatsworth Park	BB	LDC confirmed that we will not be required to provide a street trading licence.	Completed

Solitary bee nesting tube scheme – The Amenities Officer advised that Cllr Clarkson had collected the bamboo sticks for creating the bundles and that Meridian Primary School had been invited to assist with the project again for this spring.

Tree works in Chatsworth Park and The Copse – The Amenities Officer confirmed that the work in the Copse has now been completed.

Repairs to potholes in the entrance to Chatsworth Park car park – The Amenities Officer reported that this would be actioned on Friday 26th March 2021.

To consider installing a litter bin at the top of Central Avenue – Cllr O'Connor advised that the District Council will not install a bin in this location.

1386. TO AGREE WORKS IN CHATSWORTH PARK NEXT TO A PROPERTY IN KIRBY DRIVE

The report from the Amenities Officer confirmed that the resident raised initial concerns about trees bordering her property to the Town Council in November 2019. A site visit with a tree

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1386. To agree works in Chatsworth Park next to a property in Kirby Drive (Contd)

surgeon was undertaken who confirmed the issue was with soil levels from rain and debris washing down from the top of the bank to the property border. A structural engineer was contacted and their findings were taken to a previous Committee meeting when it was agreed to obtain estimates for the recommendations provided. At the last meeting, the Committee raised concerns that the works would need to be undertaken regularly to manage the boundary and that any works may cause the bank to slip further. It was also agreed for the resident to be contacted and invited to this meeting.

Cllr Gallagher noted that in public question time Mrs Yeganeh had advised she had concerns that the proposed works would provide a path between the boundary of the park and the property and suggested that hedging be kept at the front, facing Kirby Drive. She also confirmed that members of the public would be unable to access the property border as the steep bank would provide an obstruction. Cllr Smith asked why the brambles needed to be removed and the Amenities Officer confirmed that it was to clearly view the location so that it could be investigated if there are any problems with the bank and consider how to go forward for the future.

Another member of the public joined the meeting.

Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the estimate from Countrymans Contractors in the sum of £2,492.50 plus VAT be agreed for the works to this location as per the structural survey report; to pollard the trees along the fence boundary and dispose of the waste, to cut down brambles along fence line to side and rear of property by a width of 3 metres maximum and to cut out all self-seeded trees and bushes within 2 metres of the fence line.

Mrs Yeganeh left the meeting at 8.05pm.

1387. TO NOTE INCOME & EXPENDITURE TO 31st JANUARY 2021

It was unanimously **agreed** that the income and expenditure figures for Amenities of £21,296 expenditure and income of £610 and Civic Centre expenditure of £29,472 and income of £9,857 at 31st January 2021 be accepted as correct.

1388. TO REVIEW THE BUSINESS PLAN

The updated plan was noted. Cllr Robinson remarked that project number 5 – Keeping Robert Kingan playground and Chatsworth Park clean and tidy, confirms that the litter picking in the new contract is currently out for tender. As this tender process has been finalised and a contractor has been agreed, she asked that this activity is amended.

1389. TO AGREE ONGOING MAINTENANCE OF THE MEMORY GARDEN AND REVIEW MEMORIAL POLICY

There was much discussion on the report concerning the maintenance of the memory garden. The Amenities Officer confirmed that following an inspection of the garden in January, many mementos, including tinsel, were found placed on some of the posts. A letter was sent to all plaque owners with a copy of the Memorial Policy asking them to remove any mementos by 26th February, after which time the Council would remove them. There was some public reaction to this request with social media comments, press representation and three letters

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1389. To agree ongoing maintenance of the Memory Garden and review Memorial Policy (Contd)

sent to the Council. The Amenities Officer confirmed that a meeting was held between herself, the Town Clerk and Chair and Vice Chair of this Committee. At the meeting it was suggested that the layout of the Memorial Policy be changed so that the benches and memory garden are separated within the policy and that a different coloured plaque be placed on a post at the garden regarding no mementos being left.

Cllr Sharkey noted that the mementos made the garden look messy and asked if a water bath could be added in the middle of the mound. Cllr Robinson suggested that the proposed coloured plaque be added to the middle of the mound so that it stands out. The Town Clerk advised that if these two items were placed in the mound they may be susceptible to vandalism. She further suggested that if the plaque was placed on a strategic post in colour, it will be clearly seen. Cllr O'Connor felt that the writing on the plaque needed to be worded carefully, so that the reasons, including vandalism are explained. Cllr Judd agreed and suggested that a different coloured plaque be added to each corner post of the garden.

Cllr Gallagher as Chair of the Committee, asked that the layout change to the Memorial Policy is considered separately from the other recommendations listed in the report. It was therefore proposed by Cllr Sharkey, seconded by Cllr Judd and **RECOMMENDED** that the revised layout of the policy be agreed and taken to Full Council for adoption. Cllr O'Connor abstained as he felt that all the recommendations should be considered together.

Further discussion ensued and the Committee discussed potential wording and colour of the suggested plaque. Following deliberation, it was proposed by Cllr O'Connor, seconded by Cllr Smith and unanimously **RECOMMENDED** that the following actions are undertaken; 1) regular visits are made to the Memory Garden and the process of removing mementos is continued as per the Memorial Policy, 2) that 2 different coloured plaques are added to the reverse of 2 posts to the pathway entry/exit at the garden, with the wording and colour to be decided by Committee members via email following this meeting, 3) that the outcome of these decisions are provided to the three plaque owners who have written to the Town Council, 4) that volunteers from the Telscombe Residents Association and Friends of Chatsworth Park are encouraged to work with the Town Council to improve the facility and appearance of the memory garden and 5) that the Memorial Policy is reviewed at the end of the summer by this Committee.

1390. TO CONSIDER LEWES PLAYING PITCH STRATEGY NEEDS ASSESSMENT AND OPEN SPACES STRATEGY

The report from the Amenities Officer discussed the Needs Assessment and Open Space Strategy documents provided by Lewes District Council. The sites listed under the Needs Assessment for our area are not owned by the Town Council. The Open Space Strategy document provided an assessment of the quantity, accessibility, quality and value of open space within the area and a breakdown of current provision of open space. This was **noted** by the Committee.

1391. UPDATE ON MANAGEMENT PLAN FOR TELSCOMBE GREENSPACES

Cllr Gallagher's report provided an update concerning the Management Plan for Telscombe and Peacehaven Greenspaces, in conjunction with the Neighbourhood Development Steering Group. Included within the report were her notes of the Playing Pitch Strategy Needs

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1391. Update on Management Plan for Telscombe Greenspaces (Contd)

Assessment and Open Space Strategy from Lewes District Council. Cllr Gallagher confirmed that many surveys are now coming together and should be completed by the end of the summer. She noted that Telscombe did not have adequate provision of outdoor and indoor play areas and findings will also be incorporated within the Neighbourhood Plan under the Green Infrastructure Plan. Cllr O'Connor thanked Cllr Gallagher for this excellent piece of work.

1392. TO CONSIDER REPLACEMENT BASKET SWING AT ROBERT KINGAN PLAYGROUND

The Committee noted the report from the Amenities Officer, which stated that the basket swing at Robert Kingan Playground had become damaged with links broken and removed for safety reasons. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a replacement swing is purchased from Sutcliffe Play in the sum of £1,433.25 plus VAT.

1393. TO CONSIDER THE TERMS OF REFERENCE FOR THE CHATSWORTH PARK WORKING GROUP

The Committee considered the Terms of Reference document for the Chatsworth Park Working Group, which clarified what items are to be taken to the working group and what comes through this Committee. It was proposed by Cllr Smith, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the document be agreed. Cllr Smith thanked Cllr Robinson for her time on this piece of work.

1394. TO CONSIDER WEEKLY MOTHER AND BABY CLASS IN CHATSWORTH PARK

The Committee discussed the request to run a weekly mother and baby class in Chatsworth Park from a member of the public. Cllr Gallagher raised concerns if music would be played within the group. The Town Clerk highlighted that by agreeing this class, it may set a precedent that others may also wish to carry out classes in the park and not necessarily ask permission from the Town Council. The Committee discussed the potential of charging a nominal fee but Cllr Clarkson felt that the Town Council should not charge and encourage residents to use the park. It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the mother and baby classes be allowed to run in the park free of charge, that the member of the public be advised of the Council's requirements being no reserving of an area, removal of rubbish and that the decision be reviewed at the end of the summer. Cllr Smith suggested that an article is added to the Town Crier confirming the class details.

1395. TO RATIFY CLEARANCE OF FOOTPATHS IN CHATSWORTH PARK

Cllr Clarkson reported at full Council on 20th January that he had received a complaint from some elderly residents who were having trouble walking through the park due to muddy paths. It was agreed at the meeting to organise contractors to clear the pathways in question and the Town Clerk authorise this work if it fell within her delegated power. Quotations were obtained and Countrymans Contractors Ltd carried out the works. It was proposed by Cllr Smith, seconded by Cllr Robinson and unanimously agreed to **RATIFY** the works carried out by Countrymans Contractors Ltd at a cost of £440 plus VAT.

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1396. TO CONSIDER REPLACEMENT OF A SMALL SECTION OF FOOTPATH IN CHATSWORTH PARK

The Amenities Officer's report confirmed that when Countrymans Contractors Ltd undertook works to the pathways in Chatsworth Park, they raised an issue where tree roots on the pathway next to Chatsworth Park North playground had lifted. The surface area had cracked and the membrane below was showing. Several companies were contacted for prices to replace the pathway in this area, but an estimate had only been received by one. Another company have confirmed they will visit the location in April. The recommendation in the report was that the decision be delayed until the results from the imminent Access Survey report are received and more estimates had been obtained. The Committee were concerned that by waiting for this item to come back to the next meeting in 2 months' time it will cause unnecessary delays. It was therefore proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a working group comprising of Cllrs Mills, Robinson and Smith be set up and they be given delegated authority to agree a maximum expenditure of £2,000 on repair of the pathway in Chatsworth Park, following the outcome of the Access Survey report results.

1397. TO RATIFY SUCCESSFUL TENDER FOR THE CAFÉ CONCESSION IN CHATSWORTH PARK

The Committee considered the Amenities Officer's report. Following Zoom meetings with both applicants, the Chatsworth Park Café Concession Working Group (CPCCWG) agreed to give the concession to Wander Coffee. It was proposed by Cllr Gallagher, seconded by Cllr Sharkey and unanimously agreed to **RATIFY** this decision.

There was some discussion with regards to Wander Coffee's request for a portable toilet within the park. Prices had been obtained and contact had been made with the Town Council's insurance company to check the cost of insuring it, as it will be the Town Council's responsibility for the long-term hire. The insurance company had asked some additional questions, which have been responded to and further contact will be made with the CPCCWG and Wander Coffee as soon as possible. Cllr Mills enquired who would pay for the cost of the portable toilet and the Town Clerk confirmed that it will be up to the Town Council to pay with £1,000 budgeted for this project. Cllr Clarkson noted that the quotations obtained include pegging the toilet to the ground and the Town Council may need to cover approximately an additional £600 on top of the £1,000 budgeted under the working groups delegated authority. Cllr Judd asked about the cleaning programme. The Town Clerk confirmed the company responsible for providing the portable toilet include a weekly clean. Cllr Judd felt that this would not be sufficient as the toilets can get dirty quickly and that regular checks each day will need to be undertaken. Cllr Clarkson agreed and confirmed he would speak with Wander Coffee, as it would make sense for them to carry this out.

1398. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

The Amenities Officer confirmed that a local resident had contacted the Town Council to complain about the gates at Chatsworth Park South Playground. Her young toddler managed to open the gate to the playground and run out near to the road at Ambleside Avenue as she was taking a snack out of her bag for the children. The resident advised that it happened very quickly and asked if the Town Council could add a latch to the gates, which provides additional security.

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1398. Urgent Matters (Contd)

The Amenities Officer stated that she responded to the resident and advised that the playground was refurbished 3 years ago and that the fencing and gates fitted are standard approved and meet the current safety regulations. She also advised the resident that weekly and annual playground inspections are undertaken on all our playgrounds to ensure that safety requirements are met but that she would pass the residents comments onto Councillors to make them aware. Cllr Gallagher asked the Amenities Officer to report this via the new complaints process and that herself as Chair and Cllr Mills as Vice Chair will visit the location and look into the resident's complaint.

The Amenities Officer also advised that she had been contacted by the Lewes District Council Playground Inspector who advised that whilst undertaking his inspections of Chatsworth Park South playground, several parents had complained to him about children smashing their knees on the metal side of the large roundabout. He confirmed that there are no safety concerns but wanted to pass the feedback from the residents to the Town Council. The Amenities Officer noted that the Town Council have not received any complaints concerning this item and it has passed the inspection test after installation as well as the playground inspections. This was **noted** by the Committee.

Cllr Clarkson asked for an update on the fly tipped items at the entrance of the Chatsworth Park car park. The Town Clerk confirmed there had been a delay with their removal and the Amenities Officer confirmed she would investigate alternative options for the removal.

There being no further business the meeting closed at 9.30pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 24th May 2021 at 7.30 pm