

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 27<sup>th</sup> September 2021** in Telscombe Civic Centre at 7.30 pm.

**COMMITTEE MEMBERS PRESENT:** - Councillors C Clarkson, C Gallagher *Chairman*, L O'Connor, B Page, C Robinson *Deputy Mayor* & A Selby

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

## **1445. PUBLIC QUESTION TIME**

There were no members of the public present.

## **1446. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Cllrs Judd & Sharkey sent apologies due to health reasons and Cllr Smith due to another commitment. These reasons were accepted by the Committee. Cllr Page was not present at this time, but arrived late.

## **1447. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

There were no declarations of interest.

## **1448. TO APPROVE MINUTES OF THE MEETING HELD ON 26<sup>th</sup> JULY 2021**

It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on Monday 26<sup>th</sup> July 2021 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

## **1449. TO RECEIVE ACTION LIST**

7.35pm Cllr Page arrived and joined the meeting.

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>Was on hold due to Covid but possible to now proceed.</i>	Jan 2022
27.01.20	Min 1250, p 3129 – To agree estimate for new Mayors Board	SN/IS	Cllr Sharkey's partner has painted a picture of the Civic Centre directly onto the Mayors Board and delivered to the Civic Centre.	Completed

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## 1449. 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>Was on hold due to Covid but possible to now proceed</i>	Jan 2022
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	Work bordering a property in the Copse have now been undertaken	Completed
30.11.20	Min 1351, p 3303 – To discuss updates and outcomes following the Chatsworth Park working group meetings	CCL	An agenda item has been added to this meeting to discuss a draft management plan & boundary policy.	Please see new agenda item
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 is due to be completed on 30/09.	Oct 2021
22.03.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	Works to be carried out w/c 20/09, providing there are no nesting birds.	Oct 2021
22.03.21	Min 1389, p 3386 – To agree ongoing maintenance of the Memory Garden and review Memorial Policy	BB	An agenda item has been added to review the Memorial Policy.	Please see new agenda item
24.05.21	Min 1412, p 3433 – Update on damaged section of footpath in Chatsworth Park	BB	The footpath has been repaired but side boards not added. Bianca to liaise direct with Countrymans.	Nov 2021
24.05.21	Min 1419, p 3434 – To agree a way forward for the opening of the Civic Centre following the lifting of lockdown restrictions	SN	The Civic Centre is open to members of the public at reception and hirers, but parties are still on hold. Agreed for Town Clerk to make decisions.	Complete
26.07.21	Min 1422, p 3464 – Public Question Time	BB	Agenda item added to this meeting for an assessment of the group of pine trees next to properties bordering Chatsworth Park.	Please see new agenda item
26.07.21	Min 1428, p 3468 – To review the Business Plan	SN SN	SN to add future work with Park Management Plan to Business Plan after mtgs held in Sept. Continued participation with PTC on the joint Climate Change Working group agreed at Full Council on 15.9.21.	Nov 2021 Completed

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## 1449. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
26.07.21	Min 1429, p 3468 – Update on high priority items on the access report for Telscombe Town Council’s green spaces	BB	Agenda item added to this meeting confirming the updated list of high priority works.	Please see new agenda item
26.07.21	Min 1430, p 3469 – To consider adding lecterns to key points of entry within Chatsworth Park	BB	BB asked for more volunteers for working group as previous meetings cancelled due to lack of availability.	Nov 2021
26.07.21	Min 1431, p 3469 – To note the annual playground inspection reports	BB BB CG	BB to investigate prices for trampolines in RKP and CPS and the climbing frame at CPS. A further report will be provided in 6 months’ time, to include the two most recent weekly playground inspection reports. CG is looking into legislations on adding toilet facilities.	Nov 2021 Jan 2022 Nov 2021
26.07.21	Min 1431, p 3470 – Update on Chatsworth Park South Playground gates and consider way forward	BB	Agenda item added to this meeting with an update on placing safety barriers in front of the gate at the northern entrance.	Please see new agenda item
26.07.21	Min 1433, p 3470 – To consider a tree survey for Chatsworth Park and the Copse	BB	PO issued to Aspen Treecare to provide a tree survey for zoned areas on approx. 130 trees in the two locations at a price of £1,450 plus VAT.	Nov 2021
26.07.21	Min 1434, p 3470 – To agree the draft Park Use Policy	SN	Policy agreed and taken to Full Council 15.9.21 & adopted.	Complete
26.07.21	Min 1435, p 3470 – To agree the draft Litter Bin Policy	SN	Policy agreed and taken to Full Council 15.9.21 & adopted.	Complete
26.07.21	Min 1437, p 3471 – Update on the Chatsworth Park Café Concession	BB/SN /CL	Wander Coffee informed posters can be added to playground railings. Licence fee for Wander Coffee to be considered once more is known about their accounting details. Wander Coffee informed that they can continue with their 5 remaining licences for Pimms weekends over the summer holidays.	Completed  Please see new agenda item  Completed

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## 1449. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
26.07.21	Min 1438, p 3472 – To consider placing bee hives on Telscombe Town Council land	BB	BB carried out site visit with beekeepers group. The Copse is not supportive as too many trees & limited access. Old car park at Chatsworth Park a possibility & the association will discuss further at their next mtg, undertake another site visit & provide us with their findings by end Sept. They also adv that honey bees access different parts of flowers for pollen to other bees & competition has only been an issue in inner cities.	Nov '21
26.07.21	Min 1440, p 3472 – To ratify consultation flyer regarding new piece of equipment at Robert Kingan Playground	BB	Consultation ended and agenda item added for this meeting.	See new agenda item
26.07.21	Min 1441, p 3473 – Update on actions following the fire Risk Assessment and agree estimates	SN	SN to obtain further estimates for the escape route fire door works – <i>despite trying, no alternative estimates obtained.</i> Securitel to undertake required work suggested in the report for £690 plus VAT and to quote for the additional detectors to ensure our system meets the requirements of a manual system. <i>Works undertaken 16/17<sup>th</sup> Sept. Further quote awaited.</i> SN to proceed with the best estimate for the emergency lighting if it is within her/the Committee Chairman's delegated spending authority. <i>Estimates received – item placed on this agenda.</i>	Ongoing  Complete  Jan '22  See new agenda item
26.07.21	Min 1442, p 3473 – Approve use of Civic Centre as Polling Station	SN	SN advised LDC we agree for use of Civic Centre as Polling Station. LDC subsequently confirmed agreement & fee of £635.	Complete
26.07.21	Min 1443, p 3473 – Future Events	BB/SN	Bingo re-started end of Aug.	Complete

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## **1450. TO NOTE INCOME & EXPENDITURE TO 31<sup>st</sup> AUGUST 2021**

It was unanimously **agreed** that the income and expenditure figures for Amenities of £10,063 expenditure and income of £433 and Civic Centre expenditure of £15,332 and income of £4,498 at 31<sup>st</sup> August 2021 be accepted as correct.

## **1451. TO REVIEW THE BUSINESS PLAN**

The Business Plan was noted. Cllr O'Connor requested that the next volunteer litter pick prioritises Robert Kingan Playground which has a lot of rubbish needing clearing from the surrounding hedge.

The Amenities Officer confirmed under action point number 7 that East Sussex County Council confirmed bushes are unable to be planted in the local verges due to the amount of services running through them and that wildflower verges are being considered through the Planning & Highways Committee.

## **1452. UPDATE ON THE MEMORIAL POLICY**

It was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the Memorial Policy which was adopted at full Council remain unaltered and be reviewed in July 2024.

## **1453. TO CONSIDER WORKS TO TREES ADJACENT TO PROPERTIES BORDERING CHATSWORTH PARK**

The Committee considered the Amenities Officer's report which included an assessment from an arborist on a group of trees and the impact of those trees closest to the properties. The assessment recommended the following actions; to fell and remove 2 Radiata pine trees and an Alder tree nearest the properties; to reduce the height of another pine tree by 2-3 metres and to fell & remove a 1 metre strip of an Elder tree next to the fence of one of the properties. Estimates had been obtained and following consideration it was proposed by Cllr O'Connor, seconded by Cllr Selby and unanimously **RECOMMENDED** to accept the quotation from EH Treecare in the sum of £1,830 plus VAT to carry out all the recommended works and that the planting of three new trees is budgeted for and considered in 12 months' time.

## **1454. TO CONSIDER CONSULTATION RESPONSES AND AGREE A NEW PIECE OF PLAYGROUND EQUIPMENT AT ROBERT KINGAN PLAYGROUND**

The Committee discussed the consultation responses for a proposed new piece of playground equipment at Robert Kingan Playground. Cllr O'Connor thanked the Amenities Officer for her work but raised concerns that only one piece of equipment could be considered. The Town Clerk confirmed that more than one item could be agreed by the Committee and following consideration it was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that a 4 seat see-saw in robina timber with 'SafaGrass' safety mat surfacing laid over the existing ground level at a price of £4,146 plus VAT and a Target Ball Wall with 'Matta' surfacing at a price of £6,563 plus VAT be agreed and that a request be taken to the next Full Council meeting for the use of our CIL monies for this project.



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## **1455. TO NOTE PROGRESS ON LOCAL GREEN SPACES REPORT FOR THE NEIGHBOURHOOD PLAN AND REPORTS RECEIVED REGARDING CHATSWORTH PARK AND AGREE WORKS**

Cllr Gallagher's report discussed the importance of the Local Green Spaces Assessment within the Neighbourhood Plan, which is currently in consultation at Peacehaven and Telscombe Town Councils, as well as other statutory consultees.

Cllr Gallagher also advised that the Saltdean Community Association (SCA) had commissioned a report for Chatsworth Park to encourage residents to enjoy their local open space. Aspen Treecare provided a report to cover improvements to the southern section of Chatsworth Park, specifically the clearance of the large area of nettles located to the side of the path known as Pigs Hill and planting new trees, flowers and bushes within this location. Cllr O'Connor raised concerns with a putting a woodchip pathway in this location. Cllr Gallagher confirmed that the first suggestions for this area include planting of spring bulbs and fruit trees either side of the pathway.

A further report was also considered by the Committee which had been drafted by a local professional landscaper who had volunteered to assist with a plan to improve and enhance the memory garden. The costs for the proposed works were also being covered by the SCA. There was discussion on what type of plants to use and Cllr Robinson asked if evergreen shrubs could be included to support the winter months. Cllr O'Connor requested that a hedge is not placed around the memory garden as it closes the area off and Cllr Gallagher confirmed it was added to stop dogs running through the garden and to stop plants spreading over the pathway. Cllr Gallagher also suggested an article be placed in the next Town Crier to inform residents about the improvements to Chatsworth Park.

Taking all the above into consideration, it was proposed by Cllr O'Connor, seconded by Selby and unanimously **RECOMMENDED** that Cllr Gallagher's report on the Local Green Spaces Assessment be noted, that initial works be undertaken to include the clearance of nettles to the southern location in Chatsworth Park and a hedge be planted around the memory garden and that any future proposed works come back to this Committee for agreement. Cllr O'Connor thanked Cllr Gallagher, the SCA and the two contractors for their work and the excellent reports.

## **1456. TO CONSIDER THE DRAFT CHATSWORTH PARK AND COPSE MANAGEMENT PLAN AND BOUNDARY POLICY**

There was much discussion concerning the draft Management Plan and Boundary Policy. Cllr Gallagher noted that the Management Plan will allow the Town Council to undertake a more proactive approach to managing the boundaries. Cllr Robinson asked that on Page 4 of the Management Plan, more information be provided on the works undertaken by the grounds maintenance contractors.

Cllr O'Connor asked that the Boundary Policy had more information and included a version of the document he had previously seen. Cllr Clarkson agreed, confirming a flow chart had been put together by the Chatsworth Park Working Group. The working group included local residents and he felt that their input should also be considered. Cllr Gallagher advised that the previous flow chart was regarding work on complaints which had now been resolved through the complaints policy, as well as details on antisocial behaviour. Cllr O'Connor asked if a paragraph which started 'The Council should give more weight to its responsibility to maintain



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## **1456. To consider the draft Chatsworth Park and Copse Management Plan and Boundary Policy (Contd)**

a vegetative boundary...'. could be lifted from the Management Plan and added to the Boundary Policy. This would provide more detail and more flexibility. Cllr Selby agreed and felt that the Town Council should retain some flexibility for the residents and the ecology of the park and Copse. Cllr Gallagher responded that the Officers need clear direction on how to action any complaints that come in and felt that the current short policy does not allow any area for doubt. Cllr Page requested that the first sentence in the policy be amended to read 'Ideally a boundary of 1 metre will be maintained...'. The Amenities Officer asked that the word 'over managed' from this paragraph be removed.

Taking all the above into consideration it was proposed by Cllr O'Connor, seconded by Cllr Selby and **RECOMMENDED** that (i) the draft boundary policy be amended with the suggested changes as above, including a map previously provided by Cllr Gallagher, (ii) that the draft Management Plan be amended to include the works undertaken by the grounds maintenance contractors and (iii) that the draft Management Plan and Boundary Policy be taken to the next Full Council meeting for adoption. Cllr Robinson abstained as she did not want to commit until the Boundary Policy wording had been finalised and asked the Amenities Officer to provide her with the agreed new wording after the meeting. The Committee thanked Cllr Clarkson for all his hard work on this huge project.

## **1457. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES**

The Committee noted the updated information with regards to the high priority recommendations from the Access Report. Cllr Clarkson thanked the Admin Assistant for her great work on adding access information to the Town Council's website. Cllr's Clarkson, O'Connor and Robinson agreed to join the lectern working group.

## **1458. UPDATE ON CHATSWORTH PARK SOUTH PLAYGROUND GATES AND AGREE WAY FORWARD**

The Amenities Officer's report was considered by the Committee. Prices had been obtained for replacing the gates with new ones which included latches to the northern entrance at Chatsworth Park South Playground, as well as placing barriers on the grass verge outside the playground to prevent direct access to the road. Following consideration it was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the Town Council purchase two barriers at an estimated cost of £400, pay the East Sussex Highways (ESH) fees of £459.75, plus installation costs by the approved ESH contractor at a cost of £1,250, totalling £2,000.75 plus VAT and that a request be taken to the next Full Council meeting for the use of our CIL monies to pay for this project.

Cllr Gallagher raised concerns that the gates can easily be opened by young children and proposed that new gates with latches were also purchased. The proposal was not seconded and therefore not taken any further. Cllr Robinson thanked the Amenities Officer for her work in obtaining prices.

## **1459. TO AGREE TO PROGRESS WITH WELCOME BACK FUND EVENT**

The Town Clerk's report confirmed that the Town Council had applied to Lewes District



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## **1459. To Agree To Progress With Welcome Back Fund Event (Contd)**

Council for monies from the Welcome Back Fund to erect a marquee for exhibitions in Chatsworth Park, along with seating and extra portable toilets. Payments must be finalised before the fund ends in March 2022 and the Town Clerk advised that we will need to progress quickly if it is decided to go ahead with any events.

Cllr Gallagher suggested purchasing a storage container and the Committee considered different events, including a pet photography event, Forest Schools, Christmas fair and gardening events. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a working group is set up consisting of Cllrs Clarkson, Gallagher, Judd and O'Connor alongside Officers, to progress this further.

## **1460. TO AGREE COSTS AND CONTINUATION FOR CAFÉ/CONCESSION AT CHATSWORTH PARK**

The Committee considered the report from the Town Clerk which provided an analysis of the progression of a café at Chatsworth Park. A breakdown of costs covered so far was provided totalling £1,311.26, plus an estimated cost of £175 for the hire of the portable toilet for September. The Chatsworth Park Working Group were given delegated authority to spend a maximum of £1,000 for investigating the initial stage of a café within the park and it was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** to agree the payments listed of £311.26 and £175 which were over the initial agreed cost of £1,000 and Southern Water's cost of £72.14 plus VAT for investigating a water supply to the park.

Following discussion it was also proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** to extend Wander Coffee's concession to the end of March 2022 on the proviso that they pay a fee of £40 per week, to be invoiced 4 weekly, to cover the portable toilet hire from October and these terms be incorporated in a new Licence.

## **1461. TO CONSIDER CARBON FOOTPRINT CALCULATOR FOR THE CIVIC CENTRE**

The Committee considered the Town Clerk's report specifying that a carbon footprint calculation for the Civic Centre had been undertaken. The Civic Centre's gas and electricity bills from June 2020 to June 2021 were inputted into a website calculator with total emissions being 10,392 kg/CO<sub>2</sub>. The CO<sub>2</sub> saved in kg's from the solar panels for the same period was 5,941. Cllr Clarkson thanked the Admin & Finance Assistant for carrying out this activity and asked if a calculation could be carried out for the Town Council's contractors. It was proposed by Cllr Selby, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the information is taken to the climate change working group for consideration as to a way forward and whether to include calculations for contractors.

## **1462. TO AGREE ESTIMATES FOR WORK REQUIRED AT CIVIC CENTRE FOLLOWING FIRE RISK ASSESSMENT**

The Town Clerk's report advised that it had been difficult to obtain further estimates for repairing/replacing fire doors at the Civic Centre. Due to the difficulties as highlighted in the report it was proposed by Cllr Clarkson, seconded by Cllr Selby and unanimously **RECOMMENDED** that an attempt is made to obtain further quotations for fire doors but if none are received that (i) Danfire's quote of £1,624.92 to replace the Council Chamber doors



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## **1462. To Agree Estimates For Work Required At Civic Centre Following Fire Risk Assessment (Contd)**

is accepted (ii) to accept J Fire Safety's quote to replace the downstairs west fire door and upstairs north fire doors at a cost of £1,090 per door (iii) to obtain further quotations to replace the Exhibition Area internal doors with fire doors and finally (iv) the estimate from Westview Electrical in the sum of £1,740 plus VAT for works to the emergency lighting be accepted.

## **1463. FUTURE EVENTS**

The Committee considered the Amenities Officer's report listing the events for the forthcoming year. Helping Out CIC had been contacted following a recommendation from the working group and they suggested setting up a Treasure Trail during October half term, with autumnal information about Chatsworth Park. They also suggested an event at dusk on Friday 29<sup>th</sup> October where children would be encouraged to dress up and bring a torch to do some guided star gazing. Helping Out CIC had applied for a grant of £300 to the Town Council to undertake this work. The Committee felt this was quite high and it was therefore proposed by Cllr Robinson, seconded by Cllr Selby and unanimously **RECOMMENDED** that Helping Out CIC are contacted to ask for a breakdown of the figure requested.

## **1464. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

None.

There being no further business the meeting closed at 9.58 pm.

Signed.....  
CHAIRMAN

*NB Next meeting of the Committee - Monday 29<sup>th</sup> November 2021 at 7.30 pm*