

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 24<sup>th</sup> January 2022** in Telscombe Civic Centre at 7.30 pm.

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

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

## **1483. PUBLIC QUESTION TIME**

There were no members of the public present.

## **1484. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr Selby because of work commitments and Cllr Gallagher for health reasons. These reasons were accepted by the committee. Cllr Sharkey has been granted leave of absence until May 2022.

## **1485. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

There were no declarations of interest.

## **1486. TO APPROVE MINUTES OF THE MEETING HELD ON 29<sup>th</sup> NOVEMBER 2021**

It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on Monday 29<sup>th</sup> November 2021 were a true record of the proceedings and were signed as correct by the Vice-Chairman, Cllr Judd.

## **1487. 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>Put on hold due to increase in Omicron Covid cases.</i>	Jan 2022
27.1.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale. <i>Put on hold due to Covid but possible to now proceed.</i>	May 2022

# TELSCOMBE TOWN COUNCIL



## 1487. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
22.3.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	Purchase Order issued to Stapleton Consulting to carry out further survey.	Mar 2022
26.7.21	Min 1431, p 3469 – To note the annual playground inspection reports	BB CG	Agenda item added to this meeting, to include the two most recent weekly playground inspection reports. CG to update Committee on legislations on adding toilet facilities at the meeting.	See new agenda item Complete
26.7.21	Min 1433, p 3470 – To consider a tree survey for Chatsworth Park and the Copse	BB	An agenda item has been added to this meeting.	Complete
26.7.21	Min 1441, p 3473 – Update on actions following the fire Risk Assessment and agree estimates	SN	Additional detectors fitted.	Complete
27.9.21	Min 1453, p 3513 – To consider works to trees adjacent to properties bordering Chatsworth Park	BB	Planting of three new trees to be budgeted for & considered in autumn 2022 and once full tree survey report received.	Mar 2022
27.9.21	Min 1454, p 3513 – To consider consultation responses and agree a new piece of playground equipment at Robert Kingan Playground	BB/SN	PO issued to Playsafe for a 4 seater seesaw and ball wall. Awaiting proposed installation date once the works have been scheduled.	Mar '22
27.9.21	Min 1456, p 3515 – To consider the draft Chatsworth Park and Copse Management Plan and Boundary Policy	BB	The amended draft Boundary Policy and Management Plan to be taken to the next Full Council in January for adoption.	Jan '22
27.9.21	Min 1457, p 3515 – Update on high priority items listed on the Access Report	BB/SN	Agenda items have been added to this mtg to discuss updates on access report & lecterns in Chatsworth Park.	See new agenda item

# TELSCOMBE TOWN COUNCIL



## 1487. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.9.21	Min 1458, p 3515 – Update on Chatsworth Park South Playground gates and agree way forward	BB	Committee agreed to purchase two barriers, pay ESH fees and installation by ESH approved contractor. Full Council approved use of our CIL monies to pay for the project. ESH application sent.	Mar '22
27.9.21	Min 1459, p 3516 – To agree to progress with Welcome Back Fund event	AG/CG	This item has been included within the Future Events agenda item to discuss the progression.	Mar '22
27.9.21	Min 1461, p 3516 – To consider carbon footprint calculator for the Civic Centre	SN	Information on Civic Centre carbon footprint calculation to be taken to the Climate Change working group for consideration as to a way forward. Another meeting yet to be arranged.	March '22
27.9.21	Min 1462, p 3516 – To agree estimates for work required at Civic Centre following Fire Risk Assessment	SN	Agenda item added for this meeting to agree fire door estimates.	Jan '22
29.11.21	Min 1471, p 3513 – To review the Business Plan	SN	ASM asked that no 7 focuses on tree preservation rather than tree planting. CCL asked for update to confirm TTC will not monoculture their green spaces and will invest in diverse species. SN to update plan following completion of all January's committee meetings.	Feb '22
29.11.21	Min 1472, p 3513 – Update on the high priority items listed on the access report for Telscombe Town Council's green spaces	BB	BB to draft survey for residents to complete & take to Committee for agreement via email, before being advertised out.	Feb '22
29.11.21	Min 1473, p 3513 – To consider applying for funding for a new route and pathway works next to Chatsworth Park North playground	BB	BB to undertake investigation regarding replacing current stepped pathway with a slope and that regulations with regards to the slope gradient allowed to be checked.	Mar '22

# TELSCOMBE TOWN COUNCIL



## 1487. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
29.11.21	Min 1474, p 3513 – To consider trampoline and climbing frame works in playgrounds	BB	PO issued to Sutcliffe Play for replacement springs & rubber plate. Awaiting parts to be delivered/installed.	Mar '22
29.11.21	Min 1477, p 3514 – Update on placing bee hives on Telscombe Town Council owned land	BB	Bee Keepers investigating a site manager to take on the site – response due Feb. If can go ahead, BB to contact PTC re their advice on setting up apiaries in the big park and to obtain prices for lockable bollards & steel/tin container.	Mar '22
29.11.21	Min 1478, p 3515 – To note amenities complaints since last meeting	BB	Agreed a report to be taken to all future meetings re complaints associated with the A&CC Committee.	See new agenda item
29.11.21	Min 1479, p 3515 – To consider renewable energy options for Telscombe Town Council	SN	SN to work with Dr Mark Earthey and OVESCO to examine our existing power suppliers and possible installation of a new system.	Sept '22
29.11.21	Min 1480, p 3515 – To consider cancelling the television licence for the Civic Centre	SN	SN will not renew licence once it expires.	Complete
29.11.21	Min 1481, p 3516 – Future Events	BB	A new agenda item has been added to this meeting concerning the ongoing events programme.	See new agenda item
29.11.21	Min 1482, p 3516 – Urgent Matters	SN	SN has advised LDC that TTC interested in electric charging points contract.	Complete

Cllr Smith asked to be informed once the structural survey had to be carried out next to 27 Kirby Drive, as highlighted in minute 1386.

## 1488. TO AGREE INCOME & EXPENDITURE TO 31<sup>st</sup> DECEMBER 2021

The Town Clerk's report detailing any significant differences between budget and actual spend figures, along with the full income and expenditure list detailing the current budget lines for the Civic Centre and Amenities Committees and Earmarked Reserves were noted. Cllr Robinson asked if the monies previously allocated for Wave Leisure could be added to an earmarked reserve and the Town Clerk advised that she would be doing a report with recommendations for earmarked reserves at the next Full Council meeting. It was unanimously **agreed** that the income and expenditure figures for Amenities of £22,823 expenditure and income of £1,043 and Civic Centre expenditure of £28,792 and income of £14,112 at 31<sup>st</sup> December 2021 be accepted as correct.

# TELSCOMBE TOWN COUNCIL



## **1489. TO REVIEW THE BUSINESS PLAN**

Cllr Smith raised concerns that the ecological report had not been included in the Business Plan and although is cross referenced within the Chatsworth Park Management Plan, it is not with regards to works in Chatsworth Park. Cllr O'Connor advised that the Business Plan was discussed at Full Council the week before, where it was agreed a strategic review would be undertaken. The Amenities Officer advised she would reference the ecological report and management plan in all relevant future agenda reports for the Committee to consider. It was noted that Aspen Treecare had not been provided with a copy of the ecological report prior to undertaking their tree survey in the park.

## **1490. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES**

The Amenities Officer confirmed that there were 16 high priority items listed in the access report, of which eight had now been completed, five are currently being explored and two will be undertaken once we have a planned event in the park. The remaining item being the lecterns is being discussed in the next report.

On item 3.2, the access report recommended a controlled crossing is added from the housing side of Kirby Drive to Chatsworth Park. The Amenities Officer advised that at a recent meeting with East Sussex County Council's (ESCC) Traffic & Safety Manager, the Town Council were informed that ESCC have limited funding which needs to be prioritised to the areas most needed. Unfortunately, this location does not meet the benchmark score of 70 for a controlled crossing. The most recent assessment carried out by ESCC in this location was in 2013, and the Amenities Officer advised she would take this to the next Planning & Highways Committee meeting for consideration, due to the recommendation being on the highway.

Cllr Clarkson asked the Town Clerk if there has been any updated on 9.3 Staff Training for disability confidence and she replied that she is still investigating options.

Cllr Judd noted that item 3.9 North Playground top entrance has not been investigated yet and asked if the Town Council just need to provide access to the playground from one point.

## **1491. UPDATE ON ADDING LECTERNS AT KEY ENTRY POINTS WITHIN CHATSWORTH PARK**

The Committee considered the Amenities Officer's report on adding lecterns at key entry points within Chatsworth Park. It was noted this had also been discussed at the Policy & Resources Committee meeting the previous week, where it was agreed to add 4 lecterns on Telscombe Tye. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to (a) accept the estimate from Nature Sign Design for x4 information boards/lecterns with 2 legs for Chatsworth Park at a cost of £2,506 and (b) installation to be carried out by M Evans at a price of £140 for the four lecterns and (c) to make a CIL Expression of Interest to Lewes District Council. The Telscombe Residents Association have agreed to combine their signs project with ours and provide funding of £2,000 which was gratefully accepted.

# TELSCOMBE TOWN COUNCIL



## **1492. TO AGREE ANNUAL PLAYGROUND AREA INSPECTIONS**

The Amenities Officer's report advised that Lewes District Council had advised that they will shortly be employing a specialist play inspection company to undertake their annual play area inspections, and had asked if we would like to be included. Following consideration, it was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the following inspections are carried out: main inspection £52.50 per site x 3 = £157.50, DDA inspection £9.95 per site x 3 = £29.85, play value inspection £9.95 per site x 3 = £29.85 and life expectancy inspection £4.95 per site x 3 = £14.85, totalling £232.05 plus VAT.

## **1493. UPDATE ON PLAYGROUND INSPECTION REPORTS**

The Committee discussed the most recent weekly playground inspection report from Lewes District Council and the spreadsheet provided, which listed an update on each individual item. One item had been reported as a fault in November at Chatsworth Park South Playground, with regards to a cracked connector on one of the toddler swings. Prices had been obtained but then removed from the report as it had been glued together. As this had not been undertaken by the Town Council, the Town Clerk agreed for a replacement to go ahead under her spending authority. Following consideration, it was proposed by Cllr Robinson, seconded by Cllr Page and unanimously **RECOMMENDED** to note the information provided in the attached documents and agree the cost of £463.45 for a replacement new swing seat to be installed in Chatsworth Park South Playground.

Cllr Page raised concerns that some of the items were listed as medium risk and asked for clarification on what a medium risk was. The Town Clerk advised that a spreadsheet had recently been drawn up of all works required as a reference document and will be updated when works have been authorised and/or undertaken. Councillors were advised that unfortunately we experience difficulties in obtaining quotations from contractors and other local Councils had been contacted requesting who they use. One name had been provided and the Amenities Officer had contacted them by email last week and was waiting their reply. Cllr Clarkson suggested the Town Council also contact Emcor to see if they could assist. It was **agreed** for a report to be added to future Committee meetings on the findings within the weekly playground inspection reports.

## **1494. TO CONSIDER QUOTATIONS FOR REMOVAL OF RUSSIAN VINE TO AN AREA WITHIN CHATSWORTH PARK**

The Committee had previously been informed of a complaint concerning Russian Vine growing in an area of Chatsworth Park, which was blocking a bordering resident's sunlight. Aspen Treecare were contacted and visited the site, who confirmed that the vine would need cutting back and treating with herbicide to prevent regrowth. They also confirmed that it would be an ongoing battle, so the Town Council may need to carry out works to this particular location several times. Prices had been obtained for the work. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Council cross reference this work with the ecological report and if there are no issues with the work being undertaken at this location, to accept the quotation from Countrywide Grounds Maintenance in the sum of £160 plus VAT and that a grounds inspection is carried out as soon as the work has been undertaken.

# TELSCOMBE TOWN COUNCIL



## **1495. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING**

The Committee **noted** the report on the 9 complaints associated with the Committee, 3 of which were provided at the last meeting. Cllr Smith hoped that the management plan and boundary policy would support the Officers when responding to future complaints. Cllr O'Connor thanked the Office for their work on this item.

## **1496. TO CONSIDER A WATER FILTER OR FOUNTAIN FOR THE CIVIC CENTRE**

The report from the Town Clerk confirmed that the Policy & Resources (P&R) Committee had agreed to sign up with the company Refill offering the Civic Centre as a place where people can refill their water bottle free of charge. This has now been actioned and people can ask at reception for staff to fill their bottle from the kitchen tap. The P&R Committee felt that maybe filtered water or a water fountain should be offered and asked for it to be considered by this Committee. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** not to obtain estimates for a water filter or fountain at the Civic Centre and for members of the public to continue to be offered water from the kitchen tap.

## **1497. TO AGREE ESTIMATE FOR PAINTING CIVIC CENTRE DOWNSTAIRS WINDOWS**

The varnish on the downstairs front and side windows and frames is peeling and Cllr Gallagher asked the Town Clerk to obtain estimates for repainting them in white, to make them in keeping with the white uPVC windows in the entrance lobby, upstairs landing and tower area. Estimates have been obtained and following consideration it was proposed by Cllr Robinson, seconded by Cllr Smith and unanimously **RECOMMENDED** to agree the estimate from O'Sierra in the sum of £1,860 not including VAT, who had previously decorated internal areas of the Civic Centre to a good standard.

## **1498. TO CONSIDER WHETHER TO CONTINUE WITH THE GAS SERVICE CONTRACT**

The Town Clerk's report confirmed that British Gas had provided a renewal price of £939.80 plus VAT for the gas service contract, an increase of £27.38. However, following negotiations with British Gas, the Town Clerk had secured a revised price of £826.55 plus VAT, which is cheaper than the current contract. It was therefore proposed by Cllr Clarkson seconded by Cllr Smith and unanimously **RECOMMENDED** to renew the gas service contract with British Gas at a cost of £826.55 plus VAT for 2022/23.

## **1499. TO AGREE ESTIMATES FOR REPLACEMENT FIRE DOORS AT THE CIVIC CENTRE**

The Town Clerk reported that, despite numerous attempts, it had been a struggle to obtain estimates for the work required to fire doors as detailed in the Fire Risk Assessment. Prices were considered at the Committee meeting in September but they were felt to be high and the Town Clerk was asked to obtain further prices if possible. The previous companies that had quoted were asked for updated prices as their estimates had expired and only one other company had quoted.

# TELSCOMBE TOWN COUNCIL



## **1499. To agree estimates for replacement fire doors at the Civic Centre (Contd)**

Following consideration of the estimates submitted, it was proposed by Cllr Page seconded by Cllr Smith and unanimously **RECOMMENDED** to authorise the Town Clerk to agree works totalling a maximum of £7,200 which may be with varying contractors with the cost broken down approximately up to £2,000 for Council Chamber doors, up to £1,200 each for the downstairs west and upstairs north external fire doors and up to £2,800 on the exhibition area double doors. There may be an additional cost for the framework repair or replacement, if a company is used that does not include this. This recommendation should be taken to full Council for ultimate approval as it is outside the spending authority of the Committee.

## **1500. TO RATIFY CHANGE OF DATE FOR TOWN COUNCIL SUMMER FAYRE**

It had been agreed at the previous Amenities & Civic Centre Committee meeting to hold a summer fayre in Chatsworth Park on Saturday 25th June 2022. Unfortunately, Peacehaven Town Council have an armed forces event that same weekend at Centenary Park. The Amenities Officer emailed the Committee and recommended the summer fayre be re-scheduled to Saturday 2nd July 2022, when no other local events were being held and the MC would be available to compere. Five Committee members responded and were in agreement. It was therefore proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously agreed to **RATIFY** the change of date to 2<sup>nd</sup> July 2022.

## **1501. FUTURE EVENTS**

The Committee **noted** the discussions from the Events working group, who had agreed to progress with an Easter egg hunt and summer fayre, continuation of the welcome back fund event, as well as overtime for staff assisting at events if it is outside their normal working hours. The Amenities Officer asked for Councillor volunteers to assist with the Easter egg hunt and Cllrs Clarkson, Judd, O'Connor and Robinson agreed to help.

## **1502. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

None.

## **1503. EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED** to exclude the press and public during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admissions 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.

## **1504. TO AGREE ACTIONS CONTAINED WITHIN THE TREE SURVEY REPORT FOR CHATSWORTH PARK**

There was much discussion regarding the tree survey report for Chatsworth Park from Aspen Treecare. Only a report on some of the park had been received prior to the meeting, with the remaining information arriving over the weekend, including suggested works for the Copse. The Amenities Officer had emailed the Committee that afternoon with the additional report and printed copies were provided at the meeting. The report detailed trees that require works within 1 month, 3 months, 6 months and 1 year and prices were quoted to undertake the work. As with



# TELSCOMBE TOWN COUNCIL



**1504. To agree actions contained within the Tree Survey Report for Chatsworth Park (Contd)**

previous years, the recommendation is to obtain prices from other contractors to also carry out the suggested works.

Cllr Smith raised concerns with the recommendations listed within the report. Three trees were recommended to be felled near the badgers set and he felt the amount of works would damage the important habitat within the park and Copse. Many of the recommendations relate to squirrel damage and by removing limbs, he felt they would move to other trees within the park and cause similar damage. Cllr Smith provided an example of one limb that had been recommended for removal, which is located in the undergrowth and is an important habitat for the squirrels. He also raised concerns with the high costs to the Town Council. The Town Clerk highlighted that some of the trees were listed as hazardous and the recommendation was for works to be undertaken within 1 month. She recommended that these works should be undertaken as reported. Cllr Judd was in agreement, however, the remainder of the Committee members were not in agreement and felt that as some trees were located in more densely wooded areas away from footpaths, that all the works recommended to be carried out within a month and which were marked as hazardous may not need to be carried out. The Town Clerk advised that the Council did not have funds to cover the price quoted from Aspen Treecare for all the works recommended in the two reports. However, the remainder of the works were suggested to be actioned between 3 months to 1 year and she recommended that these be looked at in detail to ascertain what items were a priority.

Following discussion it was proposed by Cllr Clarkson, seconded by Cllr Smith and unanimously **RECOMMENDED** for committee members to visit the site at the weekend to look at the items marked as hazardous/those requiring work within 1 month to see if they feel they are required to be carried out. The Amenities Officer was asked to forward a larger copy of the report spreadsheet and a copy of the ecological report to the committee members attending at the weekend and that she contact Aspen Treecare to see if they could meet with the Councillors from 11am on Saturday 29th. Cllr O'Connor advised he would contact Leigh Palmer at Lewes District Council for his advice.

There being no further business the meeting closed at 9.06pm.

Signed.....  
CHAIRMAN

*NB Next meeting of the Committee - Monday 21<sup>st</sup> March at 7.30 pm*