

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 30th May 2022** in Telscombe Civic Centre at 7.30 pm.

COMMITTEE MEMBERS PRESENT:- Councillors C Clarkson, C Gallagher, D Judd *Mayor*, L O'Connor, C Robinson & A Selby

Also Present:- Stella Newman, Town Clerk & RFO (*minutes*)

1525. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN

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

Cllr Selby advised he was willing to be Vice Chairman of the committee, seconded by Cllr O'Connor and Cllr Selby was unanimously elected as Vice Chairman.

1526. REPORT FROM COMMITTEE CHAIR

Cllr Gallagher had written a report to accompany the agenda when she was still Chair of the Committee. It highlighted the achievements of the Committee over the last 3 years which included the commissioning of several reports regarding ecology and biodiversity of Chatsworth Park. A Management Plan and Boundary Policy had also been drawn up for the Park and she wanted to ensure that the Committee carry on taking these into consideration when carrying out works. She also advised that the Saltdean Community Association, of which she is Chair, had paid for a report by Aspen Treecare which documented how to increase the visual attractiveness and accessibility of the southern area of Chatsworth Park for the public. She also advised that the Committee had made plans to approve the appearance of the Civic Centre and move towards net zero carbon by 2030 by finding alternative ways to improve energy efficiency.

1527. PUBLIC QUESTION TIME

Cate Grundy from Friendly Fox Games was present. She advised she is a Brighton University Lecturer and wanted to give a brief presentation on the digital game that herself and Develop Outdoors are proposing for Chatsworth Park. The Chairman felt it would be better to bring agenda item 20, which is regarding the digital game, forward for discussion and Cate could do her presentation then. It was unanimously **agreed** to do this after apologies for absence and declarations of interest had been considered.

1528. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Page due to health reasons and Cllr Smith due to family commitments. These reasons were accepted by the Committee. Cllr Brindley was not present but had not sent apologies.

1529. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr Clarkson advised that his wife works for Develop Outdoors.

TELSCOMBE TOWN COUNCIL



1530. TO CONSIDER REQUEST FROM DEVELOP OUTDOORS FOR USE OF CHATSWORTH PARK AS AN INTERACTIVE GAME SITE

Cllr Clarkson gave Cate Grundy permission to speak and she gave a brief presentation on the digital game that herself and Develop Outdoors are proposing for Chatsworth Park. She advised that she has drawn up a pilot style project with a simplified trail which will cost them approximately £10-£15,000 and they will attempt to raise money via grant applications. She will co-design the content and ideas for a natural trail with Develop Outdoors. Cllr Selby had studied the information provided and advised that there will be a cost for scans via the Artivive app of \$10 a month if there are under 1,000 scans a month which he felt the Council could pay for. The Town Clerk advised that the Council could not pay someone else's bill for people using their game, but Develop Outdoors could apply for a grant for consideration. It was agreed that further information would be needed to give the matter full consideration. Following discussion it was proposed by Cllr Selby, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to give further consideration to future proposals, give support by providing information Develop Outdoors may need about the park for any grant applications they make and that they can use Chatsworth Park as a site for the game.

1531. TO APPROVE MINUTES OF THE MEETING HELD ON 21ST MARCH 2022

It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on Monday 21st March 2022 were a true record of the proceedings and were signed as correct by the Chairman Cllr Clarkson.

1532. 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, but can now proceed.</i>	Sept '22
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>	July '22
22.3.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	An agenda item has been added to this meeting.	See new agenda item
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 alongside tree survey report.	July 2022

TELSCOMBE TOWN COUNCIL



1532. Action List (Contd)

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	Playsafe installed ball wall & 4 seater seesaw. Cllrs informed by email.	Complete
27.9.21	Min 1458, p 3515 – Update on Chatsworth Park South Playground gates and agree way forward	BB	Works due to be undertaken 29 th May. An update will be provided at the meeting.	May 2022
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 to be arranged.	Ongoing
29.11.21	Min 1471, p 3513 – To review the Business Plan	SN	Updates have now been added to the current Business Plan.	See new agenda item
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.	July 2022
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	An agenda item has been added to this meeting.	See new agenda item
29.11.21	Min 1474, p 3513 – To consider trampoline and climbing frame works in playgrounds	BB	Repair works now undertaken.	Complete
29.11.21	Min 1477, p 3514 – Update on placing bee hives on Telscombe Town Council owned land	BB	B&LBK investigating a manager to take on site, but they have had no success to date.	July 2022
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.	See new agenda item regarding gas & electricity renewal.

TELSCOMBE TOWN COUNCIL



1532. Action List (Contd)

24.01.22	Min 1491, p 3592 – Update on adding lecterns at key entry points within Chatsworth Park	BB/SN	An agenda item has been added to this meeting.	See new agenda item
24.01.22	Min 1492, p 3593 – To agree annual playground area inspections	BB	LDC will carry out the 4 types of inspections on our 3 playgrounds in April or May 2022.	July 2022
24.01.22	Min 1494, p 3593 – To consider quotations for removal of Russian Vine to an area within Chatsworth Park	BB	Countrywide have now removed the vine.	Complete
24.01.22	Min 1497, p 3594 – To agree estimate for painting Civic Centre downstairs windows	SN	Works to be undertaken by O'Sierra at the beginning of June.	July 2022
24.01.22	Min 1499, p 3595 – To agree estimates for replacement fire doors at the Civic Centre	SN	Agreed to authorise SN to spend up to £7,200 + VAT for doors required & PO issued to Thomas Doors for £7,000 + VAT. Doors have been custom made & are due to be fitted imminently.	May 2022
21.03.22	Min 1511, p 3634 – To review the Business Plan	SN	Updates have now been added to the current Business Plan. Dates will be added to report once an item is reviewed.	See new agenda item
21.03.22	Min 1513, p 3634 – To note ESCC's response to a proposed controlled crossing from Kirby Drive to Chatsworth Park	BB	This item is to be put on hold and any update will be listed on the access report spreadsheet.	Complete
21.03.22	Min 1515, p 3635 – To consider replacement springers in Chatsworth Park South Playground and Robert Kingan Playground	BB	Springers due to be installed mid July.	July 2022
21.03.22	Min 1516, p 3635 – To consider works to wetpour surfaces in Telscombe Town Council's three playgrounds	BB	PO issued to DCM Surfaces & we are awaiting start date from them.	July 2022

TELSCOMBE TOWN COUNCIL



1532. Action List (Contd)

21.03.22	Min 1517, p 3636 – To approve amended wording to the Chatsworth Park & Copse Management Plan & agree actions	CCL / BB	Cllr Clarkson is putting together a calendar to list the programme of works and recruiting volunteers to carry out tasks. BB to carry out annual inspections, which will be reported to A&CC Committee.	Complete
21.03.22	Min 1518, p 3636 – To consider extending Wander Coffee's concession	BB	Wander Coffee have extended their concession with TTC until 30.09.2022 and will continue to pay the £40 weekly licence fee charge which will cover the portable toilet hire.	Complete
21.03.22	Min 1520, p 3636 – To agree repair to Civic Centre roof	SN	Insurance Company authorised repairs to roof & contractor issued with PO. Due to be actioned 27 th May 2022.	May 2022
21.03.22	Min 1521, p 3636 – Future Events	CG	Cllr Gallagher obtained eggs from Co-Op for Easter egg hunt.	Complete
21.03.22	Min 1522, p 3637 – To note Amenities complaints since last meeting	BB	BB contacted both complainants to advise no works will be carried out.	Complete
21.03.22	Min 1523, p 3638 – Update on tree survey actions and to agree way forward with tree works	BB	Tree planting policy to be taken to the next A&CC meeting. Estimates obtained for all trees listed as hazardous and/or works to be undertaken with 1 month. Estimates for trees where the structure is poor and/or works to be undertaken in three months due 06.06.2022. PO sent to Middlemarch for badger monitoring survey, roost assessment & OS Mapping data.	July 2022 See new agenda item June 2022 July 2022
21.03.22	Min 1524, p 3639 – Urgent Matters, projects for Chatsworth Park	BB	Meeting to discuss projects has been held, & some agreed to be taken forward.	See new agenda items
21.03.22	Min 1524, p 3639 – Urgent Matters, hibernaculum's	BB	Countrymans contacted and asked not to cut the grass in this location.	Complete
21.03.22	Min 1524, p 3639 – Urgent Matters, memorial bench	BB	An agenda item added to this meeting requesting a memorial bench to be placed in Robert Kingan playground	See new agenda item
21.03.22	Min 1524, p 3639 – Urgent Matters, bee homes	BB	Meridian School have agreed to participate with the bee home scheme. Bamboo canes have been purchased.	July 2022

TELSCOMBE TOWN COUNCIL



1532. Action List (Contd)

The Town Clerk was asked to arrange a meeting of Telscombe's Climate Change Working Group and that the group be renamed the Climate Change and Biodiversity Working Group.

1533. TO NOTE INCOME & EXPENDITURE TO 30th APRIL 2022

The Town Clerk's report, 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.

1534. TO REVIEW THE BUSINESS PLAN

The current version of the business plan was noted and the Town Clerk was asked to arrange a meeting of the Business Plan strategic review working group.

1535. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints were noted by the Committee.

1536. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES

Following the consideration of the Amenities Officer's report it was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that regarding 3.9 on the Access Report, not to progress with looking into installing a slope, but to get estimates for repair to the steps and regarding 4.1 and 4.2, that a survey is considered by the projects working group.

1537. TO AGREE PROOF FOR CHATSWORTH PARK INFORMATION BOARDS

Having looked at and discussed the proof it was proposed by Cllr Judd, seconded by Cllr Robinson and **RECOMMENDED** that the following amendments be made to the draft proof and once a revised proof was received, final approval be given by a majority of the Committee via email:-

- The 'You are Here' wording to be larger
- Remove the words 'Chatsworth Park' at the top right of the map
- Add the words 'Scan the QR code for more information' above the QR code
- Add the bottom part of the Park on the map that had been cut off
- Remove the word 'gate' in the key as there are no access gates to the park
- Add the additional wording detailed in the report circulated with the agenda

1538. UPDATE ON PLAYGROUND INSPECTION REPORTS AND TO AGREE ACTIONS

The Committee noted from the Amenities Officer's report that most items were being progressed. Regarding the rusting metal on the roundabout at Robert Kingan playground Committee members advised that if it is sanded down, rubber paint could be applied as a temporary repair and quotes from metal workers should be obtained to make a new piece as the original manufacturer of the roundabout was no longer trading.

TELSCOMBE TOWN COUNCIL



1539. TO CONSIDER INCREASING THE MEMORY GARDEN PLAQUE PRICE AND TO USE NEW SUPPLIER

Committee members noted that the current supplier had ceased trading and it was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to use Martin Dare Engraving as the new supplier and in view of the increased cost of the plaque, to increase the purchase cost to the public by £5 to £20. It was **agreed** to put an article in the next newsletter to advise the public regarding the increased cost.

1540. TO CONSIDER AN APPLICATION FOR A MEMORIAL BENCH IN ROBERT KINGAN PLAYGROUND

The Amenities Officer's report was discussed and it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the application for a memorial bench in Robert Kingan playground be agreed as a one-off, with the caveat that there has been little or no increase in the purchase cost of a bench to the Council.

1541. TO CONSIDER RECOMMENDATIONS FROM SURVEYOR'S REPORT FOR SUGGESTED WORKS IN CHATSWORTH PARK NEXT TO A PROPERTY IN KIRBY DRIVE

Following consideration of the recommendations in the Surveyor's report, it was proposed by Cllr Gallagher, seconded by Cllr Selby and **RECOMMENDED** by a majority that estimates are obtained to remove loose plant material and general debris and for re-grading and reduction of the lower sections of the bank. Cllr O'Connor was against and Cllr Clarkson abstained.

1542. TO CONSIDER ESTIMATES FOR TREE WORKS IN CHATSWORTH PARK

The estimates were considered and it was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the estimate from EH Treecare in the sum of £4,920 plus VAT be accepted and that the waste is chipped back into the wooded area used by the forest school, timber is cut into 1m lengths and stacked as habitat piles where appropriate and safe to do so and any timber not suitable due to size or safety reasons is removed. It was also **agreed** to notify the public via Facebook when the works are due to commence.

1543. TO RATIFY AGREEMENT FOR INCREASE IN COST FOR OS MAPPING DATA

It was proposed by Cllr Judd, seconded by Cllr Robinson and **RECOMMENDED** by a majority for the increased cost of the OS mapping data that Middlemarch will need to produce their report on the bat and badger survey in the sum of £166.10 plus VAT. Cllr Gallagher abstained.

1544. TO CONSIDER PERMANENT SHELTER AND FENCING REQUEST FROM DEVELOP OUTDOORS FOR FOREST SCHOOL ACTIVITIES

The Committee considered Develop Outdoors' request to erect a more permanent shelter and fencing in Chatsworth Park and it was **agreed** that a frame with shingle roof would not be appropriate. It was therefore proposed by Cllr Judd, seconded by Cllr Selby and unanimously **RECOMMENDED** that Develop Outdoors could erect 4 posts for a tarpaulin to be added when they host their forest school (permission to be sought and agreed by the Council on each occasion for use) and that they could build a short woven fence using fallen branches on three

TELSCOMBE TOWN COUNCIL



1544. To Consider Permanent Shelter and Fencing Request from Develop Outdoors for Forest School Activities

sides only, but the Council need to be given and agree the exact location and size for where they want to erect the fence.

1545. TO RATIFY BUILDING A HIBERNACULA IN CHATSWORTH PARK AND CONSIDER BUILDING A SECOND ONE

It was noted that the building of a hibernacula, an underground chamber that amphibians and reptiles use throughout the winter to protect themselves from the cold, would be undertaken by volunteers at no cost to the Council. It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to ratify the building of a hibernacula just off the public pavement at the top of Ambleside Avenue and for the grass above to be left as a wildflower meadow. It was also proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** for a second hibernacula with wildflower meadow above to be installed by volunteers at no cost to the Council, with an exact location to be agreed by the majority of Committee members via email.

1546. TO CONSIDER REGISTERING CHATSWORTH PARK & THE CIVIC CENTRE AS FILMING LOCATIONS

It was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** to register both Chatsworth Park and the Telscombe Civic Centre as filming locations on the two websites suggested in the Amenities Officer's report.

1547. TO CONSIDER A WILDLIFE POND BEING ADDED IN CHATSWORTH PARK

Cllr Clarkson explained that the park's biodiversity could be improved with the installation of a small pond. He proposed installation of a pond approximately 2m x 2.5m, mostly shallow with a small well in the middle with the largest depth being 60cm, constructed of a fleece underlay with liner on top, lined with large stones and pieces of semi-submerged rotten wood, to be planted with hard rush, small Iris and various other water plants, this was seconded by Cllr Selby and unanimously **RECOMMENDED** to construct a pond using volunteers with the dimensions and construction as proposed and that Cllr Clarkson could seek grants or donations of materials to build it, with the exact location to be agreed by the majority of Committee members via email.

1548. TO CONSIDER TWO WILDFLOWER MEADOW LOCATIONS IN CHATSWORTH PARK

The Committee Chairman proposed deferring this agenda item to the next Committee meeting which was unanimously **agreed**.

1549. TO CONSIDER ADDING A TREE-LINED PATH IN CHATSWORTH PARK

The Committee Chairman proposed not progressing with adding a tree-lined pathway in Chatsworth Park, but that consideration was given to planting of some sort on the bottom corner of Pigs Hill, seconded by Cllr Gallagher and **RECOMMENDED** that a one-off meeting via Zoom is arranged to progress this.

TELSCOMBE TOWN COUNCIL



1550. TO CONSIDER REPLACING A FENCE BORDERING THE COPSE AT TELSCOMBE CLIFFS WAY WITH A HEDGEROW

Following discussion, it was proposed by Cllr Selby, seconded by Cllr Judd and **RECOMMENDED** to fill in the gap where the Chestnut paling along the border of Telscombe Cliffs Way had deteriorated north of the pathway entrance that leads through the Copse only, with something that grows naturally along country lanes such as Hawthorn and that the rest of the fencing that is still standing is left in place. Estimates will be taken to a future meeting for consideration.

1551. TO CONSIDER REPLACING THE STEPS IN THE COPSE

The estimates for works were considered and it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that the estimate from ID Verde be accepted in the sum of £1,600 plus VAT.

1552. TO CONSIDER QUOTES FOR CAFÉ FEASIBILITY STUDY

The quotations received were discussed and it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that the quotation from Stickland Wright in the sum of £2,500 be accepted, with the funds to come from the park/playground refurbishment earmarked reserve.

1553. TO APPROVE USE OF CONTAINER IN CHATSWORTH PARK FOR WANDER COFFEE

It was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that approval be given for Wander Coffee to place a small container in Chatsworth Park next to the portable toilet until the end of their current contract in September, being of a colour that would blend into the surroundings

1554. TO CONSIDER REPLACING DAMAGED MARQUEE PARTS

It was proposed by Cllr Gallagher, seconded by Cllr Selby and unanimously **RECOMMENDED** that the quotation from Midland Marquees to replace damaged marquee parts in the sum of £281.25 plus VAT be accepted, with the money to come from the town entertainment budget.

1555. TO CONSIDER WAY FORWARD WITH THE BOUNDARY POLICY

Following discussion it was proposed by Cllr O'Connor, seconded by Cllr Robinson and **RECOMMENDED** by a majority that having taken into account the boundary policy, the Council will manage the current ecology of the boundary of the park where it borders Manor Drive by undertaking no works and the resident of number 7 can undertake fence replacement work to their property without any cutting or clearing of vegetation. Cllr Gallagher was against and Cllr Judd abstained.

TELSCOMBE TOWN COUNCIL



1556. TO AGREE RENEWAL OF GAS AND ELECTRICITY SUPPLIES AT THE CIVIC CENTRE

Following consideration of the information provided, it was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the Town Clerk renew both the gas and electricity supplies with whichever company is providing the best deal on the day for the shortest period of time, whether that be one or two years, and that before the next renewal after that is due, the use of Crown Commercial Services be looked into.

1557. TO NOTE CANCELLATION OF GAS SERVICE CONTRACT AND CONSIDER OPTIONS

It was noted that British Gas had reviewed their commercial services and were no longer offering their range of cover plans and our service contract would be terminated by them on 27th May 2022. It was therefore proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that we do not investigate obtaining another service contract, but that a local company is used to carry out an annual service and for any repairs that may be necessary.

1558. FUTURE EVENTS

It was noted that the singalong Encanto film evening had proved popular and that Cllr Clarkson would contact people to obtain volunteers for the Summer Fayre. Regarding the Bounce at the Park event, it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that this event could go ahead on Tuesday 2nd and Wednesday 3rd August in Chatsworth Park.

1559. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

The Town Clerk informed the Committee that with the work agreed by them to date, along with the works recommended at this evening's meeting, the entire budget for grounds maintenance, along with the earmarked reserve would be used up. She therefore advised it would be necessary to look at a virement of funds to cover works for the remainder of the financial year. It was unanimously **agreed** that the Town Clerk write a report with recommendations for a virement(s) to be taken to the next full Council meeting for consideration.

There being no further business the meeting closed at 10.06 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 25th July 2022 at 7.30 pm