

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 26th September 2022** in Telscombe Civic Centre at 7.30 pm.

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

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

1586. PUBLIC QUESTION TIME

There were no members of the public present.

1587. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Judd for health reasons and Cllr Robinson due to annual leave. Cllr Brindley was absent but had not sent apologies.

1588. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1589. TO APPROVE MINUTES OF THE MEETING HELD ON 25th JULY 2022

The Town Clerk advised that the draft minutes previously circulated advised under minute 1567 that the Civic Centre income was £11,552. This should have read £6,653 and had since been amended on the official copy for signing. It was therefore proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes of the meeting held on Monday 25th July 2022 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson.

1590. 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. Need to decide if still wish to 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>Was put on hold due to Covid & need to decide if still wish to proceed.</i>	Sept '22

TELSCOMBE TOWN COUNCIL



1590. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.9.21	Min 1453, p 3513 – To consider works to trees adjacent to properties bordering Chatsworth Park	BB	Town Council have received Oak tree saplings, which can be planted in place of the three trees removed.	Complete
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. <i>Meeting held recently & another will be scheduled for early October when Civic Centre sustainability will be discussed in more detail.</i>	January 2023
29.11.21	Min 1477, p 3514 – Update on placing bee hives on Telscombe Town Council owned land	BB	B&LBK have advised they are re-looking at all their sites due to the costs involved & are currently unable to investigate new sites. They will contact us in the future if they are able to open a new site	Complete
24.01.22	Min 1492, p 3593 – To agree annual playground area inspections	BB	LDC advised that the annual playground inspections started across the district on 22.08.22 & reports on our playgrounds will be with them soon.	Nov 2022
24.01.22	Min 1499, p 3595 – To agree estimates for replacement fire doors at the Civic Centre	SN	Exhibition area doors have been fitted. Remaining doors have been made & to be fitted by end September.	Sept 2022
21.03.22	Min 1523, p 3638 – Update on tree survey actions and to agree way forward with tree works	BB	Purchase Order issued to EH Treecare for works but delay due to nesting birds & badger survey. Middlemarch have completed badger monitoring survey and findings emailed to Committee. EH Treecare asked not to carry out works to trees within the 30m exclusion zone as we need to apply for a Natural England Licence. This needs to be completed by an ecologist so liaising with Middlemarch.	Nov 2022 Nov 2022

TELSCOMBE TOWN COUNCIL



1590. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
21.03.22	Min 1524, p 3639 – Urgent Matters, bee homes	BB	Meridian School were not able to complete the project in the summer term so will put the homes together in the autumn.	Nov 2022
30.05.22	Min 1536, p 3678 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	BB	8 contractors contacted for costs but no response so asked PTC and LDC for alternative companies. LDC were unable to assist but PTC provided us with another name. Emailed details over, deadline Wed 28.09.2022.	Nov 2022
30.05.22	Min 1537, p 3678 – To agree proof for Chatsworth Park information boards	SN	Information boards have arrived at Civic Centre. Committee to agree locations.	See new agenda item
30.05.22	Min 1540, p 3679 – To consider an application for a memorial bench in Robert Kingan Playground	BB	Bench and plaque have been installed.	Complete
30.05.22	Min 1541, p 3679 – To consider recommendations from surveyor's report for suggested works in Chatsworth Park next to a property in Kirby Drive	BB	10 contractors contacted for costs but no response so asked PTC and LDC for alternative companies. LDC were unable to assist but PTC provided us with another name. Emailed details over, deadline Wed 28.09.2022.	Nov 2022
30.05.22	Min 1542, p 3679 – To consider estimates for tree works in Chatsworth Park	BB	Purchase Order issued to EH Treecare for works but delay due to nesting birds & badger survey.	Nov 2022
30.05.22	Min 1546, p 3680 – To consider registering Chatsworth Park and the Civic Centre as filming locations	AG/BB	Registration fees apply.	See new agenda item
30.05.22	Min 1550, p 3681 – To consider replacing a fence bordering the Copse at Telscombe Cliffs Way with a hedgerow	SN/BB	Hedgerows due to be received shortly.	See new agenda item

TELSCOMBE TOWN COUNCIL



1590. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.05.22	Min 1551, p 3681 – To consider replacing the steps in the Copse	BB	Works to the Copse are currently being carried out by ID Verde.	Sept 2022
30.05.22	Min 1552, p 3681 – To consider quotes for café feasibility study	SN/BB	The working group have been in correspondence with Stickland Wright with regards to the proposed layout and starting to investigate materials and décor.	Nov 2022
30.05.22	Min 1559, p 3682 – Urgent Matters – funds for grounds maintenance works	SN	SN to write a report on recommendation for virement of funds once detailed costings of tree works obtained.	Jan '23
25.07.22	Min 1565, p 3714 – Update on Develop Outdoors request to build a permanent shelter in Chatsworth Park	BB	Contact made with Brighton & Lewes Beekeepers to advise the area they wanted is being used & ask if they can use an alternative area of the park. They have confirmed they are re-assessing all their sites and cannot assist with bee hives at this time. Develop Outdoors working on the shelter & fence over Sept.	Complete Nov 2022
25.07.22	Min 1567, p 3714 – To review/update the Business Plan	SN	Project numbers 1 & 2 to be updated to include the findings from the bat roost survey.	Nov 2022
25.07.22	Min 1571, p 3715 – Update on Management Plan	BB	Clearing of deadwood and brush cuts from the zonal beds have been removed from the management plan. Volunteers to undertake weeding of paving slabs at Memory Garden at volunteer sessions. Local artist agreed to paint ball wall and we are awaiting first copy of drawing, which will be forwarded to Committee once received.	Complete Complete Complete
25.07.22	Min 1572, p 3715 – To discuss findings from the preliminary bat roost assessment in Chatsworth Park	BB SN	Awaiting way forward from tree surgeon regarding works to trees that have high bat roosting potential. Town Crier article to be drafted for October's newsletter. The 10 trees to be listed in the Business Plan.	Nov 2022 Nov 2022

TELSCOMBE TOWN COUNCIL



1590. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25.07.22	Min 1573, p 3716 – To agree for a wildflower pond and second hibernacula being added in Chatsworth Park	BB	Countrymans contacted to ask they don't cut area for second hibernacula. CCL to obtain funds for pond. Once created, info to be added to our website and QR code linked.	Complete Mar 2023
25.07.22	Min 1574, p 3716 – To consider two wildflower meadow locations in Chatsworth Park	BB	Cllrs Clarkson, Selby and volunteers have roped off wildflower location adjacent to Kirby Drive, north of Chatsworth Park North playground. The wildflower meadow by the old carpark will be completed next autumn. A large amount of bramble cut back will also need to be undertaken.	Complete Sep 2023
25.07.22	Min 1576, p 3717 – To consider tree policy	SN	Revised draft policy to be taken to Full Council for adoption.	Sept 2022
25.07.22	Min 1577, p 3717 – To consider accepting oak tree saplings	BB	Tree saplings at Civic Centre and will need to be planted in the park in the autumn.	Oct 2022
25.07.22	Min 1578, p 3717 – To consider purchasing additional benches for Chatsworth Park	SN	SN informed Wander Coffee that there is no budget for additional benches and were offered use of the Town Council deckchairs.	Complete
25.07.22	Min 1580, p 3717 – To consider extending Wander Coffee's concession	BB	Wander Coffee have verbally agreed to extend the concession and we are now awaiting their signed forms.	Nov 2022
25.07.22	Min 1581, p 3718 – To consider Wander Coffee's request to sell alcohol at Chatsworth Park during August	SN	Wander Coffee have been informed that they can sell Pimms in August between 12 midday and 5pm.	Complete
25.07.22	Min 1582, p 3718 – To consider planting at bottom of 'Pigs Hill' in Chatsworth Park	BB	Item was previously deferred until receipt of badger survey, which has now been received.	See new agenda item
25.07.22	Min 1583, p 3718 – To consider estimate for bird proofing solar panels at the Civic Centre	SN	Titan Eco due to install Black SolaSkirt around the sides of the solar panels end Sept.	Sept 2022

TELSCOMBE TOWN COUNCIL



1590. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25.07.22	Min 1584, p 3718 – Future Events	BB	Halloween party has been booked.	Complete

The Town Clerk asked the Committee if they still wished to proceed with actions under minute numbers 1215 and 1251, as both were put on hold due to Covid-19 and are now historic. A discussion ensued on how the Committee wanted to progress both items. Regarding minute 1215, it was agreed that this now be removed from the action list, but at some time in the future the Town Clerk would meet with the Chair and Vice Chair of the Committee to discuss possible options to increase Civic Centre revenue. Regarding minute 1251, it was agreed to advertise the pool table for sale at a price the Town Clerk thought reasonable.

Regarding minute 1577 Oak tree saplings, there was a question as to where they would be planted. The Town Clerk advised that unfortunately due to the heatwave and them not being watered over a weekend, several had appeared not to survive, but we will continue to water them to see if they will recover and can be planted. It was agreed Cllr Clarkson would collect the remaining surviving tree/s and plant at the next volunteer session.

1591. TO NOTE INCOME & EXPENDITURE FIGURES TO 31st AUGUST 2022

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 Committee and Earmarked Reserves were noted. It was unanimously **RECOMMENDED** that the income and expenditure figures for Amenities of £11,079 expenditure and income of £3,727 and Civic Centre expenditure of £16,522 and income of £9,578 at 31st August 2022 be accepted as correct.

1592. TO REVIEW/UPDATE THE BUSINESS PLAN

The Business Plan was **noted**. Cllr O'Connor asked that project number 5, the new café in Chatsworth Park, be updated as it stated that feasibility study quotes were due in May 2022 and have now been received. He also requested that the Town Council re-visit possible cycle routes from east to west, including through Chatsworth Park, as stated in item number 7. Cllr Smith agreed, asking that the project is re-worded to 'emerging cycle schemes' and that the objective and activity states that the Town Council welcomes discussions with residents on cycle routes across Telscombe Cliffs and Peacehaven, as per the emerging Neighbourhood Plan.

Cllr Gallagher noted that number 10 can be taken forward following the earlier discussions on increasing income at the Civic Centre. Cllr O'Connor requested that the 'Responsible Person' on this project should be updated to include Cllrs Clarkson and Selby as the Committee Chair and Vice Chair.

Cllr Gallagher also asked that number 11, Civic Centre Sustainability, be amended following the presentation prior to the meeting from Ovesco.

1593. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was noted by the Committee.

TELSCOMBE TOWN COUNCIL



1594. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES

The Committee **noted** the updates on the 16 urgent items on the access report.

1595. TO CONSIDER PURCHASING AN ACCOUNT WITH SURVEY MONKEY

At May's Committee meeting it was agreed to put out a survey to consult residents to see where they would like priority to be given for improvements to the path surfaces in Chatsworth Park both in paper format and using Survey Monkey. There are limitations with the free Survey Monkey account and following discussion it was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Council purchase an annual subscription with Survey Monkey, at a cost of £384 + VAT for their individual 'Advantage' plan.

1596. UPDATE ON PLAYGROUND INSPECTION REPORTS AND TO AGREE ACTIONS

The Amenities Officer's report was **noted** by the Committee. Of the 51 items listed, 6 were either closed or added in error, prices were being obtained for 8 items, 2 items are being considered at this meeting, 2 are due to be carried out imminently and there is 1 new item which needs further investigation. The Committee discussed the difficulties in obtaining a contractor to carry out the work.

1597. TO CONSIDER REPAIRS TO THE GREEN FELT SURFACING AT ROBERT KINGAN PLAYGROUND

Playsafe Playgrounds had visited Robert Kingan Playground with the Amenities Officer and noted there was a large area of surfacing dipping next to the junior apparatus and that a section of edging needed resetting and filling with top soil. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the estimate from Playsafe Playgrounds to repair both sections at a cost of £1,796 plus VAT be accepted.

1598. TO CONSIDER REMOVAL OF WOODEN POSTS AT ROBERT KINGAN PLAYGROUND

The Amenities Officer's report was considered by the Committee. The weekly playground inspection report listed a finding that the wooden posts next to the monkey bars at Robert Kingan Playground had large cracks in them. As the posts had been in place for many years and do not bring anything to the playground, being just a wall, the Amenities Officer obtained prices for full removal and making good the area. Only one contractor responded and following consideration, it was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept Countrywide Contractors quotation of £450 + VAT to fully remove the wooden posts at Robert Kingan Playground and make good the ground area.

1599. UPDATE ON MANAGEMENT PLAN & AGREE WORKS REQUIRED

The Committee considered the Amenities Officer's report. Inspections had been carried out in Zones 8, 18 and 20 in Chatsworth Park, as well as the Copse, in accordance with the Management Plan. Zones 8 and 20 in the park had lots of pine needles covering the path and all three zones had a collection of mud gathering to the side and in the middle of the pathways.

TELSCOMBE TOWN COUNCIL



1599. Update on Management Plan & agree works required (Contd)

Our grounds maintenance contractors clear the pathways of leaves and debris every other month, but more regular sweeps are required to clear the pathways.

Cllr Clarkson advised that he clears the mud on the footpaths during the monthly volunteer sessions in the park and regular clearance is required at this time of year. It was therefore proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** that the clearance of mud be undertaken by volunteers on a monthly basis.

Cllr Clarkson further confirmed that volunteers also undertake sweeps of the paths on the monthly volunteer sessions, in addition to the work undertaken by the contractors. As the Town Council have no budget left for these works, it was proposed by Cllr Clarkson, seconded by Cllr Selby and unanimously **RECOMMENDED** that the volunteers continue to carry out their monthly sweeping of the paths.

Inspections had been undertaken to two properties bordering the Copse and vegetation was encroaching both properties. Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr Smith and unanimously **RECOMMENDED** that the Amenities Officer obtain quotes to clear the vegetation bordering both properties by 2 metres and that she writes to both residents to ask if they would be in agreement to the Town Council having this work carried out.

1600. TO CONSIDER PLANTING AT BOTTOM OF 'PIGS HILL' IN CHATSWORTH PARK

It was noted that this item had been deferred from the previous meeting until the results from the badger survey had been received. The survey has since been received and it confirms that this area is not within the badger sett 30 metre exclusion zone. Work could therefore be undertaken if agreed. Following discussion it was proposed by Cllr O'Connor, seconded by Cllr Gallagher and **RECOMMENDED** that estimates be obtained in a phased approach to cut back the vegetation to the tree line, rotavate & grass seed the area, a walkway to be added with bark chippings held in place with logs, shrubs to be planted and a new bench installed. Cllr Smith abstained.

1601. UPDATE ON INFORMATION BOARDS

The Committee considered the positioning of the four information boards. Cllr O'Connor felt that the Telscombe Residents Association should be consulted on the positioning of the board at the memory garden as they had kindly provided a large donation to the project. It was proposed by Cllr Clarkson, seconded by Cllr Selby and unanimously **RECOMMENDED** that the position of the information board at the memory garden is decided by the Town Clerk following the outcome of discussions with the Residents' Association, the information board at Kirby Drive is positioned on the grass area behind the street light facing the road, the information board at Ambleside Avenue is positioned next to the notice board facing the pathway known as 'Pigs Hill' and the information board at the car park is positioned facing south, between the bin and the pathway going north of the park.

TELSCOMBE TOWN COUNCIL



1602. UPDATE ON REGISTERING CHATSWORTH PARK & THE CIVIC CENTRE AS FILMING LOCATIONS

The Amenities Officer's report was considered and it was proposed by Cllr O'Connor, seconded by Cllr Selby and unanimously **RECOMMENDED** not to proceed with registering Chatsworth Park and the Civic Centre as filming locations.

1603. UPDATE ON THE FRIENDLY FOX INTERACTIVE GAME AT CHATSWORTH PARK AND TO RATIFY POSTERS BEING PUT UP

The Town Clerk's report confirmed that Friendly Fox had requested permission to put up posters in Chatsworth Park, asking for the public's help in developing ideas for a trail. Councillors were contacted via email for their agreement. As there was a majority positive response from the Committee, they had been advised accordingly. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to **RATIFY** Friendly Fox adding posters to the park.

1604. TO RATIFY RESPONSE TO RESIDENT BORDERING CHATSWORTH PARK

The report from the Amenities Officer stated that a resident had re-contacted the Town Council to ask if they would be able to clear vegetation in Chatsworth Park along 15 metres from their fence line by 0.5 metres deep. Councillors were emailed and five out of nine Committee members responded with their agreement. The resident was therefore advised they could clear vegetation along 15 metres from their fence line by 0.5 metres deep and that they would need to clear and remove any vegetation themselves. It was proposed by Cllr Page, seconded by Cllr Smith and unanimously **RECOMMENDED** to **RATIFY** this decision.

1605. TO CONSIDER ADDING EQUIPMENT IN CHATSWORTH PARK

Cllr Clarkson asked the Committee if they would consider 4 reptile tins, 2 compost bins and a water collector being added in Chatsworth Park. There would be no cost to the Town Council. Cllr Gallagher raised concerns with the safety and suggested that a Risk Assessment should be undertaken. Cllr Smith felt that all items would support the biodiversity of the park. It was proposed by Cllr Smith, seconded by Cllr Page and **RECOMMENDED** that 4 reptile tins, 2 compost bins and a water collector is added to Chatsworth Park. Cllr Gallagher abstained.

1606. TO CONSIDER WAY FORWARD WITH PLANTING A HEDGEROW AT THE COPSE

The Town Clerk had been successful in an application to obtain 2 free hedge packs from Woodlands Trust, which are due to be received between 31st October and 11th November. Cllr Gallagher suggested that an expert would be required to help prepare the ground. It was proposed by Cllr Smith, seconded by Cllr Page and unanimously **RECOMMENDED** that planting of the hedgerow is undertaken by volunteers, that Cllr Clarkson speaks with the Sussex Wildlife Trust for their advice on planting the hedgerow and that we do not consult with an ecologist as we are adding to the habitat, rather than taking away.

1607. TO NOTE NEW SERVER BATTERY BACK-UP (UPS)

The report from the Town Clerk stated that there was a power outage at the Civic Centre and the server had shut down. Northstar carried out a check and advised that a replacement battery

TELSCOMBE TOWN COUNCIL



1607. To Note New Server Battery Back-Up (UPS) - Contd

back-up would be required at a cost of £352.74 + VAT including delivery, with the fitting being covered under their contract. The Town Clerk emailed Committee members to confirm she would authorise replacement under her delegated authority unless she heard contrary. As there was no further response, the replacement was carried out. This was **noted** by the Committee.

1608. TO AGREE NEW LIFT SERVICE CONTRACT & REPAIRS CARRIED OUT

The Committee considered the Town Clerks report regarding the lift service contract which advised that the lift at the Civic Centre had not been working since April. In May, Gartec, the company who installed the lift, quoted just over £1,000 to replace 3 contactor blocks. This was agreed under the Town Clerk and Committee Chair's delegated authority, however, Gartec visited 3 times and each time confirmed they couldn't repair it and would need to check with their technical department. Despite chasing, they did not respond so prices were obtained from local lift companies. The Town Clerk agreed for an engineer from Sussex Lifts to attend who advised that the parts had not been wired up correctly. Sussex Lifts quoted £130 + VAT to rewire the lift and this was authorised by the Town Clerk under her delegated authority. The Town Clerk also cancelled the service contract with Gartec. It was proposed by Cllr Page, seconded by Cllr Smith and unanimously **RECOMMENDED** to **RATIFY** the repair to the lift and cancelling of the service contract and to **agree** signing up with Sussex Lifts for a service contract at a cost of £150 for 2 services a year and their callout charge of £65 per hour.

1609. FUTURE EVENTS UPDATE/AGREEMENT

The Amenities Officer's report listed the events discussed at the working group meeting held in August. Cllrs Page and O'Connor offered to attend the Macmillan Coffee Morning, scheduled for Thursday 29th September. The Committee considered a way forward with the summer fayre. An Officer from Peacehaven Town Council had asked if we would consider holding a joint summer fayre for 2023, but when taken to their own Councillors, they agreed not to hold a joint summer fayre and suggested we hold a separate event every other year. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Council do not hold a summer fayre in 2023 as it is an election year and that the Amenities Officer contacts Peacehaven Town Council to consider each Town Council holding a summer fayre on alternate years.

1610. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Gallagher advised she would attend the upcoming South Downs National Park Authority workshop, which will have a display area so Town and Parish Councils can display details of local projects which may be of interest to other Parish Councils. She wondered if Telscombe Council should provide a presentation.

There being no further business the meeting closed at 9.37 pm.

Signed.....

CHAIRMAN

NB Next meeting of the Committee - Monday 28th November at 7.30 pm