



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 23<sup>rd</sup> January 2023** in Telscombe Civic Centre at 7.30 pm.

**COMMITTEE MEMBERS PRESENT:** - Councillors C Clarkson *Chairman*, C Gallagher, B Page & A Selby *Vice-Chairman*

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

## **1639. PUBLIC QUESTION TIME**

There were no members of the public present.

## **1640. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr Brindley who had a work commitment, Cllr Judd who had a physio appointment, Cllr Robinson who was unwell and Cllr Smith who was away. These reasons were accepted by the Committee. Cllr O'Connor was not present and had not provided apologies.

## **1641. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

None.

## **1642. TO APPROVE MINUTES OF THE MEETING HELD ON 28<sup>th</sup> NOVEMBER 2022**

It was proposed by Cllr Selby, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes of the meeting held on Monday 28<sup>th</sup> November 2022 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson.

## **1643. TO RECEIVE ACTION LIST**

The action list was noted as follows:

Date Meeting	Issue Detail	Action Owner	Update	Due Date
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>Agreed at Sept ACC to advertise pool table for sale at price Town Clerk felt reasonable. Sale price yet to be ascertained.</i>	May 2023
21.03.22	Min 1523, p 3638 – Update on tree survey actions and to agree way forward with tree works	BB	EH Treecare have been advised by ecologist they can proceed with tree works to areas near badger setts providing the methodology does not change and excavations & heavy machinery is not used.	Mar 2023

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## 1643. Action List (Contd)

Date Meeting	Issue Detail	Action Owner	Update	Due Date
21.03.22	Min 1524, p 3639 – Urgent Matters, bee homes	CCL	Meridian School have created the bundles and Cllr Clarkson will place them in the park in spring.	Mar 2023
30.05.22	Min 1542, p 3679 – To consider estimates for tree works in Chatsworth Park	BB	EH Treecare have been advised by ecologist they can proceed with tree works to areas near badger setts providing the methodology does not change and excavations & heavy machinery is not used.	Mar 2023
30.05.22	Min 1552, p 3681 – To consider quotes for café feasibility study	SN/BB	Stickland Wright have provided their drawings and breakdown of the stages. Working group to meet in Feb to discuss next steps.	Complete
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 in March if required.	Mar 2023
25.07.22	Min 1565, p 3714 – Update on Develop Outdoors request to build a permanent shelter in Chatsworth Park	BB	Develop Outdoors still working on the shelter & fence – delays due to the weather.	Mar 2023
25.07.22	Min 1572, p 3715 – To discuss findings from the preliminary bat roost assessment in Chatsworth Park	BB	Tree surgeon has advised will be unable to complete works without a dusk emergence and dawn re-entry bat survey. Obtaining prices for 5 trees listed as having high bat roost potential as per report from Middlemarch.	Mar 2023
25.07.22	Min 1573, p 3716 – To agree for a wildflower pond and second hibernacula being added in Chatsworth Park	CCL	CCL to obtain funding for pond. Ecologist has recommended the pond is doubled in size.	See new agenda item
25.07.22	Min 1574, p 3716 – To consider two wildflower meadow locations in Chatsworth Park	CCL	The wildflower meadow by the old carpark will be completed in autumn. A large amount of bramble cut back will also need to be undertaken.	Sep 2023
25.07.22	Min 1577, p 3717 – To consider accepting oak tree saplings	BB	The one surviving sapling was not planted in the park but will be planted in autumn 2023.	Sep 2023



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## 1643. Action List (Contd)

Date Meeting	Issue Detail	Action Owner	Update	Due Date
26.09.22	Min 1599, p 3743 – Update on Management Plan and agree works required	BB	Specification Document drafted for quotes to clear the vegetation bordering 2 properties by 2m. Residents written to but no reply to date.	Mar 2023
26.09.22	Min 1600, p 3743 – To consider planting at bottom of 'Pigs Hill' in Chatsworth Park	BB	Estimates to be obtained in a phased approach to cut back the vegetation to the tree line, rotavate and grass seed the area, a walkway to be added with bark chippings held in place with logs, shrubs to be planted and bench installed. Specification doc with Town Clerk for approval	Mar 2023
26.09.22	*Min 1606, p 3744 – To consider way forward with planting a hedgerow at the Copse	CCL	Planting of the hedgerow was undertaken by volunteers early January. Saplings were planted in the grass verge and not the Copse boundary.	Complete
28.11.22	Min 1616, p 3786 – To consider using the Civic Centre as a warm space/hub	CR	Room 1 at Civic Centre is currently being used as a warm space 1.30-4.30pm every Thurs, from 05.01.2023. Scheme to be reviewed at March's A&CC mtg.	Mar 2023
28.11.22	Min 1620, p 3787 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	SN	3 out of the 4 information boards have been added to Chatsworth Park. 4 <sup>th</sup> is yet to be installed due to location issue.	Mar 2023
28.11.22	Min 1621, p 3788 – To consider way forward with Chatsworth Park access survey results	BB SN CCL	Working group meeting due on 18/01/23 to discuss findings & draft action plan. An update will be given at this mtg. SN has contacted resident to advise TTC investigating pathways through the park. Mud was cleared from the pathway at the bottom of Pigs Hill by Chatsworth Park volunteers, but keeps being washed back.	Mar 2023 Complete Complete



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## 1643. Action List (Contd)

Date Meeting	Issue Detail	Action Owner	Update	Due Date
28.11.22	Min 1624, p 3788 – To consider further works to wet pour surfaces in Chatsworth Park South and Robert Kingan Playgrounds	BB	Agreed that works are not undertaken to either location and re-looked at in the New Year.	Mar 2023
28.11.22	*Min 1625, p 3788 – To consider removal of climbing apparatus in Chatsworth Park South Playground	BB	Countrywide Contractors quoted a cheaper price to remove the climbing apparatus and a Purchase Order has been issued.	Mar 2023
28.11.22	Min 1626, p 3789 – To consider replacement log on wooden trim trail at Chatsworth Park South Playground	BB	A Purchase Order has been sent to Playsafe to replace the stepping log.	Mar 2023
28.11.22	Min 1627, p 3789 – To consider price to paint ball wall in Chatsworth Park	SN	Checks to be made with TTC insurers if artist covered. <i>Insurance due for renewal so will have to wait until new insurance agreed before we can check.</i>	March 2023
28.11.22	Min 1628, p 3789 – To consider adding bat boxes in Chatsworth Park	BB	Cllr Clarkson and Amenities Officer are scheduled to meet in Chatsworth Park on 20/01/2023 to consider locations.	Mar 2023
28.11.22	Min 1629, p 3789 – To consider a new wildflower meadow in Chatsworth Park	CCL	Cllr Clarkson will arrange for the new wildflower meadow to be created at the February volunteer session.	Mar 2023
28.11.22	Min 1630, p 3789 – To note removal of Russian Vine to an area within Chatsworth Park	BB	Resident contacted to check if the area is still clear of the vine, but no response received.	Complete
28.11.22	Min 1632, p 3790 – To consider works to tree 86 in the Copse	BB	EH Treecare have now completed works in this location.	Complete
28.11.22	Min 1633, p 3790 – To discuss way forward with obtaining estimates for works in Chatsworth Park	BB BB	Access working group to decide way forward re steps next to north playground when they meet on 18/01/23. Update will be provided at this meeting. Estimate received for works bordering a property in Kirby Drive.	Mar 2023 See new agenda item



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## 1643. Action List (Contd)

Date Meeting	Issue Detail	Action Owner	Update	Due Date
28.11.22	Min 1634, p 3790 – To consider replacing battery and pads to defibrillator at Civic Centre	SN	SN to purchase new battery and adult pads. <i>Battery now working ok and pads to be purchased near expiry date.</i>	Complete
28.11.22	Min 1636, p 3791 – To consider adding an annual 3-hour duration test of the emergency lighting to the Securitel service schedule and agree works required following fire alarm service visit	SN	Securitel informed re annual 3-hour emergency lighting test.  Westview Electrical Ltd have replaced the emergency lights and fire isolation key switch.	Complete

\*Min 1606, p 3744 - The saplings were planted in the grass verge and not on the Copse boundary as agreed by Committee. The Town Clerk advised that they should have been planted where agreed by Committee and not in the grass verge as this is outside of the Copse boundary and not owned by the Town Council and recommended that the saplings should not remain where they are. Cllr Gallagher agreed that it should be put right. She suggested that as the hedging is currently the size of whips, they could be taken back in the spring and that the broken fence and current dead hedging be removed at the same time. Cllr Gallagher also stated that the Saltdean Community Charity have some grant money and may be able to pay for a professional gardener to undertake the work.

\*Min 1625, p 3788 - It was noted that the damaged climbing frame at Chatsworth Park South Playground had now been removed by the contractor.

## 1644. TO NOTE INCOME & EXPENDITURE FIGURES TO 31<sup>st</sup> DECEMBER 2022

The Town Clerk's report detailed 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. The income and expenditure figures for Amenities of £19,938 expenditure and income of £4,672 and Civic Centre expenditure of £30,214 and income of £20,851 at 31<sup>st</sup> December 2022 were **noted** by the Committee.

## 1645. TO REVIEW/UPDATE THE BUSINESS PLAN

The Business Plan was **noted** and it was agreed no updates were necessary.

## 1646. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was **noted** by the Committee. The Amenities Officer advised that complaint numbers 44, 45 and 46 have since been completed as the black material on complaint numbers 44 and 45 had been removed and all three complaints had also been raised at the access working group meeting for further discussion. It was therefore proposed by Cllr Page, seconded by Cllr Selby and unanimously **RECOMMENDED** that these three complaints are shown as completed.



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## **1647. 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. A working group met recently and the Amenities Officer advised that it was agreed that priority be given for the improvement and maintenance of the path surfaces at the bottom of Pigs Hill leading into Park Avenue where mud washes over the pathway and to the north of the park, where membrane is starting to show. A copy of the notes from the working group meeting and further actions were emailed to Committee members prior to this meeting, including arranging a site visit with a contractor, so they can provide advice going forward.

## **1648. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS**

The playground inspection report was **noted** by the Committee. Cllr Gallagher asked if it had been agreed for benches to be replaced and the Amenities Officer advised that repairs only had been carried out. It had been agreed at the previous Committee meeting to re-look at the damaged wet pour across the three playgrounds in the New Year. The Amenities Officer confirmed that of the 6 wet pour findings listed on the report, five were highlighted as low risk and the remaining item, located in the north playground, was reported as a medium risk. The Town Clerk had previously suggested that as the medium risk wet pour finding was minimal gapping next to the pathway, that it could be filled with tarmac instead of wet pour as had been done previously. The Amenities Officer had made enquiries with Sutcliffe Play concerning the fall height from the apparatus in this location, to see if it will affect the decision to fill the gapping with tarmac, and is awaiting their response. Following consideration, it was agreed for Committee members to undertake playground visits in the spring and it was proposed by Cllr Clarkson, seconded by Cllr Selby and unanimously **RECOMMENDED** that the wetpour issues be considered at the next meeting.

## **1649. UPDATE ON MANAGEMENT PLAN**

The Amenities Officer's report relating to inspections on several pathways and routes through Chatsworth Park was considered by the Committee. Mud was visible on pathways located at zones 8, 18 and 20 on the management plan and there were several large pot holes present at the entrance to the car park. Cllr Clarkson thanked the Amenities Officer for attending the sites and advised that volunteers will continue to sweep mud from these three locations at their sessions.

The Committee discussed the continuous issue with potholes at the car park entrance and potential long term solutions, including obtaining grants for re-surfacing. Cllr Gallagher asked if a contractor could also visit the car park and provide advice on a proposed way forward, when undertaking a site visit to the bottom of Pigs Hill and pathways to the northern end of the park. It was therefore proposed by Cllr Gallagher, seconded by Cllr Selby and unanimously **RECOMMENDED** that the Amenities Officer obtains estimates for a more permanent solution for repairing/replacing the car park surface, and that in the short term, prices are also obtained to fill the pot holes with MOT at the entrance to the car park.

## **1650. TO RATIFY BULB PLANTING IN CHATSWORTH PARK ALREADY UNDERTAKEN BY DEVELOP OUTDOORS**

The report from the Amenities Officer stated that Develop Outdoor students had planted bulbs in Chatsworth Park, as part of the park management. The bulbs were planted at the northern end of zone



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## 1650. To ratify bulb planting in Chatsworth Park already undertaken by Develop Outdoors (Contd)

bed 3, by the foot entrance from Chatsworth Park road. Following consideration, it was proposed by Cllr Page, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to **RATIFY** the bulb planting and that the grounds maintenance contractor is advised to remove this area from their grass cutting schedule.

## 1651. TO CONSIDER INCREASING THE SIZE OF THE WILDLIFE POND IN CHATSWORTH PARK

The Committee considered Cllr Clarkson's request to increase the size of the wildlife pond in Chatsworth Park. It was agreed at May's committee meeting that it would be approximately 2m x 2.5m, mostly shallow with a small well in the middle with the largest depth being 60cm and the location was agreed at July's committee meeting. Cllr Clarkson advised that he had met with an ecologist who works with both the District and County Council and they suggested that the pond is doubled in size and is protected with a dead hedge with the location being ideal. The pond will be filled naturally with rainwater and the dead hedge will be approximately 0.5 metres high to stop dogs and people easily accessing it. The dead hedge will be woven and can be undertaken by Develop Outdoors students. Funding has been obtained from the House Project and Telscombe Residents Association (TRA) and a landscape gardener has volunteered their services and a digger to assist in this project, which will be carried out in March. Following consideration, it was proposed by Cllr Page, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the pond be doubled in size to approximately 4m x 5m, protected with a dead hedge and work be undertaken in March, with use of the landscape gardener's digger.

## 1652. TO CONSIDER ESTIMATE FROM COUNTRYMANS FOR WORKS BORDERING A PROPERTY IN CHATSWORTH PARK

The report from the Amenities Officer was considered by the Committee. Cllr Selby and the Amenities Officer met with Countrymans Contractors Ltd on site to discuss a way forward with potential works to re-grade and reduce a bank in Chatsworth Park, bordering a property in Kirby Drive. Countrymans noted there were several self-seeded trees next to the border that would need removing for them to be able to re-grade the bottom bank.

Countrymans provided an estimate of £2,530 plus VAT to fell 2 Sycamore trees, grade out the bottom bank by 1.5-2 metres level with the bottom of the fence line, woodchip to be spread along the bank and deadwood to be cut into manageable lengths and stacked on the verge. Countrymans confirmed a third Sycamore tree may also require removal if its roots affect the re-grading of the bank and this will be at an additional cost of £380 plus VAT. Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr Selby and unanimously **RECOMMENDED** that Countryman's quotation of £2,530 plus VAT be accepted and if the third Sycamore tree also needs to be removed, that this be undertaken at an additional cost of £380 plus VAT.

## 1653. FUTURE EVENTS UPDATE/AGREEMENT

The Committee noted that the Town Council should not hold any events from mid-March 2023 until Town Council elections are held on 4<sup>th</sup> May 2023, due to the pre-election period. It was also noted that the Telscombe Residents Association (TRA) would like to hold a joint race night with the Town

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## 1653. Future Events Update/Agreement Contd)

Council on Saturday 18<sup>th</sup> November 2023. It was proposed by Cllr Gallagher, seconded by Cllr Selby and unanimously **RECOMMENDED** that the TRA are contacted to ask for more information on how the event will be run and what support they would like from the Town Council, and a decision be made following their response.

## 1654. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Gallagher reported that wood is being collected in Chatsworth Park by residents for their own use and she has added an article in the next Town Crier regarding the hazards of burning unseasoned wood and to ask that it is left for the important habitat in the park.

There being no further business the meeting closed at 8.40pm.

Signed, CHAIRMAN .....

*NB Next meeting of the Committee - Monday 20<sup>th</sup> March 2023 at 7.30 pm*