



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 20th March 2023** in Telscombe Civic Centre at 7.30 pm.

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

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

1655. PUBLIC QUESTION TIME

There were no members of the public present.

1656. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Selby and Smith due to family commitments. These reasons were accepted by the Committee. Cllr Brindley was not present and had not provided apologies.

1657. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr Robinson and Cllr Clarkson both declared a non-pecuniary interest in agenda item 20 – To consider new phone system and broadband for the Civic Centre.

1658. TO APPROVE MINUTES OF THE MEETING HELD ON 23rd JANUARY 2023

It was proposed by Cllr Page, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes of the meeting held on Monday 23rd January 2023 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson.

1659. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED

The action list was noted as follows:-

Date of 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 undertaken works to all trees.	Complete
21.03.22	Min 1524, p 3639 – Urgent Matters, bee homes	CCL	Meridian School have created the bundles and they have been placed in the park.	Complete



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1659. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.05.22	Min 1542, p 3679 – To consider estimates for tree works in Chatsworth Park	BB	EH Treecare have undertaken works to all trees.	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. <i>As at February, the nominal codes have not gone over budget and no virements are therefore required.</i>	Complete
25.07.22	Min 1565, p 3714 – Update on Develop Outdoors request to build a permanent shelter in Chatsworth Park	BB	Develop Outdoors are finalising works to the shelter & fence.	Complete
25.07.22	Min 1572, p 3715 – To discuss findings from the preliminary bat roost assessment in Chatsworth Park	BB	Tree surgeon undertook height and climbing assessment & no evidence of bats was seen. Works were therefore undertaken to the five trees.	Complete
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 and will be planted in autumn 2023.	Sep 2023
26.09.22	Min 1599, p 3743 – Update on Management Plan and agree works required	BB	Specification Document with Town Clerk for approval to clear the vegetation bordering 2 properties by 2m. Residents written to but no reply to date.	May 2023
26.09.22	Min 1600, p 3743 – To consider planting at bottom of 'Pigs Hill' in Chatsworth Park	BB	Specification document with Town Clerk for approval 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.	May 2023



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1659. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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 every Thurs afternoon. Scheme to be reviewed at tonight's meeting.	See new agenda item
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 th is yet to be installed due to location issue.	May 2023
28.11.22	Min 1621, p 3788 – To consider way forward with Chatsworth Park access survey results	BB	6 contractors have been contacted to see if they can attend site visit but no responses received to date.	See new agenda item
28.11.22	Min 1624, p 3788 – To consider further works to wet pour surfaces in Chatsworth Park South and Robert Kingan Playgrounds	BB	A way forward with wet pour works to be considered at this meeting.	See new agenda item
28.11.22	Min 1626, p 3789 – To consider replacement log on wooden trim trail at Chatsworth Park South Playground	BB	Playsafe Playgrounds have replaced the stepping log.	Complete
28.11.22	Min 1627, p 3789 – To consider price to paint ball wall in Chatsworth Park	SN/BB	Agreed to proceed & TTC insurers have agreed that artist will be covered. Risk Assessment drafted and works to be undertaken when weather improves.	July 2023
28.11.22	Min 1628, p 3789 – To consider adding bat boxes in Chatsworth Park	BB	8 bat boxes have been added to trees in the park.	Complete
28.11.22	Min 1629, p 3789 – To consider a new wildflower meadow in Chatsworth Park	CCL	Weed control fabric was pegged to the ground in February before the ground is turned over & seeded.	Complete
28.11.22	Min 1633, p 3790 – To discuss way forward with obtaining estimates for works in Chatsworth Park	BB	6 contractors have been contacted to seek their advice and attend site visit but no responses received to date.	May 2023



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1659. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.01.23	Min 1648, p 3817 – Update on weekly playground inspection reports	BB	A way forward with wet pour works to be considered at this meeting.	See new agenda item
23.01.23	Min 1649, p 3817 – Update on management plan	BB	6 contractors have been contacted to seek their advice and attend a site visit for a more permanent solution for repairing /replacing the car park surface, but no responses received to date. Prices are being obtained to fill the pot holes with MOT at the entrance of the car park in the short term.	May 2023
23.01.23	Min 1650, p 3818 – To ratify bulb planting in Chatsworth Park already undertaken by Develop Outdoors	BB	Countrymans have been advised to remove this area from their grass cutting schedule.	Complete
23.01.23	Min 1651, p 3818 – To consider increasing the size of the wildlife pond in Chatsworth Park	CCL	It was agreed that the pond be doubled in size, protected with a dead hedge and work to be undertaken in March with use of the landscape gardeners digger.	Mar 2023
23.01.23	Min 1652, p 3818 – To consider estimate from Countrymans for works bordering a property in Chatsworth Park	BB	Purchase Order for works has been issued to Countrymans, who plan to carry out the works on 17 th and 20 th March, weather permitting.	Mar 2023
23.01.23	Min 1653, p 3819 – Future Events update/agreement	BB	TRA have been contacted to ask for more details on race night & what support they would like from TTC.	See new agenda item

Minute 1574, To consider wildflower meadow location - Cllr Clarkson asked the Committee if they would be in agreement for this item not to be progressed by the old car park in Chatsworth Park. He stated that the brambles are too thick and would be a struggle to cut back. The area also currently has a lot of wildlife present. This was **agreed** by the Committee.

Min 1620, Access Report High Priority Items (information boards) -The Amenities Officer stated that other alternative locations at the car part had been considered but were not possible as they would be too far from the pathway to be easily accessible, likely to be damaged by grass cutting or near to cars turning in the car park. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **agreed** to re-site the litter bin and position the information board in its place.



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1660. TO NOTE INCOME & EXPENDITURE FIGURES TO 28th FEBRUARY 2023

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 £23,422 expenditure and income of £5,237 and Civic Centre expenditure of £35,276 and income of £23,184 at 28th February 2023 were **noted** by the Committee.

1661. TO REVIEW/UPDATE THE BUSINESS PLAN

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

1662. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was **noted** by the Committee. The Amenities Officer advised that regarding complaint number 53 re graffiti at Robert Kingan Playground, this has now been removed by M Evans. Cllrs O'Conner and Robinson asked that their thanks for all his hard work in removing the graffiti is passed on.

1663. TO CONSIDER WORKS TO TREES IN CHATSWORTH PARK THAT ARE ENCROACHING A RESIDENT'S PROPERTY

The report concerning 6 trees touching the roof and gutters of a property bordering Chatsworth Park was considered by the Committee. The trees had pink paint but as no recommendations were listed in the previous tree report, Aspen Treecare were contacted for their advice. They confirmed that the trees should be cut back or coppiced and prices had been obtained for either cutting back or fully removing the trees. The Amenities Officer had recommended that as the trees are self-seeded and not part of the landscape of the park or plans, that they be removed to avoid regular cutting and further issues for the property in the long run. This was considered by the Committee, who felt that the trees were an important wildlife corridor in this area. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the quotation by EH Treecare to cut back the 6 trees, at a cost of £240 + VAT.

1664. 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. The Amenities Officer confirmed that she had contacted 6 companies for advice and a walk of Chatsworth Park, but had not received any responses. Cllr Robinson asked if Countrywide could be contacted, to see if they could recommend any companies who may be able to assist.

Cllr Robinson noted that East Sussex County Council had previously advised they do not have the resources to install a controlled crossing, as recommended in item 3.2 of the access report, and had recommended that the Town Council apply for match funding. It was previously agreed by the Committee to put the item on hold and Cllr Robinson asked that it be closed on the report as the Town Council do not have the money to take this forward. It was therefore proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the item be closed as there is no funding available from the County Council and the Town Council do not have monies to take this forward.

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1664. Update on high priority items listed on the access report for Telscombe Town Council's green spaces (Contd)

Cllr O'Connor reported that the trench built at the bottom of Pigs Hill was working well, but will need maintaining by the Chatsworth Park volunteers. He felt that other areas within the park could have similar works undertaken to avoid muddy sections on the pathways. Cllr O'Connor also reported that the District Council owned car park on Park Avenue is flooding regularly and that he would ask Lewes District Council if they could put a drainage system in to stop the water coming onto the Town Council owned land.

Cllr Robinson advised that item number 3.9 makes reference to item number 3.1, which is not listed under the urgent items on the report. It was **agreed** that the report be amended to clarify what changes are recommended for this item.

1665. TO REVIEW THE CHATSWORTH PARK & COPSE MANAGEMENT PLAN

The Chatsworth Park and Copse Management Plan had been emailed to the Committee for noting. Cllr Clarkson confirmed that a pond, two hibernacula's and bat boxes had been added to the park since the Plan had been finalised. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that Cllr Clarkson update the Management Plan with this new information and it be taken to the next Committee meeting for consideration.

1666. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS

The playground inspection report was **noted** by the Committee. Cllr Gallagher highlighted that a lot of the benches and tables in the playgrounds need replacing and/or moving away from trees.

1667. TO DISCUSS WAY FORWARD WITH WET POUR SURFACES IN THE THREE PLAYGROUNDS

The Committee discussed how best to proceed with the damaged wet pour across the three playgrounds. DCM had previously provided a quotation to repair the wet pour around two trampolines in Chatsworth Park South playground and to replace the damaged wet pour in Robert Kingan playground. In addition to these two areas, there are 4 other damaged wet pour findings highlighted on the playground inspection report. The wet pour finding in Chatsworth Park North playground relates to wet pour shrinking on the infant play area. Sutcliffe Play who installed the wet pour and equipment in 2013, have advised the Town Council can fill the gap with tarmac to fill the small gap and prices are currently being obtained. It was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** that tarmac be added to the gapping between the wet pour and pathway at Chatsworth Park North playground and the remaining wet pour findings be placed on hold due to them being reported as low risk. Cllr Robinson asked the Amenities Officer if she could look at the surfacing used at Tydean Hall, which could be used as an option when the Town Council next undertake a playground refurbishment.

1668. TO CONSIDER EXTENDING WANDER COFFEE'S CONCESSION

The report from the Amenities Officer was considered and it was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that Wander Coffee be invited to extend their concession until 30th September 2023, that a new agreement is signed and that they



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1668. To consider extending Wander Coffee's concession (Contd)

continue to pay the £40 weekly charge to cover the portable toilet hire. It was noted that Cllr Clarkson had asked the Amenities Officer to collate some details and arrange a meeting for the Town Council to put a CIL bid together. Cllr Robinson suggested that this could be arranged once the new administration was in place.

1669. TO CONSIDER ADDING HEDGEHOG HOMES IN CHATSWORTH PARK

Cllr Clarkson had been offered 9 hedgehog houses, built by students of Meridian Primary School. It was proposed by Cllr O'Connor, seconded by Cllr Page and unanimously **RECOMMENDED** that the houses be placed in the understory of the park, around the edges in un-walkable areas. Cllr Robinson gave her thanks to the pupils of Meridian Primary School.

1670. TO CONSIDER WHERE TO PLACE THE 'SUPERBIN' IN CHATSWORTH PARK

An application had been submitted to Lewes District Council for a 'superbin', which comes with a kit containing litter pickers, sacks, sack hoops, gloves and a combination lock, which was successful. The Committee discussed where this could be placed and it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the bin is placed in a suitable position in the Civic Centre car park, possibly under the fire escape.

1671. TO CONSIDER REDUCING THE HEIGHT OF THE TREES TO THE NORTH SIDE OF ROBERT KINGAN PLAYGROUND

The report from the Amenities Officer was considered by the Committee. A resident had reported that trees to the north of Robert Kingan Playground are touching the overhead power cables and the BT Openreach drop wire had been damaged. The trees in question had previously been cut back by the Town Council for similar issues. EH Treecare had been contacted for an estimate and submitted a price of £360 plus VAT to clear the tree branches by approximately 1 metre. The Amenities Officer also contacted BT Openreach who advised that the resident would need to contact their service provider directly so they could investigate, although it was noted that they may not undertake any works or accept liability. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that EH Treecare be instructed to carry out the work at a cost of £360 plus VAT and that when the grounds maintenance contract is up for renewal in April 2024, that a regular cut back of these trees is included within the programme of works.

1672. TO REVIEW THE WARM SPACE HUB SCHEME AT THE CIVIC CENTRE

The Committee discussed the warm hub scheme, which had been held weekly on a Thursday from 5th January. Cllr O'Connor had been in situ during these sessions and apart from two representatives from Telscombe Residents Association, only two residents had attended the hub. Cllr Clarkson thanked Cllr O'Connor for his time in running the scheme. It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the warm hub scheme ceased with immediate effect, that the scheme be reviewed again in September for next winter, that the representatives from Telscombe Residents Association are informed with the Town Council's thanks, any unopened perishables are added to the fareshare collection basket at the Civic Centre and that any opened perishables are used at the next Town Council bingo evening.



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1673. TO CONSIDER ESTIMATES FOR ROOFING REPAIRS AT THE CIVIC CENTRE

The report from the Town Clerk was considered by the Committee. A leak to the Civic Centre roof was found last year and contact had been made with numerous companies for a quotation for repairs to three separate areas. One company advised that they would need to erect scaffolding in order for them to submit an accurate estimation. The Town Clerk emailed the Committee and it was agreed that additional prices be obtained for scaffolding and to continue contacting builders for further quotes.

Further prices were received for scaffolding and an estimate for repairs. ARN Roofing Sussex submitted an estimate of £1,360 plus VAT to repair the leaks, including to erect a ladder to gain access to the back of the solar panels & seal the area where the leak is occurring, to access the other areas via scaffolding and supply and fix lead flashings where required & seal, check any other areas of concern & seal and to clear all rubbish from site. Clarification was required if their price included for the scaffolding and following consideration it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to accept ARN Roofing Sussex's quotation of £1,360 plus VAT and that the Town Clerk can spend up to an additional £1,640 (total £3,000) in case alternative scaffolding was required and other repairs needed to be undertaken.

1674. TO CONSIDER NEW PHONE SYSTEM AT THE CIVIC CENTRE

There was much discussion regarding the quotations to digitise the telephone network before the 2025 switch off of analogue and ISDN. Cllr Clarkson, who had previously declared an interest in this item, advised that he had some understanding of the process. He noted that Fastnet and Cloud Voice Data had not provided customer referrals and only CNC confirmed how many minutes of free calls would be included. The Town Clerk confirmed that the other companies included calls to mobile and UK landline numbers. Cllr Clarkson felt that the Town Council should be considering the following; how will the company manage implementation, can they provide customer testimonials, how does the handset feel, are the buttons in good positions, can they confirm what the lead time is for repairs and any costs if the handsets are damaged, what happens if the internet and/or telephone line goes down, can conference calls be added, could additional handsets be purchased and will the line work with Wi-Fi or will it need a cabled network. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Clerk and Cllr Clarkson arrange meetings with Fastnet and Cloud Voice Data concerning the above questions and a subsequent recommendation be taken to Full Council for consideration.

1674. FUTURE EVENTS UPDATE/AGREEMENT

The Committee **noted** the report from the Amenities Officer, confirming that Brighton Bouncy Castles had cancelled the 'Bounce in the Park' sessions at Chatsworth Park.

1675. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Page thanked the Committee for all their support and advised he had enjoyed working with everyone at the Town Council. The Town Clerk in turn thanked Cllr Page, who had been a Councillor for the majority of her time at the Council.

The Amenities Officer asked Councillors if they would like her to obtain quotations for a tree survey to be undertaken in autumn 2023. Councillors **agreed**, confirming that it be placed on a future agenda to enable the new Committee to consider a way forward once prices had been received.



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1675. Urgent matters at the discretion of the chairman for noting

There being no further business the meeting closed at 8.50pm.

Signed, CHAIRMAN

NB Next meeting of the Committee - Monday 5th June 2023 at 7.30 pm