



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 5th June 2023** in Telscombe Civic Centre at 7.30 pm.

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, C Gallagher, L O'Connor *Mayor*, J Perrotta, C Robinson, I Sharkey & N Watts

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

1676. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN

Cllr Gallagher nominated Cllr Robinson as Chairman of the Committee, Cllr Watts seconded the proposal and Cllr Robinson was unanimously elected as Chairman.

Cllr Gallagher proposed Cllr Judd as Vice Chairman of the Committee, seconded by Cllr Sharkey and Cllr Judd was unanimously elected as Vice Chairman on the proviso that he accepts.

1677. PUBLIC QUESTION TIME

There were no members of the public present.

1678. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie due to a prior engagement and Cllr Judd due to illness and these reasons were accepted by the committee. It was noted that Cllr O'Connor was running late.

1679. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1680. TO APPROVE MINUTES OF THE MEETING HELD ON 20th MARCH 2023

It was proposed by Cllr Gallagher, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on Monday 20th March 2023 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Robinson.

1681. 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 125,1 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. March 2023 – there is a possible place we could donate the table to, but it will not be in the immediate future – need to confirm if happy to donate.</i>	May 2023



TELSCOMBE TOWN COUNCIL

1681. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25.07.22	Min 1574, p 3716 – To consider two wildflower meadow locations in Chatsworth Park	CCL	Agreed at March's A&CC Committee meeting not to progress.	Complete
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	Quotations received to clear the vegetation bordering 2 properties at the Copse.	See new agenda item
26.09.22	Min 1600, p 3743 – To consider planting at bottom of 'Pigs Hill' in Chatsworth Park	BB	Specification document drafted but start and finishing points need clarifying.	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 due to be installed shortly.	July 2023
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 confirmed that artist will be covered. Risk Assessment drafted and works to be undertaken imminently.	July 2023
28.11.22	Min 1633, p 3790 – To discuss way forward with obtaining estimates for works in Chatsworth Park	BB	Site visits with Countrywide & Hailsham Roadways carried out. Awaiting their comments.	See new agenda item
23.01.23	Min 1649, p 3817 – Update on management plan	BB	Site visits with Countrywide & Hailsham Roadways carried out. Awaiting their comments.	See new agenda item
23.01.23	Min 1651, p 3818 – To consider increasing the size of the wildlife pond in Chatsworth Park	CCL	Pond and dead hedge have been built.	Complete
23.01.23	Min 1652, p 3818 – To consider estimate from Countrymans for works bordering a property in Chatsworth Park	BB	Countrymans carried out the works as agreed. Resident has raised concerns and Councillors informed via email.	See new agenda item
20.03.23	Min 1663, p 3853 – To consider works to trees in Chatsworth Park that are encroaching a residents property	BB	EH Treecare have cut back the 6 trees.	Complete



TELSCOMBE TOWN COUNCIL

1681. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
20.03.23	Min 1664, p 3853 – Update on high priority items listed on the access report for Telscombe Town Council’s green spaces	BB	Site visits with Countrywide & Hailsham Roadways carried out. Awaiting their comments, which will be taken to a future meeting. Item 3.2 closed as the Town Council do not have the funds to take this forward. BB amended item 3.9 to include reference from item 3.1.	July 2023 Complete
20.03.23	Min 1665, p 3854 – To review the Chatsworth Park & Copse management plan	CCL	Cllr Clarkson has updated the management plan with new information.	See new agenda item
20.03.23	Min 1667, p 3854 – To discuss way forward with wet pour surfaces in the three playgrounds	BB	Awaiting price to add tarmac between wet pour and pathway at CPN.	July 2023
20.03.23	Min 1668, p 3854 – To consider extending Wander Coffee’s concession	BB	Wander Coffee have extended their concession until 30.9.23.	Complete
20.03.23	Min 1669, p 3855 – To consider adding hedgehog homes in Chatsworth Park	CCL	Hedgehog homes have been placed in the understory of the park, around the edges in un-walkable areas.	Complete
20.03.23	Min 1670, p 3855 – To consider where to place the ‘superbin’ in Chatsworth Park	BB	Bin due to be installed to the wall of the Civic Centre, under the car park fire escape.	July 2023
20.03.23	Min 1671, p 3855 – To consider reducing the height of the trees to the north side of Robert Kingan playground	BB	EH Treecare have now cleared the tree branches 1 metre from the telephone cables. A regular cut back of these trees should be included in the next grounds maintenance contract.	Complete See new agenda item
20.03.23	Min 1672, p 3855 – To review the warm space hub at the Civic Centre	SN	Unopened perishables have been added to the fareshare collection basket and opened perishables have been added to the Town Council bingo supplies.	Complete
20.03.23	Min 1673, p 3856 – To consider estimates for roofing repairs at the Civic Centre	SN	PO issued to ARN Roofing. <i>No response re start date following chase-ups. Website has now been taken down & believe they may no longer be trading. Will need to re-start the process.</i>	July 2023



TELSCOMBE TOWN COUNCIL

1681. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
20.03.23	Min 1674, p 3856 – To consider new phone system at the Civic Centre	SN	SN and CCL to arrange meetings with Fastnet and Cloud Voice Data (CVD) re questions in minutes and to be taken to full Council for consideration. <i>Meetings undertaken. Both companies offering similar package. Have received 2 testimonials from CVD & agreed preferable to proceed with them as local. SN to take recommendation to next full Council.</i>	July 2023
20.03.23	Min 1675, p 3856 – Urgent Matters, tree survey	BB	Quotations have been obtained for a tree survey and will be considered at this meeting.	See new agenda item

Min 1673 – It was noted that the Town Council had not been able to make contact with ARN Roofing whose quote had been agreed and that the process would need to be re-started. Cllr Perrotta advised she may know of a roofer that could assist and it was agreed that if she was able to obtain their details, she would pass this to the Town Clerk.

Min 1577 – Cllr Gallagher reported that she had planted the Oak sapling in Chatsworth Park but it has since disappeared.

Cllr O'Connor arrived at 7.38pm.

Min 1627 – The Amenities Officer confirmed that the painting of the ball wall had been completed. Councillors were very thankful for the artist for her hard work. The Town Clerk suggested that the Council may wish to thank the artist further with a gift. Councillors concurred and it was **agreed** to present the artist with a £100 voucher, with the Town Council's thanks.

Min 1667 – Cllr Robinson asked the Amenities Officer if she had an opportunity to visit Tyedean Hall to look at the surfacing. The Amenities Officer confirmed she had but had not investigated this further as yet. The Town Clerk reported that the same surfacing was present at the Salts playground in Seaford and the Amenities Officer advised she would make contact with Seaford Town Council to progress further.

1682. TO NOTE INCOME & EXPENDITURE FIGURES TO 30th APRIL 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 £3,395 expenditure and income of £160 and Civic Centre expenditure of £3,590 and income of £1,767 at 30th April 2023 were **noted** by the Committee.



TELSCOMBE TOWN COUNCIL

1683. TO REVIEW/UPDATE THE BUSINESS PLAN

The Business Plan was **noted**. Cllr Clarkson informed the Committee that he had received 'net zero' training for greenhouse gas emissions, which could assist project no. 6; Climate Change Emergency – Activity for ACC and FC. Cllr Clarkson advised he would be happy to pass this information on and provide a presentation on how the Town Council could progress this. It would start with identifying what should be included within our carbon footprint. Cllr O'Connor suggested this be provided before the next Full Council meeting so that all Councillors could attend.

Cllr Gallagher asked that project no 7; Emerging Cycle Schemes (including through Chatsworth Park), be altered and following discussion it was agreed that the project title is amended to 'Active travel – cycles and walkways; that the first sentence of the activity is removed; that the Objective is altered to 'safe walking/shared pathways' and that the Activity is changed to 'in consultation with residents, look at active travel and cycle/walkways across Chatsworth Park' so the Town Council can see how it ties in with the East Sussex County Council (ESCC) local transport plan.

Cllr Gallagher requested that project no. 11; Civic Centre Sustainability is removed as this was completed on the previous Business Plan. The Town Clerk advised that there had been operational issues with the boilers at the Civic Centre recently and it was therefore **agreed** to keep this item on the Plan and add 'investigate new boilers' with budget implications.

It was unanimously **RECOMMENDED** to make the afore-mentioned alterations to the plan.

1684. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was **noted** by the Committee. The Amenities Officer advised that she had been unable to make contact with the contractor in relation to complaint no. 52, so has advised the resident that the Town Council can neither confirm nor deny the conversation that the resident had with the tree surgeon and has therefore closed the complaint. The Amenities Officer also advised that she had been unable to find anyone to remove the badger. Cllr Clarkson offered to bury the badger in the park at the next volunteer session if it is still in situ at the end of the month.

1685. UPDATE ON WORKS BORDERING A PROPERTY IN CHATSWORTH PARK

The Committee considered the Amenities Officer's report in relation to a complaint from a resident, whose property borders Chatsworth Park. Works had been completed to remove 2-3 Sycamore trees, grading out of the bank bordering the property, woodchip spread along the bank and deadwood stacked on the verge. The resident had made further contact and raised concerns on the stability of the bank and with the level area next to the fence being too open. The Amenities Officer contacted the contractors to check if work had been completed as the bank was not sloped and there appeared to be no woodchip spread on the bank. They advised works had been completed as per their quotation and that the woodchip had been spread prior to them digging and regrading the bank. Councillors were informed via email and it was agreed to contact the resident to advise that the work had been undertaken as recommended by the Chartered Surveyor and to ask if they have any further complaints, to put this in writing. Nothing had been received to date.

Cllr Clarkson felt that shrubs and plants could not be planted on the bank due to the steep gradient, but it was noted that the gradient required hadn't been included on the specification. Cllr Gallagher agreed with Cllr Clarkson's comments and recommended that any management works are undertaken in the winter, when all the vegetation had died down. Cllr Robinson suggested that additional wood-



TELSCOMBE TOWN COUNCIL

1685. Update on works bordering a property in Chatsworth Park (Contd)

chip is added to this location when the Town Council next undertake tree works in Chatsworth Park. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that works be included to this location in the ground maintenance contract from April 2024 and that planting of shrubs at the front of the bank to block the gap be added to the management plan. The Amenities Officer advised that she would close the complaint as she had not received a response from the residents, but felt that they may respond at a later date.

1686. 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.

1687. TO APPROVE AMENDMENTS TO THE CHATSWORTH PARK & COPSE MANAGEMENT PLAN

It was previously agreed that Cllr Clarkson would update the Management Plan with the pond, two hibernacula's and bat boxes which have been added to the park since the plan was originally produced. The new Management Plan with these new details and two additional officer inspections had been emailed to the Committee.

The Amenities Officer noted that there were a couple of items within the plan that also needed updating as follows; the previous grounds maintenance contractors details are included and need amending to the current contractors details; the plan states that the grass in Chatsworth Park is cut every 8 weeks but it is undertaken monthly between April and October and twice in the winter; the traffic cone in zone 27 has since been removed and lastly, the wider management section at the end of the Plan needs amending as it suggests the Council create hibernacula's and bat boxes, which have since been undertaken. It was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to approve the amendments to the Management Plan alongside the items mentioned by the Amenities Officer. Cllr Robinson thanked Cllr Clarkson for his hard work.

1688. TO CONSIDER QUOTATIONS TO CLEAR THE VEGETATION BORDERING TWO PROPERTIES NEXT TO THE COPSE

The Committee considered the report from the Amenities Officer. It had previously been agreed to obtain estimates to clear vegetation bordering two properties next to the Copse and write to the residents to ask if they would be in agreement to the Town Council having the work carried out. No response had been received from the residents and prices had been received by two contractors.

Cllr Gallagher asked if Aspen Treecare had been contacted, as they are aware of the issues and have previously spoken to one of the aforementioned residents. Cllr Gallagher felt that a fence would be beneficial between the Copse and properties, and also highlighted that the Copse is not an ancient woodland so would like the Tree Protection Order to be removed from this location. The Town Clerk confirmed that the Town Council were gifted the land when the houses were built around it. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the Amenities Officer contacts Aspen Treecare for a price to clear the vegetation bordering the two properties by 2 metres, and their response alongside the other two quotations are taken back to a future Committee meeting for consideration.



TELSCOMBE TOWN COUNCIL

1689. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS

The playground inspection report was **noted** by the Committee.

1690. TO CONSIDER REMOVAL OF THE WOODEN HIPPO & ELEPHANT AT CHATSWORTH PARK SOUTH PLAYGROUND AND RATIFY REMOVAL OF SPRINGER AT ROBERT KINGAN PLAYGROUND

The report from the Amenities Officer confirmed that the wooden elephant and hippo at Chatsworth Park were rotting, as highlighted on the recent weekly playground inspection reports. Both animals had been filled and sanded during the last playground refurbishment but are now at the end of their lifespan. Cllr Clarkson as previous Chair had been contacted to ask if he would like the items to be removed or a repair to be undertaken and he confirmed that he would be happy for them to be removed. There was also a high risk finding on a report to the nest springer at Robert Kingan Playground, where the spring had eroded away from the metal plate underneath. The spring could not be replaced without fully removing the equipment and as it was high risk, it was removed straight away for the safety of the playground users. The Town Clerk approved this to be carried out at a cost of £95 (no VAT applicable) under her emergency spending authority. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the wooden elephant and hippo at Chatsworth Park South be removed once a price has been obtained and the Town Clerk can authorise the expenditure under her delegated authority spending power, and to **RATIFY** the removal of the nest springer at Robert Kingan Playground at a cost of £95 (no VAT applicable).

1691. TO RATIFY DECISION FOR LEWES DISTRICT COUNCIL TO UNDERTAKE ANNUAL PLAYGROUND AREA INSPECTIONS

Lewes District Council (LDC) contacted the Town Council to ask if we would like to be included within their annual play area inspections. They would be employing a specialist play inspection company to undertake these inspections as follows; main inspection at £55.20 x 3 sites, DDA inspection at £10.50 x 3 sites, play value inspection at £10.50 x 3 sites and life expectancy inspection at £5.20 x 3 sites. As a response was required before this meeting, the Committee were asked by email if they would be happy to progress with these inspections and if a response was not received, we would assume they would be in agreement. As 4 out of 9 Committee members responded favourably and there were no objections, the Amenities Officer instructed LDC to carry out the inspections. It was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to **RATIFY** the inspections at a total cost of £244.20 plus VAT.

1692. TO CONSIDER WHETHER TO ALLOW HORSES TO USE CHATSWORTH PARK

The Committee considered the Town Clerk's report, which stated that the Town Council had recently been notified of horses riding through Chatsworth Park off of the bridleway between Ambleside Avenue and Park Avenue. They had been seen riding north through the park. The Town Clerk had recently spoken with the insurance company on a separate issue concerning horses on Telscombe Tye and they advised that if anyone is injured by a horse, the Town Council are not covered but the horse owner should have their own insurance. It was felt that if signs were added to the park, they could be ignored and it was therefore proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that an article is added to the next Town Crier stating that apart from the bridleway, horses are not allowed to ride in Chatsworth Park and that it is also highlighted on the Town Council website and via social media.



TELSCOMBE TOWN COUNCIL

1693. TO CONSIDER WAY FORWARD WITH PLANTING AT THE BOTTOM OF 'PIGS HILL' IN CHATSWORTH PARK

The Committee discussed the report from the Amenities Officer. It had previously been agreed for estimates to be obtained to carry out works to the bottom left-hand corner of Pigs Hill to include cut back of vegetation to the tree line, rotavate, grass seed the area and a walk way added. The Amenities Officer asked the Committee for the start and finish points for the vegetation cut back and the walkway, and how long they both should be. She had estimated a length 70m x 60m x 30m, as highlighted on the map enclosed with the papers.

The Town Clerk suggested that perhaps a walk way should not be added to the initial quotation, so that the area can be roped off after the grass seed is added to allow the grass to grow. Cllr Gallagher agreed, stating that adding ropes will stop people from walking over the area. The Committee discussed how the area should look once completed, with trees lining the pathway every 5 metres and one or two benches being added, including one at the end of the path. Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that prices are obtained to cut back the vegetation to the tree line up to where it dips away, which is approximately 70 metres, to rotavate and grass seed the area and for the area to be roped off for protection to allow the grass to grow.

1694. TO CONSIDER A TREE SURVEY FOR CHATSWORTH PARK & THE COPSE

The Committee considered the quotations provided by four companies for a tree survey to be undertaken in Chatsworth Park and the Copse. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that for continuity, Aspen Treecare be asked to carry out the tree survey at a cost of £1,000 plus VAT. Cllr Robinson asked if the Amenities Officer could request that Aspen Treecare use computer generated maps rather than hand drawn ones.

1695. TO RATIFY PLANTING OF 6 TREES IN CHATSWORTH PARK

The Committee were informed that 6 trees had been planted at May's volunteer session in Chatsworth Park next to a piece of scrub, south of the memory garden. Cllr Gallagher confirmed that three of the trees did not survive following the grass cut in the park. It was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to **RATIFY** the planting of the trees and that any further requests for tree planting be brought to Committee for approval prior to planting.

1696. TO DECIDE WHETHER TO EXTEND THE CURRENT GROUNDS MAINTENANCE CONTRACTS OR DRAW UP NEW ONES FOR 2024-27

The three current grounds maintenance contracts for the Town Council's open spaces are due to expire in March 2024, with an option to extend them for one year. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that a new tender process for the three contracts is started and that new contracts are drawn up via a working group consisting of Cllrs Clarkson, Gallagher, O'Connor, the Town Clerk and the Amenities Officer. Their recommendations alongside the contracts will be taken to September's Committee meeting for consideration, so that a tender process can be started thereafter.



TELSCOMBE TOWN COUNCIL

1697. TO CONSIDER EXPANDING TWO WILDFLOWER AREAS IN CHATSWORTH PARK

The Committee considered Cllr Clarkson's request to expand two wildflower areas in Chatsworth Park. He requested that area 1, adjacent to Kirby Drive, is expanded by 1 metre every October for the next 4 years and that area 2, to the east of the park bordering Cavendish Close and Manor Drive, is expanded by 1 metre every October for the next 2 years. It was proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to expand both areas as requested by Cllr Clarkson.

1698. TO CONSIDER ADDING A SECOND WILDLIFE POND IN CHATSWORTH PARK

The report from the Amenities Officer stated that when deciding on the pond location within Chatsworth Park, Cllr's Clarkson and O'Connor met with the ecologist for ESCC and LDC. They recommended a second spot for a pond by the boundary with Manor Drive, which had been allocated as a wildflower area. The ecologist felt that the verge and pond would make an excellent larger habitat in this area.

Cllr Clarkson had since managed to secure a grant through the House Project to fully fund a second pond of the same design as the first; 4m x 5m with maximum depth of 60cm which will be enclosed behind a dead hedge. Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** to build a second pond in this location, with the specific completion date to be agreed with the Amenities Officer.

1699. TO CONSIDER ADDING A GATE TO AN AREA OF CHATSWORTH PARK THAT HAS BEEN FENCED BY DEVELOP OUTDOORS FOREST SCHOOL

The Committee considered Cllr Clarkson's request to install a gate to an area in Chatsworth Park that had been fenced by Develop Outdoors Forest School, with grant money he had obtained through the House Project. He asked that this area be a 'dog free zone' so that children can explore the area, as suggested by a member of the public during a park survey last summer. The Amenities Officer's report noted that a person can claim adverse possession of land if they have been dealing with the land as if they were the owner, e.g. fencing off the land. Cllr Gallagher felt that if the Town Council place a sign on the gate, it should be clear that the land is owned by ourselves and it was therefore proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a gate and latch is installed to this location within the park and a sign is added from Telscombe Town Council to advise the space is a dog free zone for children to explore and to please keep the gate closed.

1700. TO RATIFY DECISION TO SHARE INFORMATION BOARD MAPS WITH FRIENDLY FOX

It had previously been agreed that Friendly Fox could place three introduction boards in Chatsworth Park to ask people's views in developing ideas for a trail. This had since been carried out and they had lots of positive responses. Friendly Fox further contacted the Town Council to ask if they could use the same maps that are on the lecterns in Chatsworth Park, to keep things consistent, as well as the Town Council advertising the trail through our website. Due to their deadline with the Sussex Community Foundation for putting this in place, Councillors were contacted by email to ask if they



TELSCOMBE TOWN COUNCIL

1700. To ratify decision to share information board maps with Friendly Fox (Contd)

would be in agreement to these two requests. 6 out of 9 Committee members responded with their agreement. As this is a majority response, the Town Council shared information online and sent maps to Friendly Fox. It was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to **RATIFY** this agreement.

1701. TO AGREE THE REFUSE COLLECTION PRICE INCREASE

The Town Clerk's report advised that Lewes District Council had notified the Town Council of a price increase for the refuse and recycling collections. The refuse price had increased from £182 per quarter to £196.82 per quarter and the recycling had increased from £16.84 per quarter to £24.64 per quarter. It was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to approve the price increases.

1702. TO CONSIDER REPAIRS TO CIVIC CENTRE CLOCK

The report from the Town Clerk advised that the clock at the Civic Centre had stopped working and although the caretaker had tried re-setting, he had been unable to get it working again. The Town Clerk contacted the clockmakers who installed the clock when the Civic Centre was built and they advised that some of the components may have reached the end of their life expectancy. They advised they could carry out a survey and produce a report with their findings at a cost £400 plus VAT and that replacing the clock could cost approximately £9,200 plus VAT. Cllr Clarkson asked if there would be an option to remove the clock and add something else in its place, e.g. a piece of art, although it was noted that the glass clock face did depict a picture of the sea and sky. The Town Clerk advised this may not be feasible as the clock mechanisms are in place and it would be difficult to fully remove. It was therefore proposed by Cllr Gallagher, seconded by Cllr Watts and unanimously **RECOMMENDED** to not carry out any repairs or a survey and to leave the clock in place with the hands set at 12 o'clock.

1703. TO CONSIDER INSTALLING FIRE SLEDS AND CO2 FIRE EXTINGUISHERS TO UPSTAIRS FIRE EXITS AT CIVIC CENTRE

The Committee considered the report from the Town Clerk. It was noted that Havens Community Hub (HCH) had asked RTJ of Sussex Property Services to carry out a fire safety inspection of the Civic Centre. RTJ had recommended that two CO2 fire extinguishers are installed upstairs, one in the Council Chamber due to DJ's using this area and a 3 inch white line be painted to the front of the wooden stairs leading to the first floor. They also highlighted that the gap to the door in room 4 is excessive. RTJ had provided a price for two fire sleds to be fitted by both fire exits upstairs at a cost of £130 each, which will be paid by HCH through funding. The Town Clerk advised that the Council Chamber is not heavily used by DJ's and that CO2 extinguishers are fitted next to the downstairs kitchen and car park fire exits, so did not feel it was necessary to have an additional one fitted. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to (a) agree to the fire sleds being installed by RTJ which will be paid for by HCH (b) for the Council to purchase two CO2 extinguishers for upstairs, due to HCH using electrical equipment on a daily basis and they be included within the current service contract we have in place and (c) not to paint white lines on the stairs as this requirement had not been included in the Council's full fire risk assessment they had carried out. The Town Clerk will ask the caretaker to look at the door to Room 4, which is likely to have become warped following a leak in the roof.



TELSCOMBE TOWN COUNCIL

1704. FUTURE EVENTS UPDATE/AGREEMENT

The Committee discussed Town Council run events for the forthcoming year. It was unanimously **RECOMMENDED** to hold flag raising events for Sussex Day, Armed Forces Day and Merchant Navy Day, to carry on running the Mayor’s fundraising bingo evenings, that Stan Newman be allowed to use the Council laptop and equipment to run bingo and other Council events, to hold a Macmillan Coffee Morning on Thursday 28th September and for Councillors to hold a Christmas Day Coffee morning.

Councillors were informed that the entertainer normally used for the children’s Halloween party is not available this year. Councillors felt that this popular event should go ahead if possible and asked the Amenities Officer if she could investigate other entertainers to run the party, including Cats Club.

The Town Clerk advised that the Telscombe Residents Association had decided not to proceed with their Race Night for 2023, but they would like to arrange one for 2024. This was **noted** by the Committee.

The Committee also considered the request from Peacehaven Town Council if we would like a stall free of charge, at their summer fair on Saturday 8th July, 11am to 4pm. The Town Clerk advised that if agreed, we would need Councillor volunteers to put up and take down the gazebo, and we would need to consider what the stall would include and who would be in charge of it for the day. Councillors felt that Telscombe Town Council should be present to support Peacehaven, and that we could include our Telscombe Town Council deckchairs. Cllr Gallagher suggested that the stall could be present to highlight the Neighbourhood Plan and that we could share Peacehaven Town Council’s marquee. It was **agreed** that Cllr Gallagher would make further contact with Peacehaven Town Council directly, before coming back to Committee for a decision to be made via email and ratified at the next meeting.

1705. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

There were no urgent matters.

There being no further business the meeting closed at 9.32pm.

Signed, CHAIRMAN

NB Next meeting of the Committee - Monday 31st July 2023 at 7.30 pm