



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 31st July 2023** in Room 1, Telscombe Civic Centre at 7.30 pm.

COMMITTEE MEMBERS PRESENT: - Councillors C Gallagher, D Judd *Deputy Mayor & Vice Chairman*, L O'Connor *Mayor*, J Perrotta, C Robinson *Chairman*, I Sharkey & N Watts

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

1706. PUBLIC QUESTION TIME

There were no members of the public present.

1707. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Clarkson who had a work commitment and Cllr Lawrie due to annual leave and these reasons were accepted by the committee.

1708. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1709. TO APPROVE MINUTES OF THE MEETING HELD ON 5th JUNE 2023

It was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RESOLVED** that the minutes of the meeting held on Monday 5th June 2023 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Robinson.

1710. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED

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. March '23 – there is a possible place we could donate the table to, but will not be in the immediate future – committee need to confirm if happy to donate – ask at July meeting. See new comments at end of this table.</i>	July 2023
25.7.22	Min 1577, p 3717 – To consider accepting oak tree saplings	BB	The one surviving sapling was planted in the park but has since disappeared.	Complete



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1710. 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 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 imminently.	Sep 2023
28.11.22	Min 1627, p 3789 – To consider price to paint ball wall in Chatsworth Park	SN/BB	Works have been completed and artist has been awarded a £100 voucher with TTC’s thanks.	Complete
20.3.23	Min 1664, p 3853 – Update on high priority items listed on the access report for TTC’s green spaces	BB	Price received from Hailsham Roadways for works to several areas.	See new agenda item
20.3.23	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. STC confirmed Kompan laid the rubber mulch in 2015/16 at the Salts playground. They have also recently had the pathway resurfaced by Playsafe.	Sep 2023
20.3.23	Min 1670, p 3855 – To consider where to place the ‘superbin’ in Chatsworth Park		Bin has been installed to the wall of the Civic Centre, under the car park fire escape	Complete
20.3.23	Min 1673, p 3856 – To consider estimates for roofing repairs at the Civic Centre	SN	<i>PO issued to ARN Roofing. 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. 05/06 – JP conf at A&CC may know a roofer and will provide details if able to obtain - details recently received but no contact made yet. Office contacted another roofer who visited site but has not submitted an estimate.</i>	Dec 2023
20.3.23	Min 1674, p 3856 – To consider new phone system at the Civic Centre	SN	It was decided at Full Council to proceed with Cloud Voice & Data for a 36 month contract.	Complete



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1710. To note action list and agree any further actions required (Contd)

5.6.23	Min 1683, p 3896 – To review/update the Business Plan	CCL SN	CCL to provide a presentation on 'net zero' greenhouse gas emissions prior to September's Full Council meeting. Project No 7 title has been amended as agreed at last meeting.	Sep 2023 Complete
5.6.23	Min 1684, p 3896 – To note A/CC's complaints since last meeting	CCL	Cllr Clarkson kindly removed the badger at July's volunteer session.	Complete
5.6.23	Min 1685, p 3897 – Update on works bordering a property in Chatsworth Park	BB	Works to be included in this location in grounds maintenance contract for 2024 and planting of shrubs at the front to be included within management plan.	Sep 2023
5.6.23	Min 1687, p 3897 – To approve amendments to the Chatsworth Park & Copse Management Plan	BB	Amendments have been made to the Management Plan.	Complete
5.6.23	Min 1688, p 3897 – To consider quotations to clear the vegetation bordering two properties next to the Copse	BB	Aspen Treecare have provided a price to clear the vegetation by 2 metres.	See new agenda item
5.6.23	Min 1690, p 3898 – To consider removal of the wooden hippo and elephant at CPS Playground & ratify removal of springer at Robert Kingan Playground	BB	M Evans to provide a price to remove the wooden elephant and hippo.	Sep 2023
5.6.23	Min 1692, p 3898 – To consider whether to allow horses to use Chatsworth Park	SN	An article has been added to the newsletter and via social media stating horses to only use the bridleway & no other areas.	Complete
5.6.23	Min 1693, p 3899 – To consider way forward with planting at the bottom of 'Pigs Hill' in Chatsworth Park	BB	Price to be obtained to cut back the vegetation to the tree line where it dips away, which is approx 70m, to rotavate and grass seed the area and for the area to be roped off for protection to allow the grass to grow.	Sep 2023
5.6.23	Min 1694, p 3899 – To consider a tree survey for Chatsworth Park & the Copse	BB	Purchase Order sent to Aspen Treecare for tree survey as agreed.	Nov 2023



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1710. To note action list and agree any further actions required (Contd)

5.6.23	Min 1696, p 3899 – To decide whether to extend the current grounds maintenance contracts or draw up new ones for 2024-7	BB	Working group have met and their suggestions will be taken to November's meeting for consideration.	Nov 2023
5.6.23	Min 1698, p 3900 – To consider adding a second wildlife pond in Chatsworth Park	CCL / BB	Cllr Clarkson to build a second pond with the specific date to be agreed with Amenities Officer.	Sep 2023
5.6.23	Min 1699, p 3900 – To consider adding a gate to an area of Chatsworth Park that has been fenced by Develop Outdoors Forest School	CCL / BB	Gate and latch to be installed. Sign to then be added from TTC to advise the space is a dog free zone for children to explore and to please keep the gate closed.	Sep 2023
5.6.23	Min 1703, p 3901 – To consider installing fire sleds and CO2 fire extinguishers to upstairs fire exits at Civic Centre	SN	As agreed, fire sleds have been purchased by Havens Hub & installed upstairs & TTC purchased two CO2 extinguishers for upstairs. Caretaker to look at the door to Room 4.	Complete Sept '23
5.6.23	Min 1704, p 3901 – Future Events update / agreement	BB	Halloween entertainer has been booked.	See new agenda item

Minute 1251, p 3129 from meeting on 27.1.20, Disposal of pool table - it was proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the pool table is kept for the time being and then donated to the Joff when they are ready to take it.

Minute 1694, p 3899 from meeting on 5.6.23, Consider Tree Survey for Chatsworth Park & The Copse – Cllr Robinson asked if we had requested a non-handwritten map and the Town Clerk confirmed that the purchase order requested computer generated, not hand drawn maps.

Minute 1696, p 3899 from meeting on 5.6.23, Grounds Maintenance Contracts – Cllr Robinson requested that the new draft contracts be taken to the September meeting and that they are forwarded to all Committee members as soon as they are done, so that members have time to consider them before September's meeting.

1711. TO NOTE INCOME & EXPENDITURE FIGURES TO 30th JUNE 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 £6,044 expenditure and income of £640 and Civic Centre expenditure of £11,756 and income of £10,216 at 30th June 2023 were **noted** by the Committee.



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1712. TO REVIEW/UPDATE THE BUSINESS PLAN

The Business Plan was noted and it was unanimously **agreed** that no amendments were necessary at the current time. The Town Clerk was requested to contact ESCC regarding item 9, Youth Services, to see if they are going to progress a project that was put on hold due to Covid,

1713. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was **noted** by the Committee.

1714. UPDATE ON MANAGEMENT PLAN

The Amenities Officer's report was discussed and it was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RECOMMENDED** to (a) arrange for the hole in sleeper 24 at the memory garden to be filled; (b) that memory garden posts 41, 57, 62, 63, 65, 85 & 90 are replaced at a cost of approximately £280 plus fitting and (c) weeding between the paving slabs at the memory garden be added to the new ground's maintenance contract.

1715. 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.

1716. TO CONSIDER GROUNDS MAINTENANCE/PATHWAY WORKS IN CHATSWORTH PARK

The costs received for potential works were noted and it was thought that they were high. Also, the actual surfacing to be used was questioned and it was felt more information was needed regarding drainage and the environmental aspect. It was noted that sandstone had been used in the Big Park and the work had been carried out by Hobarts. Following discussion, it was therefore proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that Cllr O'Connor contact Chris Bibb at LewesDC regarding other potential contractors to quote for the pathway and step works and that Hobarts are also asked to quote.

1717. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS

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

1718. TO CONSIDER REPLACEMENT OR REPAIR TO THE BASKET SWING IN CHATSWORTH PARK NORTH PLAYGROUND

Following consideration of the options available, it was proposed by Cllr Judd, seconded by Cllr Watts and unanimously **RECOMMENDED** that the damaged basket swing seat be replaced with a new rubber nest seat and chains in the sum of £1,684.13 plus VAT for supply and delivery from Sutcliffe Play.

1719. TO CONSIDER MINOR PLAYGROUND REFURBISHMENTS AND MAKE INITIAL DECISIONS

Following discussion, it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to (a) put out separate surveys via Survey Monkey for each of our three play-



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1719. To Consider Minor Playground Refurbishments and Make Initial Decisions (Contd)

grounds as per the draft wording from the Amenities Officer;

(b) to add an option for 'recycled materials' at the end of question 3 regarding types of materials to be used;

(c) to have a closing date of 10th September and

(d) to put up signs in each of the playgrounds with a QR code link to the Survey Monkey questionnaires. The subsequent results can then be collated and taken into consideration for any future playground updates.

1720. TO CONSIDER ADDING METAL GUARDS TO INFORMATION BOARDS IN CHATSWORTH PARK

Following consideration, it was proposed by Cllr Judd, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to purchase metal post guards at a cost of £40 including VAT and delivery and for them to be fitted by M Evans at a cost of £15 per board, total £60.

1721. TO CONSIDER ADDING SIGNS TO THE WILDFLOWER BEDS IN CHATSWORTH PARK

After a brief discussion it was proposed by Cllr Watts, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the A4 size explanatory sign regarding the wildflower habitat area that had been circulated with the agenda be attached to a 1m high stake and 4 signs be installed at the wildflower bed near Kirby Drive and 2 at the smaller one near Manor Drive, with payment to be made by the Chatsworth Park volunteer group.

1722. TO CONSIDER WAY FORWARD WITH A WILDFLOWER AREA IN CHATSWORTH PARK

Cllr Clarkson's report advised that the wildflower area adjacent to Ambleside Avenue and bordering the hibernacula had not been as successful as other areas which had more extensive preparation. He therefore wanted further work to be undertaken to this area. After a short discussion, it was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the Chatsworth Park volunteer group be allowed to remove the turf from the area in the autumn and seed it for a spring/summer bloom, leaving a 2m wide strip of turf through the centre for residents to walk on. The seed will be provided by the volunteer group.

1723. TO CONSIDER WAY FORWARD WITH GRASS CUTTING THE WILDFLOWER MOUND IN CHATSWORTH PARK

Cutting of the wildflower mound is currently included in the ground's maintenance contract 1. Cllr Clarkson's report detailed that mowers are not the best method of cutting to extract seeds and the residual cuttings create mulching, restricting the diversity of what can be established. Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to remove cutting of the mound from the grounds maintenance contract and to allow the Chatsworth Park volunteer group to cut the mound with a scythe cutter bar machine in the autumn and leave the cuttings for a week, before taking them off.



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1724. TO CONSIDER ADDING BIRD AND BAT BOXES IN CHATSWORTH PARK

The Meridian Primary School had donated 15 bird boxes and 4 bat boxes to Cllr Clarkson and it was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to allow the boxes to be placed at various places in Chatsworth Park.

1725. TO RATIFY DECISION TO ALLOW DEVELOP OUTDOORS TO ADD A CONTAINER TO CHATSWORTH PARK

Develop Outdoors had asked to place a small metal container, 1.2m l x 2.2m w x 2.26m high in the fenced area they use in Chatsworth Park to store their equipment. As they wanted to have it in place for the school summer holiday, agreement was sought by the Amenities Officer and obtained from a majority of Committee members via email. It was therefore proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to ratify the decision to allow Develop Outdoors to have a small metal container put in the fenced area they use in Chatsworth Park, at their own cost.

1726. TO RATIFY DECISION TO ALLOW DEVELOP OUTDOORS TO RUN PARENT AND PLAY SESSIONS IN CHATSWORTH PARK AND TO REPLACE GATE BORDERING KIRBY DRIVE

Develop Outdoors had requested to run 'parent and play forest school sessions' on Monday mornings and 'after school forest school sessions' on Monday afternoons in Chatsworth Park. In order to facilitate access to the sessions for the disabled, they also asked if they could replace the field gate off Kirby Drive at their own expense. It would be kept locked at all other times. It was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to allow Develop Outdoors to run the forest school sessions on Mondays and for them to replace the field gate off Kirby Drive at their own expense.

1727. TO CONSIDER QUOTATIONS TO CLEAR TREE BRANCHES AND VEGETATION AROUND THE TOP OF 2 STREET LIGHT COLUMNS IN CHATSWORTH PARK

The Council owns a row of street lights running along the pathway through Chatsworth Park from Ambleside Avenue to Park Avenue. Two of the lamps at the top of the lighting columns are now covered with tree branches and leaves, thus blocking the light emissions and making the area very dark at night. Following consideration of quotes received, it was proposed by Cllr Watts, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to accept the quotation from Aspen Treecare in the sum of £120 to cut back tree branches by 1m around street lighting columns B and E.

1728. TO CONSIDER QUOTATIONS TO CUT BACK TREE BRANCHES FROM CHATSWORTH PARK TO A PROPERTY IN CENTRAL AVENUE

The Amenities Officer's report advised that the residents had been clearing vegetation from the park bordering their fence, but were no longer able to do so and they had highlighted trees that are overhanging their fence and almost touching their property. Quotes to cut back the trees were considered and it was proposed by Cllr Gallagher, seconded by Cllr Perotta and unanimously **RECOMMENDED** to accept the quote from Aspen Treecare to cut back the trees in the sum of £180 plus VAT and for the Amenities Officer to visit the site in November to ascertain the vegetation growth and if cutting back is required, to ask the Chatsworth Park volunteer group to carry this out.



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1729. TO CONSIDER QUOTATIONS TO CLEAR VEGETATION BORDERING TWO PROPERTIES NEXT TO THE COPSE

The report from the Amenities Officer was considered and it was noted that it stated works in this area were highlighted as a red zone in the ecological report, meaning no work could be undertaken without prior consultation with an ecologist. Following discussion as to the way forward, it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that Cllr O'Connor contact Lewes District Council's ecologist and ask for her opinion, and if she considers it appropriate to undertake the work, that Countrywide Contractors be instructed to carry out a 2m cut back of vegetation of 2 properties bordering The Copse, one being in Telscombe Cliffs Way and one in Bush Close, in the sum of £550.

1730. TO CONSIDER EXTENDING WANDER COFFEE'S CONCESSION

It was proposed by Cllr Judd, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to advise Wander Coffee that we have agreed to extend their concession for a further 6 months until 31st March 2024 and for them to sign a new agreement confirming they will continue to pay the £40 weekly charge. There was discussion regarding recent vandalism to 2 picnic tables in the park and the fact that Wander Coffee have asked if the Council would be willing for them to carry out crowdfunding to pay for a new bench(es). It was unanimously **RECOMMENDED** to allow Wander Coffee to crowdfund, but that we get details for metal framed picnic tables like we have in Chatsworth Park North playground and also for a composite alternative as they will be more vandal proof and forward details to Wander Coffee for inclusion in the details they will put out.

1731. TO AGREE WAY FORWARD WITH REPLACEMENT OF CIVIC CENTRE BOILERS

It was noted that the 2 gas boilers which were installed at the beginning of 2010 were failing and following discussion it was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to (a) get quotes for replacement gas boilers, including from Gregory Gas who service our current boilers and also directly from Viessmann Boilers, and also to contact Sussex Heat Pumps for a quote and (b) if within the Committee's spending remit, a decision could be made via email.

1732. TO RATIFY PURCHASE OF A MUSIC LICENCE FOR THE CIVIC CENTRE AND CONSIDER PASSING COST ONTO HIRERS

The Town Clerk had sought Committee member's approval to purchase a combined PPL/PRS music licence, known as TheMusicLicence, via email as when we were notified that we were required to have one, this meeting was over 6 weeks away. There was a unanimous positive response and the required licence was purchased. There are different tariffs for different items broken down as follows:- £110.53 for playing music at bingo, £253.55 for background music in general areas and £530.40 for exercise classes playing music (equivalent to £2.04 per class). There was discussion as to whether the cost for exercise classes should be passed onto the hirer following which it was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to (a) ratify purchase of a music licence in the sum of £894.48 plus VAT. (b) not pass the cost onto hirers at the present time, but to include this for consideration when reviewing hire charges for the 2024/25 financial year and (c) to write to the exercise classes to notify them of the potential cost from April 2024.



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1733. FUTURE EVENTS UPDATE/AGREEMENT

Discussion and agreement for some events had been made at the last Committee meeting, but some further information/costs were to be sought. Following discussion regarding events it was proposed by Cllr Judd, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to

- (a) ratify the decision for the Cats Club to provide entertainment for the Halloween children's party at the Civic Centre from 4-6pm on Saturday 28th October;
- (b) to ratify the date for the summer fair to be held in Chatsworth Park of 6th July 2024 and for N Emmett to be compere;
- (c) to get costs for a portable beacon to be brought back to the next meeting as we would like to be involved with the 80th anniversary of the D-Day landings on 6th June 2024 and
- (d) to form an Events Working Group consisting of Councillors Watts, O'Connor, Sharkey, Clarkson, Robinson and staff member(s) to progress events already agreed and discuss other possible events, with information to be taken back to the Committee for approval.

1734. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

There were no urgent matters.

There being no further business the meeting closed at 9.15 pm.

Signed
Chairman

NB Next meeting of the Committee - Wednesday 27th September 2023 at 7.30 pm