



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held at 7.30pm on **Wednesday 22nd November 2023** in Room 1 at Telscombe Civic Centre.

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, C Gallagher, D Judd *Deputy Mayor & Vice Chairman*, M Lawrie, J Perrotta, I Sharkey & N Watts

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

1758. PUBLIC QUESTION TIME

There were no members of the public present.

1759. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr O'Connor due to a family commitment and Cllr Robinson who was unwell. These reasons were accepted by the Committee. Due to the absence of the Committee Chairman, Cllr Robinson, the meeting was chaired by the Vice Chairman, Cllr Judd.

1760. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1761. TO APPROVE MINUTES OF THE MEETING HELD ON 2nd OCTOBER 2023

It was proposed by Cllr Clarkson, seconded by Cllr Perrotta and unanimously **RESOLVED** that the minutes of the meeting held on Monday 2nd October 2023 were a true record of the proceedings and were signed as correct by the Vice Chairman, Cllr Judd.

1762. 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
20.03.23	Min 1667, p 3854 – To discuss way forward with wet pour surfaces in the three playgrounds	BB	Currently unable to obtain a price to add tarmac between wet pour and pathway at CPN. Continuing to contact various contractors.	Jan 2024
05.06.23	Min 1685, p 3897 – Update on works bordering a property in Chatsworth Park	BB	Consideration to be made re a way forward on planting shrubs at the front, which will also be managed through the management plan in 2024.	See new agenda item
05.06.23	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	Continuing to contact various contractors for a price to remove the wooden elephant and hippo.	Jan 2024



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1762. To note action list and agree any further actions required (contd)

05.06.23	Min 1693, p 3899 – To consider way forward with planting at the bottom of 'Pigs Hill' in Chatsworth Park	BB	Specification document finalised for proposed works and will be sent out to contractors imminently.	Jan 2024
05.06.23	Min 1694, p 3899 – To consider a tree survey for Chatsworth Park & the Copse	BB	Aspen Treecare are currently undertaking the tree survey and their recommendations will be taken back to a future meeting.	Jan 2024
05.06.23	Min 1703, p 3901 – To consider installing fire sleds and CO2 fire extinguishers to upstairs fire exits at Civic Centre	SN	Work to room 4 door still to be undertaken.	Jan 2024
31.07.23	Min 1712, p 3934 – To review/update the Business Plan	CR	ESCC to be contacted re item 9 Youth Services, to see if they will progress a project.	Jan 2024
31.07.23	Min 1714, p 3934 – Update on Management Plan	BB	Chasing contractor for price to fill in the hole in post 24 and to replace posts 41, 57, 62, 63, 65, 85 & 90, but no answer received.	Jan 2024
31.07.23	Min 1716, p 3934 – To consider grounds maintenance / pathway works in Chatsworth Park	BB	Other contractors have been contacted and waiting for some information to be sent over by SGS Surfacing.	See new agenda item
31.07.23	Min 1718, p 3934 – To consider replacement or repair to the basket swing in Chatsworth Park North Playground	BB	Replacement rubber nest seat from Sutcliffe Play has arrived. Contacting various contractors to see if they can fit alongside other playground repairs.	Jan 2024
31.07.23	Min 1729, p 3937 – To consider quotations to clear vegetation bordering two properties next to the Copse	LOC / BB	LDC's ecologist attended site with Cllr O'Connor on 11.10.23 and agreed with the proposed works. Purchase Order has been sent to Countrywide for them to cut back vegetation.	Jan 2024
31.07.23	Min 1732, p 3937 – To ratify purchase of a music licence for the Civic Centre and consider passing costs onto hirers	SN	Exercise classes to be notified of potential cost increase from April 2024 when they are written to regarding Christmas closure period	Dec 2024
02.10.23	Min 1741, p 3974 – To review / update the Business Plan	SN	Amendments have been made to project no's 1, 5, 6, 8 and 9.	Complete



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1762. To note action list and agree any further actions required (contd)

02.10.23	Min 1742, p 3974 – To note Amenities complaints since last meeting	BB SN BB	BB has contacted resident to advise them that we will not cut the hedge back from their garden as it is not on TTC owned land. SN responded to the resident re complaint no 59. No response received to date. BB has advised resident that trees will not be cut back as there is no health & safety risk to either the trees, the resident or his property and there is no amenity benefit.	Complete Complete Complete
02.10.23	Min 1743, p 3975 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	BB	Picnic table options have been investigated. Cllrs to decide if we want to replace them and if so, we will need to investigate installation costs.	See new agenda item
02.10.23	Min 1745, p 3976 – To discuss results from the playground surveys and possible refurb	CCL	Cllr Clarkson to organise a group to initiate proceedings and findings be taken back to a future meeting	Mar 2024
02.10.23	Min 1746, p 3976 – To consider draft grounds maintenance contracts due to start in April 2024	BB/SN	Contracts have been advertised out to tender with return deadline of 04.12.23. To be considered at Full Council meeting in Dec.	Dec 2023
02.10.23	Min 1747, p 3976 – Management Plan update	CCL	Chatsworth Park volunteers have swept the pathway (zone 8) and cut nettles back from Ambleside Avenue (zone 27).	Complete
02.10.23	Min 1749, p 3977 – To consider applying for tree planting grants	BB BB	Grant application deadline 3.12.23 so may not have time to obtain estimates for initial cut back, works to be carried out and prices to be obtained for trees. Liasing with Chair and Cllr Clarkson on way forward. Earthwatch Europe confirmed that funding is only available to District Councils so we will not be able to apply.	Jan 2024 Complete
02.10.23	Min 1750, p 3977 – To consider making a request to Lewes District Council to revoke a Tree Preservation Order at the Copse	BB LOC	BB to investigate planting the area with bluebells in late spring. LOC has contacted ecologist for advice on future management of this area.	Jan 2023 See new agenda item



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1762. To note action list and agree any further actions required (contd)

02.10.23	Min 1751, p 3978 – To consider whether to re-start a community space, previously known as a warm hub	SN	SN advised HCH as per agreement reached at last meeting and she has not heard further from them re setting up a community space/lunch on the 2nd and 4th Mondays of the month between 12 midday and 2pm.	Dec 2023
02.10.23	Min 1753, p 3978 – To consider quotes for a new heating system at the Civic Centre	SN	PO has been issued to Gregory Gas Heating and Plumbing to replace 2 gas boilers. Works due to be completed by end January.	Feb 2024
02.10.23	Min 1754, p 3979 – To consider replacement of CCTV monitor in general office	SN	Havens Alarms to carry out works for replacement CCTV monitor on 16.11.2023.	Nov 2023
02.10.23	Min 1755, p 3979 – To consider estimates for repairs to Civic Centre windows	SN	Repairs have been undertaken to the two windows in the Exhibition Area and one window in Room 5.	Complete
02.10.23	Min 1756, p 3979 – Future Events	SN	Christmas tree to be purchased for outside of the Civic Centre.	Dec 2023

Minute 1749 – The Amenities Officer advised a specification document had been sent out to contractors for estimates, which are due back shortly. The Tree Council also confirmed that another round of tree planting grants is likely to come out in August 2024, which is a preferable time frame to put the proposed project together.

1763. TO NOTE INCOME & EXPENDITURE FIGURES TO 30th SEPTEMBER 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 £12,807 expenditure and income of £1,200 and Civic Centre expenditure of £17,535 and income of £20,089 at 30th September 2023 were **noted** by the Committee.

1764. TO REVIEW/UPDATE THE BUSINESS PLAN

The Business Plan was **noted** and no amendments were considered to be necessary.

1765. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was **noted** by the Committee. Aspen Treecare had been asked to visit an area in Chatsworth Park and provide their opinion on the general area, including encroachment of shrubs, trees and vegetation as well as their height, which a resident had reported was causing overshadowing issues in their garden. Aspen Treecare have advised that vegetation is only encroaching onto 3 properties in Cavendish Close and if we would like them to cut back overhanging vegetation 1 metre from the boundary, this could be undertaken at a cost of £650 plus VAT, which will include 1 days' work for three men and a chipper.



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1765. To note Amenities complaints since last meeting (contd)

It was **agreed** that the residents of these properties should be made aware of the suggested works as a matter of courtesy. Cllr Gallagher verified that the Town Council's Boundary Policy confirms that boundaries with properties in Chatsworth Park should be managed to a depth of 1 metre. Cllr Lawrie questioned Aspen Treecare's estimate, which stated 'overhanging' vegetation which could be cut back to the boundary by the resident and it was agreed to clarify with Aspen Treecare if there are any overhanging branches, or whether it is only general vegetation pushing up against the fence line.

Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the Amenities Officer contacts Aspen Treecare to ask them to clarify their comments regarding overhanging vegetation and whether it includes vegetation pushing against the fence line. The Committee asked that the resident who originally made the complaint is also contacted by letter to inform them of the arborist's comments that no work is required to the boundary of their property.

1766. TO CONSIDER WAY FORWARD WITH WORKS IN CHATSWORTH PARK BORDERING A PROPERTY

The Committee considered the Amenities Officer's report. Cllr Gallagher raised concerns with the two estimates obtained which varied significantly in price. The Amenities Officer advised she had contacted other contractors but they had not responded. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to contact further contractors for a price and Officers be given delegated authority to agree for works to be undertaken up to £650 + VAT. Cllr Clarkson asked that the Management Plan for 2024/25 include inspections to be undertaken to this location.

1767. 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.

1768. TO CONSIDER ADDING PICNIC TABLES IN CHATSWORTH PARK

The Committee discussed the report from the Amenities Officer. Two of the three picnic benches by Wander Coffee in Chatsworth Park had been vandalised and broken beyond repair. Prices had been obtained for concrete, plastic, metal framed and basic timber benches. Cllr Lawrie felt that a concrete bench would be the best option as it is less susceptible to vandalism. It was proposed by Cllr Lawrie, seconded by Cllr Gallagher and **RECOMMENDED** that one concrete bench be purchased as a replacement and Committee consider next year if a second would be added, but this was not put to a vote. Cllr Clarkson felt the costs were high and a concrete bench was not in keeping with the area. He preferred the recycled plastic option and it was therefore proposed by Cllr Clarkson, seconded by Cllr Watts and following a vote, **RECOMMENDED** by a majority that one recycled plastic picnic table is purchased from Earth Anchors at a cost of £393.75 plus £48 delivery plus VAT, that installation costs are sought and taken back to Committee and that a review is undertaken in a year's time for possible purchase of a second picnic table. Cllr Lawrie abstained.

1769. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS & AGREE ANY POSSIBLE ACTIONS

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



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1770. TO CONSIDER PARK USE APPLICATION FROM THANKFUL FLOW YOGA

Thankful Flow Yoga have submitted a Park Use application to run a yoga class in Chatsworth Park on Saturday mornings. It was proposed by Cllr Gallagher, seconded by Cllr Perrotta and unanimously **RECOMMENDED** to accept the application, subject to receipt of their risk assessment, details of their emergency procedures and confirmation of their proposed location within the park.

1771. MANAGEMENT PLAN UPDATE

The Committee **noted** the report regarding the inspections undertaken in October to the hedge between Kirby Drive and Chatsworth Park North playground and to the two ponds. Cllr Clarkson confirmed that the dead hedge to one of the ponds had already been secured.

1772. TO CONSIDER APPLYING FOR FREE HEDGE PACKS THROUGH THE WOODLANDS TRUST FOR AN AREA WITHIN CHATSWORTH PARK

Works had previously been undertaken in Chatsworth Park to re-grade a bank bordering a property and the Committee agreed to plant shrubs at the front of the bank to block the gap. The Amenities Officer advised that the Woodlands Trust had opened another window for free hedge packs, and that an application could be made to purchase 30 saplings to plant 6 to 8 metres of double row hedging. She advised that although the packs are not shrubs, they would still block the gap at the front and planting could be undertaken by volunteers free of charge. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to apply for a free hedge pack through the Woodlands Trust and they be planted by volunteers if the application is successful.

1773. TO CONSIDER APPLYING FOR THE TREE COUNCIL'S NETWORK RAIL COMMUNITY TREE PLANTING FUND

Earthwatch Europe were unable to offer funding for Cllr Clarkson's proposed project of adding a 'tiny forest' in Chatsworth Park, as agreed at the last Committee meeting. In the meantime, Cllr Clarkson had contacted the Tree Council and they suggested we apply for funding through their Network Rail Community Tree Planting fund for 780 60cm saplings to be planted in an area of 18m in diameter. Cllr Clarkson advised that a similar project had been carried out in Chichester and Kent. Cllr Lawrie asked what trees would be planted and Cllr Clarkson confirmed they would be a mix of native trees, including fruit and Oak. Cllr Gallagher raised concerns that planting a mini forest in the middle of one of the grassed areas would reduce the amount of open space the public could enjoy and that the trees would need to be included within any future surveys. Cllr Lawrie was aware of similar projects and advised the trees would not require maintenance. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Lawrie and **RECOMMENDED** that Cllr Clarkson submits a funding application to the Tree Council and if successful, it is taken back to a future meeting for further consideration on how the project will be formed. Cllr Gallagher objected to the proposal.

1774. UPDATE ON PROPOSED CHATSWORTH PARK CAFÉ CONCESSION

Cllr Clarkson updated the Committee following the working group meeting. To take the project forward, he would like to make an official application for water, sewage and power, so that Southern Water and UK Power Network could visit the site and provide costings. It was therefore proposed



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1774. Update on proposed Chatsworth Park café concession (contd)

by Cllr Clarkson seconded by Cllr Watts and unanimously **RECOMMENDED** that an application is submitted to Southern Water at an approximate cost of £87 and another application is submitted to UK Power Network, costing no more than £300, with the information being taken back to a future Committee meeting.

1775. TO NOTE MEETING WITH LEWES DISTRICT COUNCIL'S ECOLOGIST AND CONSIDER THEIR RECOMMENDATIONS

The Committee noted the comments from Lewes District Council's ecologist with regards to the Copse and Chatsworth Park. It was suggested we add Hawthorne bushes in the Copse, at the boundary with Telscombe Cliffs Way and that broadleaved trees are also planted within the Copse, making sure the area is cleared before planting to avoid saplings being smothered by the undergrowth. Following consideration, it was proposed by Cllr Sharkey, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the Town Council apply for a hedge and tree pack from the Woodlands Trust, for proposed planting of a hedge on the border with Telscombe Cliffs Way and for trees within the Copse.

1776. TO RATIFY PURCHASE OF ANTI-SLIP STRIPS FOR THE STEPS AT THE COPSE

The report from the Town Clerk stated that a member of the public notified the Town Council they had slipped on the steps at the Copse. The Town Clerk had emailed Committee members with her intention to buy some anti-slip GRP strips and that the nosings had also been re-painted yellow. As no Councillors were against this, the strips were purchased and installed by a volunteer. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** to **RATIFY** purchasing the strips at a cost of £139.50 plus VAT. Cllr Clarkson passed on his thanks to the volunteer for undertaking the work.

1777. TO NOTE ROOF DAMAGE FOLLOWING STORM CIARAN AND AGREE WAY FORWARD

The Committee discussed the Town Clerk's report. The front of the Civic Centre roof was damaged during Storm Ciaran on 2nd November 2023 and several roofing contractors were contacted to provide a quote for repair. Provincial Roofing had provided an estimate of £1,200 which was not subject to VAT, but no other prices were received. Insurers had been contacted and were happy to proceed with Provincial Roofing if the Council wanted to progress with a claim. Cllr Judd felt that the Town Council should progress this through the insurance company as they provide financial protection in these situations. It was therefore proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to progress with a claim via the Insurers and accept the quotation of £1,200 from Provincial Roofing.

1778. TO AGREE WAY FORWARD WITH THE DISHWASHER

The Committee considered the Town Clerk's report. The dishwasher at the Civic Centre has been serviced and the engineer could not find anything wrong with it, however, they noted it was filling with water slightly more water than recommended. They suggested two sensors be replaced at a



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1778. To agree way forward with the dishwasher (contd)

cost of £286.76 plus VAT. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Perrotta and unanimously **RECOMMENDED** that no works are undertaken at this stage, but that money is added to the next budget for replacement of appliances. Cllr Judd suggested a sign is added in the kitchen asking users to put the dishwasher on twice, to give a thorough rinse.

1779. TO CONSIDER QUOTES FOR FIRE RISK ASSESSMENT

The Town Clerk's report confirmed that quotations for a Fire Risk Assessment had been obtained from three companies. It was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the quotation from Safe IS at a cost of £247 plus VAT.

1780. FUTURE EVENTS UPDATE

The Committee discussed the report from the Amenities Officer. A price had been obtained for a portable beacon at a cost of £549 plus VAT. Cllr Gallagher noted that Peacehaven Town Council were doing a large event for D Day and Cllr Watts stated that propane is also expensive. It was therefore proposed by Cllr Judd, seconded by Cllr Lawrie and unanimously **RECOMMENDED** not to purchase a portable beacon.

The events working group had also met and asked if Officers could explore purchasing generic re-usable movie decorations. This was investigated and decorations could be purchased through Amazon at a cost of £40 for a barrier and 1.5 metre rope, a 4.5 metre long red carpet at a cost of £8 and 4 long material sparkling curtains at a cost of £32. It was proposed by Cllr Sharkey, seconded by Cllr Judd and unanimously **RECOMMENDED** to purchase these re-usable decorations, even though the entertainments budget already has an overspend.

The Amenities Officer confirmed that no cinema tickets had been purchased for the showing of the Muppets Christmas Carol film and recommended it be cancelled. This was **agreed** by the Committee.

1781. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

There were no urgent matters.

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

Signed
Chairman

NB Next meeting of the Committee – Wednesday 24th January 2024 at 7.30 pm