



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held at 7.30pm on **Wednesday 24<sup>th</sup> January 2024** in Room 1 at Telscombe Civic Centre.

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

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

## **1782. PUBLIC QUESTION TIME**

There were no members of the public present.

## **1783. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr Gallagher, for personal reasons and Cllr Judd, who had a prior engagement. These reasons were accepted by the Committee.

## **1784. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

None.

## **1785. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 22<sup>nd</sup> NOVEMBER 2023**

It was proposed by Cllr Clarkson, seconded by Cllr Perrotta and unanimously **RESOLVED** that the minutes of the meeting held on Wednesday 22<sup>nd</sup> November 2023 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Robinson.

## **1786. 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
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.	Mar 2024
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.	Mar 2024
05.06.23	Min 1693, p 3899 – To consider way forward with planting at the bottom of 'Pigs Hill' in Chatsworth Park	BB	Estimates have been received from contractors and will be considered tonight's meeting.	See new agenda item



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## 1786. To note action list and agree any further actions required (contd)

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.	Mar 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.	Mar 2024
31.07.23	Min 1712, p 3934 – To review/update the Business Plan	CR	CR has contacted ESCC re item 9 Youth Services, to see if they will progress a project and is awaiting their response.	Mar 2024
31.07.23	Min 1714, p 3934 – Update on Management Plan	BB	Have not received a price to fill in the hole in post 24 and to replace posts 41, 57, 62, 63, 65, 85 & 90. Will contact other contractors for estimates.	Mar 2024
31.07.23	Min 1716, p 3934 – To consider grounds maintenance/pathway works in Chatsworth Park	BB	Other contractors have been contacted but no responses received to date.	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	Have received replacement rubber nest seat. Contacting various contractors to see if they can fit alongside other playground repairs.	Mar 2024
31.07.23	Min 1729, p 3937 – To consider quotations to clear vegetation bordering two properties next to the Copse	BB	Countrywide have cut back the vegetation by 2 metres.	Complete
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 have been notified of potential cost increase from April 2024.	Complete
02.10.23	Min 1745, p 3976 – To discuss results from the playground surveys and possible refurbs	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	SN	Estimates were considered at the Full Council meeting in Dec and contractors have been informed if successful or not.	Complete
02.10.23	Min 1749, p 3977 – To consider applying for tree planting grants	BB	Grant application to be submitted for August 2024 bidding round. BB to obtain estimates for initial cut back, grounds work & trees.	Mar 2024



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## 1786. To note action list and agree any further actions required (contd)

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	BB to investigate planting the area with bluebells in late spring.	Mar 2024
02.10.23	Min 1751, p 3978 – To consider whether to restart a community space, previously known as a warm hub	SN	SN advised HCH as per agreement reached at last meeting. Havens Food Coop contacted us advising they have funding for 6 community lunch sessions, 2 each for Newhaven, Peacehaven & Telscombe. Dates to be agreed.	May 2024
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 have carried out works for replacement CCTV monitor.	Complete
02.10.23	Min 1756, p 3979 – Future Events	SN	Christmas tree was purchased.	Complete
22.11.23	Min 1765, p 4007 – To note Amenities complaints since last meeting	BB	Letter to be sent imminently to residents of 3 properties which border Cavendish Close, to inform them of our intentions.	Mar 2024
22.11.23	Min 1766, p 4007 – To consider a way forward with works in Chatsworth Park bordering a property	BB	Other contractors have been contacted for a price and we are awaiting responses. Agreed at November's meeting that Officers can be given delegated authority to agree for works to be undertaken up to £650 + VAT.  Cllr Clarkson asked that the 24/25 Management Plan includes inspections in this location to be undertaken. This will be taken to March's meeting.	Mar 2024  Mar 2024
22.11.23	Min 1768, p 4007 – To consider adding picnic tables in Chatsworth Park	BB	Committee agreed to purchase a recycled black plastic table 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 second table is considered in one years' time. Bianca to action.	Mar 2024



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## 1786. To note action list and agree any further actions required (contd)

22.11.23	Min 1770, p 4008 – To consider Park Use application from Thankful Flow Yoga	BB	Thankful Flow to provide copy of their Risk Assessment, details of their emergency procedures and confirmation of their proposed location within the park.	May 2024
22.11.23	Min 1772, p 4008 – To consider applying for free hedge packs through the Woodlands Trust, for an area within Chatsworth Park	BB	Woodlands Trust have accepted our application for free hedge packs but conf they no longer provide plastic tree guards. Delivery due between 26.02.24 – 08.03.24 & to be planted by volunteers.	Mar 2024
22.11.23	Min 1773, p 4008 – To consider applying for the Tree Council's Network Rail Community Tree Planting Fund	CCL	An application has been submitted to the Tree Council and is going to their board for consideration.	Mar 2024
22.11.23	Min 1774, p 4009 – Update on proposed Chatsworth Park café concession	CCL/BB	Application has been submitted to UK Power Network and in contact with Southern Water on how best to submit an application through their website.	Mar 2024
22.11.23	Min 1775, p 4009 – To note meeting with Lewes District Council's ecologist and consider their recommendations	BB	Woodlands Trust have accepted our application for a free hedge and tree pack, which will arrive in March. Cllr Clarkson has kindly agreed for the volunteers to plant at this location.	Mar 2024
22.11.23	Min 1777, p 4009 – To note roof damage following Storm Ciaran and agree way forward	SN	Works have been undertaken to the Civic Centre roof and monies claimed and paid by our Insurers, net of the excess.	Complete
22.11.23	Min 1778, p 4010 – To agree way forward with the dishwasher	SN	Money will be added to 25/26 budget for kitchen appliance replacement.	Complete
22.11.23	Min 1779, p 4010 – To consider quotes for Fire Risk Assessment	SN	Safe IS are due to undertake their assessment on 31.1.24.	Feb 2024
22.11.23	Min 1780, p 4010 – Future Events	BB/SN	Re-usable decorations for film night have been purchased totalling £73.50 inc VAT, £13 less than anticipated. The working group have not met since the last meeting so an agenda item has not been added to this meeting.	Complete March 2024

Minute 1780 – The Town Clerk advised that a Future Events Working Group had met earlier in the day and it was agreed to cancel the Matilda film event at the Civic Centre in February, as only 4 tickets had been sold. This was **agreed**.



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## 1786. To note action list and agree any further actions required (contd)

Minute 1773 To consider applying for the Tree Council's Network Rail Community Tree Planting Fund –

The Town Clerk referred to an email she had sent to the Committee that morning regarding an update on the Tree Planting Fund grant application. Cllr Clarkson had submitted an application for the proposed 'mini forest' and this had now been accepted. The Tree Council had specified in their paperwork that they expect tree planting to be completed ideally by the end of February, but no later than 31<sup>st</sup> March 2024. The application form submitted confirmed the Town Council cannot claim back VAT, but this is incorrect which will change the conditional grant amount which included VAT. The Town Clerk also raised concerns on how quickly the money would be sent, as we do not have enough available funds to cover the cost as it is invested and could not be released until 10<sup>th</sup> March 2024.

The Committee discussed the application in further detail. Cllr Clarkson advised his costings include 3 days' work from a contractor, 60cm tall trees from King & Co, biodegradable tree guards and 1.2m fencing to stop entry to the trees during their critical growing stage for the first 3 years. There will be 3 gates around the mini-forest for volunteers to access with a key, so they can undertake works. Cllr O'Connor suggested that chestnut fencing be used for the perimeter rather than wire mesh. It was noted that the Tree Council requested that the project journey is shared on social media and the Town Clerk confirmed that a small article could be included in the next Town Crier newsletter, as this had not been sent off to print yet. Following consideration, it was proposed by Cllr Lawrie, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that Cllr Clarkson contacts the Tree Council to advise them that the Town Council can recover VAT, asks how quickly funds will be received due to the Town Council being unable fund this prior to receipt of the 85% up-front grant monies, that he advises them we would like to amend the fencing to posts and chestnut fencing and that if they are in agreement to this, the Town Clerk formally accepts the grant on behalf of the Council and authorises purchase of the required goods on behalf of the Council in the normal way. The Chair thanked Cllr Clarkson for his work in putting the project together.

## 1787. TO NOTE INCOME & EXPENDITURE FIGURES TO 31<sup>st</sup> DECEMBER 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 £18,434 expenditure and income of £1,970 and Civic Centre expenditure of £30,093 and income of £31,138 at 31<sup>st</sup> December 2023 were **noted** by the Committee.

## 1788. TO REVIEW/UPDATE THE BUSINESS PLAN

The Councillors **noted** the Business Plan. Cllr Clarkson felt that the Committee should look to finalise or update the actions over the course of this year. Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that Cllr Clarkson's mini forest project be added to the Business Plan and that project number 4 – renewal of the grounds maintenance contracts for 2024, be shown as completed.

## 1789. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

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



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## **1790. TO CONSIDER WAY FORWARD WITH WORKS IN CHATSWORTH PARK BORDERING A PROPERTY**

The Committee considered the Amenities Officer's report. It was previously agreed that Officers be given delegated authority to agree for works to be undertaken at this location adjacent to a property in Ambleside Avenue, up to £650 plus VAT.

Further contractors were contacted for a price and a response was received from GreenHaven Gardens, who met with the Amenities Officer on site. They provided some advice and were asked to provide an estimate, but this has not been received to date. It was therefore proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that a) the Amenities Officer re-contacts GreenHaven Gardens for an estimate and if there is no reply by next week, to go with the quotation from Countrymans at £475 plus VAT and b) that the resident be informed of the comments from GreenHaven Gardens if their comments are provided in writing.

## **1791. MANAGEMENT PLAN UPDATE AND AGREE ACTIONS REQUIRED**

The Committee **noted** the findings regarding inspections undertaken in Zones 8, 18 and 20 within Chatsworth Park. Cllr Clarkson advised that they would look to clear the mud from the pathways at February's volunteer session.

## **1792. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES**

The Amenities Officer reported that Hailsham Road Ways previously provided an estimate for repairs to several pathways in Chatsworth Park. Their quotation was taken to a previous Committee meeting, where it was felt the price was too high. Other contractors had since been contacted but there had been no further response. As some time had passed since the original quotation from Hailsham Road Ways, the Amenities Officer felt they should be contacted again to re-quote for the works. The proposed sections were the entrance to the car park, the pathway nearest to the houses backing onto the park from Cavendish Close, the pathway above the North Playground and re-routing of the pathway at the Memory Garden. The Committee noted slightly protruding tree roots near the Memory Garden which had been sprayed yellow to highlight them and felt that improvements to this location were a high priority for the Council. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that Hailsham Road Ways be contacted for an updated estimate, with each area being priced separately.

Cllr Robinson suggested that ESALC could be contacted with regards to organising disability confidence training as highlighted on item 9.3. The Committee **noted** the remaining updates on the 16 urgent items on the access report.

## **1793. TO CONSIDER QUOTATIONS FOR WORKS IN AN AREA IN CHATSWORTH PARK**

The report from the Amenities Officer was considered by the Committee. Contractors had been contacted to provide a quotation to cut back vegetation to the tree line next to the pathway known as Pigs Hill in Chatsworth Park, and to rotavate, grass seed and rope off the area. Estimates had been received from three companies, although one did not include for the re-seeding element. There was discussion on when the best time to seed would be, and it was agreed this should be undertaken between March and May.



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## 1793. To consider quotations for works in an area in Chatsworth Park (Contd)

It was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the quotation from Countrymans to flail overgrown vegetation, rake up and remove and dispose of the waste, power harrow the cleared area, rake over level, supply and sow an amenity mix grass seed, fence off the seeded area and to collect and remove the fencing once the seed has been established, at a total cost of £1,550 plus VAT.

## 1794. TO AGREE A WAY FORWARD WITH THE HOLES BEING DUG IN CHATSWORTH PARK

The Committee discussed the Amenities Officer's report. Cllr O'Connor had been contacted by a member of the public during the Christmas period to advise that a group of boys were digging holes with spades to an area in Chatsworth Park and creating mountain bike trails. Cllr O'Connor visited the site to re-fill the holes and remove the bumps from the created trails. The Council were contacted again in January regarding a group of boys digging holes in the same area and the Town Clerk and a volunteer filled the hole with piles of soil left by the side and put up signs explaining it is prohibited to dig holes. Cllr O'Connor noted that the chestnut fencing within this location had deteriorated and suggested that it be replaced to help block the area. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Council purchase posts and chestnut fencing. Cllr O'Connor confirmed he would measure the area for the correct meterage and that he would install this himself with the help of Cllr Clarkson. Cllr Robinson thanked both Cllrs O'Connor and Clarkson for their support.

## 1795. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS & AGREE ANY POSSIBLE ACTIONS

The playground inspection report was **noted** by the Committee. Cllr Robinson suggested that Chris Bibb from Lewes District Council (LDC) may be able to provide details of contractors who can assist with minor playground repairs. The Amenities Officer advised she would make contact and confirmed she had also received contact details for another contractor from Andy Strickland at LDC's Neighbourhood First Team. Initial contact had been made and the contractor had been provided with a list of works we require undertaking and should provide an estimate shortly. Cllr Clarkson asked if the Town Council could advertise for contractors via our social media channels. The report also detailed damage to picnic tables and benches across the three playgrounds and it was agreed for the Amenities Officer to obtain estimates for removal of a picnic table at Robert Kingan Playground.

## 1796. TO NOTE THE ANNUAL PLAYGROUND INSPECTION REPORTS

The Committee were provided with the annual playground inspection reports and DDA inspections for Chatsworth Park South, Chatsworth Park North and Robert Kingan playgrounds. Play Value reports had been provided for the two Chatsworth Park playgrounds, but the inspector missed this report for Robert Kingan Playground. This will be shared with the Committee once received from LDC. The Committee **noted** the reports, including the weaknesses to inclusive play equipment. The Amenities Officer advised she would contact the grounds maintenance contractor to ask their costs for jet washing the boulders at Robert Kingan Playground, which is showing as grade 10, when they carry out the jet washing of the playgrounds.



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## **1797. TO NOTE CIL BID INVITATION FROM LEWES DISTRICT COUNCIL AND CONSIDER APPLYING FOR A FULL BID**

An Expression of Interest for a CIL grant of £150,000 had been submitted to LDC for the proposed Chatsworth Park café concession and they have now informed us that we are eligible to make a full CIL bid. It was therefore proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a full CIL bid is submitted before the submission deadline of 23<sup>rd</sup> February 2024.

## **1798. TO CONSIDER INSTALLING A BENCH ON THE VERGE AT HIGHVIEW ROAD**

The Town Clerk's report was considered by the Committee. A member of the public had recently written to the Town Council to advise of their disappointment at the removal of a bench that had deteriorated which was situated on the corner of Highview Road and the South Coast Road, Telscombe Cliffs. As this was on land owned by East Sussex County Council (ESCC), we would need to apply and pay for two licences at a cost of just under £500, plus the price of a bench and installation by an ESCC approved contractor which would be expensive. It was therefore proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** not to add a bench in this location.

## **1799. TO CONSIDER PURCHASING A PROJECTOR FOR ROOM 1 AT THE CIVIC CENTRE**

The Committee considered Cllr Clarkson's request to purchase a projector for Room 1 at the Civic Centre. Following consideration, it was proposed by Cllr Lawrie, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to purchase a second-hand ceiling projector, 10m HDMI and HDMI wall plate up to a maximum cost of £200. The Town Clerk advised she would liaise with Cllr Clarkson before making the purchases.

## **1800. TO ADVISE RE DAMAGE TO THE CAR PARK BARRIER AND DECIDE WHETHER TO PURCHASE AN ADDITIONAL POST**

The Town Clerk's report detailed damage that had occurred to the Civic Centre car park barrier end support post. Initial damage was caused by an Iceland delivery van who reversed into it. The original installers, Frontline Automation, provided a quote of £445 plus VAT to supply and fit a new post. Iceland were contacted and following correspondence, payment of £445 was received by their Insurers to cover a replacement. Further more severe damage was subsequently caused to the post by a member of the public who was using the car park and going to the shops, which rendered it unusable. The Town Clerk suggested that a sturdy metal post painted yellow is added next to the current car park barrier end support post to help prevent further damage. Frontline Automation quoted £545 plus VAT to supply and install an end post measuring 127mm x 1m high, but will give us a discount of £120 if it is installed at the same time as the barrier end support post. It was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to note the action taken to date and that, as well as installing a replacement barrier end support post, Frontline Automation install a new bollard at a cost of £425 plus VAT net of the discount.

## **1801. TO RATIFY PAT TESTING**

The Committee noted that quotes for PAT testing had been received following the last Committee meeting. The Town Clerk had contacted Cllr Robinson as Chair of this Committee and it was agreed





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## 1801. To ratify PAT Testing (Contd)

to proceed with Safe IS at a cost of £104.05 plus VAT for 103 items and any additional items at a cost of 85 pence per item plus VAT, to include items belonging to Havens Community Hub. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to **RATIFY** that Safe IS undertake the PAT Testing.

## 1802. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ADDING ON A FUTURE AGENDA

There were no urgent matters.

There being no further business the meeting closed at 9.25 pm.

Signed .....  
Chairman

*NB Next meeting of the Committee – Wednesday 27<sup>th</sup> March 2024 at 7.30 pm*