



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Amenities & Civic Centre Committee** held at 7.30pm on **Wednesday 31st July 2024** in Room 1 at Telscombe Civic Centre.

COMMITTEE MEMBERS PRESENT: - Councillors L O'Connor *Mayor*, C Robinson *Chair*, I Sharkey *Deputy Mayor* & N Watts

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

1859. PUBLIC QUESTION TIME

There were no members of the public present

1860. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Clarkson due to work commitments, Cllr Judd who was away and Cllrs Lawrie and Cllr Perrotta due to family commitments. These reasons were accepted by the Committee.

1861. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1862. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 29th MAY 2024

It was proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on Wednesday 29th May 2024 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Robinson.

1863. 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.	Sept '24
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.	Sept '24



TELSCOMBE TOWN COUNCIL

1863. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
05.06.23	Min 1694, p 3899 – To consider a tree survey for Chatsworth Park & the Copse	BB	A copy of Aspen Treecare's tree survey was sent several days prior to the agenda being issued. There are several queries which need to be raised prior to it being considered. Once resolved, a copy will be sent to Committee members and raised at the next meeting for consideration.	Sept 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. <i>This door was not highlighted as a problem on the last Fire Risk Assessment undertaken, but now the caretaker has returned, we can see if he can undertake an adjustment.</i>	Sept 2024
22.11.23	Min 1768, p 4007 – To consider adding picnic tables in Chatsworth Park	BB	Installation costs have now been received and to be considered at this meeting	See new agenda item
24.01.24	Min 1792, p 4048 – Update on high priority items listed on access report for TTC's green spaces	SN	CR suggested ESALC be contacted with regards to organising disability confidence training as highlighted on item 9.3. SN to investigate	Sept 2024
24.01.24	Min 1799, p 4050 – To consider purchasing a projector for Room 1 at the Civic Centre	SN	SN to liaise with CCL on the purchase of a second hand ceiling projector, 10m HDMI & HDMI wall plate, up to a max of £200.	Sept 2024
27.03.24	Min 1824, p 4094 – To note electricity and gas supply renewals are due and decide way forward	SN	An agenda item has been added to this meeting to note renewal of electricity and gas contracts.	See new agenda item
27.03.24	Min 1825, p 4094 – To consider quotes for re-pointing of Civic Centre west facing wall	SN	Sussex Repointing Specialist are due to re-point the west facing wall in August.	Aug 2024
29.05.24	Min 1838, p 4140 – To review/update the Business Plan	SN	Project no 7 has been amended to remove the details of a working party with PTC.	Complete
29.05.24	Min 1840, p 4140 – To note completion of works to an area off Pigs Hill in Chatsworth Park & agree next steps	BB	Fencing and weeds have been removed from this location and is now included within the grass cutting regime.	Complete



TELSCOMBE TOWN COUNCIL

1863. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
29.05.24	Min 1840, p 4140 – To note completion of works to an area off Pigs Hill in Chatsworth Park and agree next steps	BB	An agenda item has been added to this meeting for Committee to consider proposed plan of progression to the project.	See new agenda item
29.05.24	Min 1841, p 4140 – To note report on the badger sett in Chatsworth Park and agree any further actions	BB BB	An agenda item has been added to this meeting to note updates on chestnut fencing, removal of soil an ecological watching brief, badger licence and habitat management. Resident has been advised they can cut back any overhanging tree branches and throw back over the park side and that we will not progress with hedge height or proximity of trees.	See new agenda item Complete
29.05.24	Min 1844, p 4142 – To consider costs for pathway works and repairs to holes at entrance to car park in Chatsworth Park	CCL BB	Cllr McGuckian filled holes at car park entrance by sweeping in loose gravel & tamping it down. Cllr Clarkson has offered this to also be carried out at future volunteer sessions. A funding application to the National Lottery has been submitted, based on the estimate from Hailsham Road Ways for memory garden works (activity 3 and 4).	Complete Sept 2024
29.05.24	Min 1846, p 4143 – To consider replacing ropes on an item of playground equipment at Robert Kingan Playground	BB	Awaiting delivery of 2 ropes from Sutcliffe Play. We will also need to obtain estimates for fitting.	Sept 2024
29.05.24	Min 1849, p 4143 – Update from the playground refurb working group and agree how to progress	BB	A meeting has been carried out, but a decision will need to be considered by this Committee before any further progression.	See new agenda item
29.05.24	Min 1850, p 4144 – Update on Officer inspection as required on the Management Plan	CCL / LOC	Cllr O'Connor has replaced the bird box at CPS.	Complete
29.05.24	Min 1851, p 4144 – To consider adding a living willow classroom in Chatsworth Park	CCL	Cllr Clarkson has been advised this request has been approved and will carry out works in due course.	Sept 2024



TELSCOMBE TOWN COUNCIL

1863. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
29.05.24	Min 1853, p 4144 – To consider estimates for fixed electric heating in the Council Chamber at the Civic Centre	SN	Gregory Gas have now installed 2 radiators in the Civic Centre chamber.	Complete
29.05.24	Min 1854, p 4144 – To note Net Zero report	CCL	Item has been taken back to this meeting for Cllr Clarkson to discuss.	See new agenda item
29.05.24	Min 1855, p 4145 – To confirm Artwave registration and agree next steps/costings	AG	The application deadline has been extended to 2.8.24 only 1 artist has registered at the moment.	Sept 2024
29.05.24	Min 1856, p 4145 – To consider providing funding for youth services arranged by ESCC	SN	Agreed to provide funding for 24/25 once a revised and signed SLA is issued and that a budget is included for an additional 2 years' service from 25/26. <i>Revised SLA awaited from ESCC.</i>	Sept 2024

1864. TO NOTE INCOME & EXPENDITURE FIGURES TO 30th JUNE 2024

The Town Clerk's report detailed any significant differences between budget and actual spend figures, and included the full income and expenditure list detailing the current budget lines for the Committee and Earmarked Reserves, along with spending figures and remaining budget. The income and expenditure figures for Amenities of £7,344 expenditure and income of £1,480 and Civic Centre expenditure of £9,191 and income of 10,624 at 30th June 2024 were **noted** by the Committee.

1865. TO REVIEW/UPDATE THE BUSINESS PLAN

Following discussion it was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to make the following amendments to the business plan:-

- No 3, Mini Forest in Chatsworth Park – on page one to amend the project delivery date to 'completed'. On page two to change key review date to September '24 and place an item on the next Committee agenda regarding agreement to submit the final claim form.
- To add a new item regarding marketing the Civic Centre and room hire.
- To add a new item regarding security of the Civic Centre and to review access/doors.

1866. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

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



TELSCOMBE TOWN COUNCIL

1867. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES AND AGREE ACTIONS REQUIRED

The Committee **noted** the 16 updates on the Access Report provided by the Amenities Officer.

1868. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS & AGREE ANY POSSIBLE ACTIONS REQUIRED

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

1869. TO CONSIDER REFURBISHMENT OF PLAYGROUNDS

Cllr Clarkson was thanked for the work he had done thus far regarding refurbishments. Following discussion and in view of the fact that Cllr Clarkson was not present at the meeting, it was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that this item be deferred to the next meeting on 2nd October, that a more detailed report is brought back regarding which items to be kept, which items to be replaced and preferred type of material so that agreement can be made at the meeting, and subsequently a schedule be drawn up and sent out by officers to various play equipment replacement companies.

1870. UPDATE ON OFFICER INSPECTIONS IN CHATSWORTH PARK AS DETAILED ON THE MANAGEMENT PLAN

The Amenities Officer's report was noted and following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** that the ivy inspection under Zone 1 is removed from the Management Plan as there had been no ivy present during the 3 annual inspections carried out so far, and that the artist be asked if she would be willing to paint repairs to the ball wall, with her response to be brought back to a future meeting for consideration.

1871. TO CONSIDER PROPOSED PROGRESSION OF PROJECT LOCATED TO AN AREA OFF PIGS HILL IN CHATSWORTH PARK

Following discussion it was proposed by Cllr Sharkey, seconded by Cllr Watts and unanimously **RECOMMENDED** that a specification be drawn up to obtain estimates for a bark chip walkway approximately 50 metres long with natural edging, lined with cherry trees (ask advice for distancing) at the area just off the pathway leading through the park from Ambleside Avenue to Park Avenue, with the specification to be sent to Committee members via email for agreement.

1872. UPDATE ON THE BADGER SETT IN CHATSWORTH PARK AND AGREE FURTHER ACTIONS

The Amenities Officer's report was debated and it was noted that estimates for hand excavation of soil and fencing costs were awaited. It was therefore proposed by Cllr Watts, seconded by Cllr Sharkey and unanimously **RECOMMENDED:-**

- a) Once received, estimates for hand excavation of the soil be considered at a future meeting



TELSCOMBE TOWN COUNCIL

1872. Update on the Badger Sett in Chatsworth Park and agree further actions

- b) That, to avoid delay, the Committee Chair and Town Clerk agree an estimate for fencing works, once the final estimate is received, as long as the cost is within their delegated authority spending limit of £1,500 (as per Financial Regulation 4.1)
- c) To agree Phlorum's quote for the badger licence of £675 to cover consultations with ourselves and Natural England, method statements, risk assessments and further site visits and £260 for the licence, total £935 plus VAT.
- d) To note Phlorum's cost of £650 plus VAT per day for the qualified ecologist to undertake an ecological watching brief during the works, including return travel costs and once the estimate for earthworks is received and the length of time to undertake the work is known, this be brought back to the next meeting for consideration.
- e) Not to agree at the current time to a report outlining the work at an additional cost of £400, but to ask Phlorum what would be contained within the report and the information be brought back to the next meeting.

1873. TO CONSIDER REPLACING THE NOTICEBOARD AT CHATSWORTH PARK

Following consideration of the information provided, it was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** to order a 12x A4 size post mounted Nimbus noticeboard (landscape with top hinge) in dark blue with anti-vandal and anti-graffiti features as standard, with a felt pin board, key locks with 2 keys and posts at a cost of £1,144.83 plus VAT, plus M Evans to dig out the old posts and refit the new posts and noticeboard at a price in the region of £100.

The funds are to be taken from the street furniture earmarked reserve, nominal code 9029-910.

1874. TO CONSIDER ADDING A PICNIC TABLE IN CHATSWORTH PARK

The Amenities Officer's report was noted and it was proposed by Cllr Sharkey, seconded by Cllr Watts and unanimously **RECOMMENDED** that (i) a 1.5 metre black recycled plastic picnic table be purchased from Earth Anchors at a cost of £461 plus VAT (inc delivery), plus x2 concrete bolt down kits at £28 plus VAT, – total £489 plus VAT; (ii) assembly/installation of the table on 6 concrete pads by M Evans at a cost of £200; (iii) the table be installed on the lower grass level near the café concession to replace one that was vandalised and (iv) consideration be given to replacing another picnic table in a year's time.

The cost of the bench of £489 is to come from nominal code 4351-202 for seats & notice boards and installation of £200 to be taken from the grounds maintenance budget, nominal code 4101-201.

1875. TO NOTE AUDIT OF PARK BENCHES AND TABLES IN CHATSWORTH PARK AND AGREE ANY FURTHER ACTIONS

Following discussion it was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** that (i) we obtain estimates for the repair of bench numbers 28, 33 & 35 to be brought back to the next meeting; (ii) that picnic table numbers 26 and 27 and backless bench 21 be removed and disposed of due to their condition; (iii) that a 1.5m black recycled plastic wheelchair accessible picnic table be purchased from Earth Anchors at a cost of £461 plus VAT (inc delivery),

4180

TELSCOMBE TOWN COUNCIL



1875. To Note Audit Of Park Benches And Tables In Chatsworth Park And Agree Any Further Actions (Contd)

plus x2 concrete bolt down kits at £28 plus VAT – total £489 plus VAT; (iv) assembly/installation of the table by M Evans at a cost of £200; (v) that the replacement picnic table be situated at location numbers 26 on the map provided; (iv) that an estimate be obtained to replace the perch bench number 21 and be brought back to the next meeting for consideration; and that the remaining benches and picnic tables be monitored.

The cost of the picnic table can come from the seats and notice boards nominal code 4351-202 which will just have enough funds to cover it after agreement to purchase a bench under the previous agenda item, and the £200 installation cost is to be taken from the grounds maintenance budget, nominal code 4101-201.

Bench repairs can be paid for from the grounds maintenance budget and if it is agreed to replace the perch bench upon receipt of an estimate, it could be funded from earmarked reserve 9011-910 Park/Playground refurbishment.

1876. TO CONSIDER ALLOWING LOCAL SCHOOLS TO USE CHATSWORTH PARK FOR THEIR OUTDOOR FOREST SCHOOL SESSIONS

Following consideration of the Amenities Officer's report it was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that (i) the Amenities Officer drafts a Policy re Forest School use of the park to include terms and areas of use, permitted activities etc, and it is taken to the P&R meeting for consideration; (ii) once the Policy has been adopted by Full Council, Peacehaven Heights and Telscombe Cliffs Academies forest schools, as well as Develop Outdoors be advised of the Policy conditions so they can continue with their sessions and any risk assessments/insurance provided by the forest schools be reviewed annually by Officers to ensure it is up-to-date.

1877. TO RATIFY AGREEMENT FOR TELSCOMBE CLIFFS ACADEMY PTFA TO USE CHATSWORTH PARK FOR A FAMILY EVENT

It was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to ratify agreement for the PTFA for Telscombe Cliffs Academy to run their event in Chatsworth Park on 24th July and to waive the £25 administration fee.

1878. TO CONSIDER EXTENDING WANDER COFFEE'S CONCESSION

It was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that we offer Wander Coffee an extension to their concession with the Town Council until 31st March 2025 and that a new agreement is signed confirming they will continue to pay the £40 weekly charge.

1879. TO RATIFY AGREEMENT FOR WANDER COFFEE TO SELL ALCOHOL IN CHATSWORTH PARK

Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** to ratify allowing Wander Coffee to sell Pimms at the summer fayre and Pimms

TELSCOMBE TOWN COUNCIL



1879. To ratify agreement for Wander Coffee to sell alcohol in Chatsworth Park (Contd)

and beer during July and August only in Chatsworth Park from 12 midday, upon receipt of copies of the TENS licences, and we advise them that in future, they make these requests earlier so they can be considered fully at a meeting rather than via email and later ratification.

1880. TO CONSIDER CHANGING FOOD BANK AT THE CIVIC CENTRE

The Amenities Officer's report was discussed and it was proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to advise FareShare that we are cancelling collecting food for them and instead to collect food to go directly to the SCDA community supermarket which will ensure that the food collected at the Civic Centre goes directly to the local community.

1881. TO AGREE ADDITIONAL CCTV CAMERAS FOR THE CIVIC CENTRE

The security of the building generally was discussed and it was noted that it was agreed earlier in the meeting to be included as a new item on the business plan. It was therefore proposed by Cllr Sharkey, seconded by Cllr Watts and unanimously **RECOMMENDED** that additional cameras be installed at the entrance to the exhibition area and on the upstairs landing, as well as a new network switch as the current one is full to capacity at a cost of £656 plus VAT. Funds are available in an earmarked reserve for CCTV, nominal code 9030-910.

1882. TO RATIFY MUSIC LICENCE RENEWAL

The Town Clerk's report regarding the licence renewal and the fact that we had been incorrectly charged last year, resulting in a credit this year was noted. The usage summary was acknowledged and it was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to ratify renewal of TheMusicLicence at a cost less the credit of £604.31 including VAT, and to continue to add an additional charge of £2 per exercise class for those that play music.

1883. NOTIFICATION OF ENERGY CONTRACT RENEWALS

At the Committee meeting in March, it was recommended that major suppliers and Crown Commercial Services be approached and the Town Clerk and Committee Chair were given delegated authority to renew both contracts for gas and electricity on the best terms.

As Crown Commercial Services contracts only start from April and in the meantime we would have to go onto a much higher variable rate, as well as the fact that they cannot advise what rate we would be on until after we had signed up and the contract was about to start, the Committee Chair and Town Clerk agreed to renew both gas and electricity on the best rates quoted which were both for a year's fixed price. The renewal rates were noted as follows:-

EDF for electricity - Standing charge 60 pence per day.	Unit rate 26.4p/kwh
<i>Previous standing charge 25 pence per day.</i>	<i>Previous unit rate 33.4 p/kwh</i>

SSE for gas - Standing charge £171.04 per quarter.	Unit rate 4.839 p/kwh
<i>Previous standing charge £58.54 per month.</i>	<i>Unit rate 10.519 p/kwh</i>



TELSCOMBE TOWN COUNCIL

1884. TO RATIFY NEW CENTRAL HEATING PUMP INSTALLATION

Two additional radiators were recently installed in the Council Chamber by Gregory Gas Heating & Plumbing, as agreed at the last Committee meeting. When they went to test the system, it was found that the heating pump and failed and needed replacing. Gregory Gas Heating submitted an estimate in the sum of £228.11 plus VAT broken down as £163.11 parts and £65 labour and as they could not test the system without the pump being replaced, the Committee Chair & Town Clerk authorised the work in accordance with their delegated authority (financial regulation 4.1). It was therefore proposed by Cllr Sharkey, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to ratify replacement of the central heating pump at a cost of £228.11 plus VAT by Gregory Gas.

1885. TO CONSIDER WORKS REQUIRED TO AUTOMATIC FRONT DOOR

It was noted that following a service of the automatic front door by Thomas Doors, their report recommended upgrading work to ensure the door met current safety standards.

It was therefore proposed by Cllr Sharkey, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the following works be carried out:- Upgrade the existing safety sensors to monitored sensors which will give better coverage of the threshold of the opening and ensure compliance with BS-EN16005 standards - £767.00 plus VAT; install a clear Perspex infill fitted over the door's side panel to eliminate the small finger entrapment where the door slides past its side screen when opening - £218.00 plus VAT.

1886. TO NOTE NET ZERO REPORT

It was noted from Cllr Clarkson's report, that the working group had met and agreed to look at scope 1 emissions, which is direct emissions from the Council's operations. This did not include emissions from contractors or suppliers such as diesel for grass cutting which will be part of scope 2 and staff travel is scope 3. As Cllr Clarkson was not present at the meeting it was proposed by Cllr Watts, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to defer the item to the next Committee meeting on 2nd October.

1887. TO NOTE INCOME AND RATIFY EXPENSES FOR SUMMER FAYRE

It was noted that some expenditure had previously been agreed and it had been recommended to get costs for first aid, fire extinguishers and portaloos hire. St John Ambulance were booked for first aid at a cost of £200.20 for the day, fire extinguisher hire from Haines Security at a cost of £95 and a disabled toilet of £170 to include collection and delivery. Part of the agreement for the hire of the portaloos was that we covered it for insurance purposes and our insurance company charged £56. These costs came to £465.20 and it was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** to agree the extra expenditure of £465.20.

Income for the day was noted of £375 from stalls; advertising/sponsorship £300; food outlets £200; funfair £301, total £1,176.00. The end result was a credit of £34.80.

1888. FUTURE EVENTS UPDATE AND AGREE ACTIONS REQUIRED

Following discussion of the Amenities Officer's report and recommendations from the Events Working Group, it was proposed by Cllr Sharkey, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to:-



TELSCOMBE TOWN COUNCIL

1888. Future Events Update and Agree Actions Required (Contd)

- Note the Merchant Navy Day flag raising at the Civic Centre on Tuesday 3rd September;
- To hold a Macmillan Coffee Morning on Thursday 26th September between 10am and 12 midday to include 6 stall holders with a recommended donation of £5 donation, with the proceeds going to Macmillan & to run a raffle - as long as we had volunteers to make teas and coffees on the day, as well as providing baked donations and raffle prizes. The Mayor also agreed to donate £100 from his September's bingo fundraising session to Macmillan.
- Not to hold a Halloween children's party;
- To hold a Christmas coffee morning on Wednesday 25th December from 10am to 12 midday (Cllrs O'Connor and Clarkson have confirmed they are available to help).
- To hold a race night on 15th November with Stan Newman screening the races & the Town Clerk helping with the Tote, on the proviso that other volunteers would help on the evening.
- Not to hold a Christmas fayre
- To hold a quiz night, possibly in February 2025, with Stan Newman being the quizmaster.

1889. 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 9.45 pm.

Signed
Chairman

NB Next meeting of the Committee – Wednesday 2nd October 2024 at 7.30 pm