

TELSCOMBE TOWN COUNCIL



To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr D Brindley *Deputy Mayor*, Cllr C Clarkson
Cllr C Gallagher *Chairman*, Cllr J Harris, Cllr D Judd,
Cllr L Mills *Vice-Chairman*, Cllr L O'Connor, Cllr B Page,
Cllr C Robinson, Cllr I Sharkey *Mayor* & Cllr A Smith

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES
Tel: 01273 589777
www.telscombetowncouncil.gov.uk

16th March 2020

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 23rd March 2020** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Stella Newman
Town Clerk/RFO

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions relevant to the Committee at the commencement of the meeting for a period of fifteen minutes.
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To discuss and approve minutes of the meeting held on Monday 27th January 2020 - *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 31st January 2020 – *attached*
7. To consider installation of Brick Barbeque areas in Chatsworth Park – *see attached*
8. To consider a community garden in Chatsworth Park – *see attached*
9. Update on SDNPA donated trees – *see attached*
10. Update on Eco Park memorial bench – *see attached*
11. To decide whether to extend Grounds Maintenance Contracts or draw up new Contract for 2021 – *see attached*
12. To consider regular removal of Ivy in an area of Chatsworth Park – *see attached*
13. To consider removal of Ivy to a house bordering The Copse – *see attached*
14. Chatsworth Park Working Group update – *see attached*
15. To consider litter picking under the 'Great British Spring Clean' campaign – *see attached*
16. To ratify the change of date for the Forest School in Chatsworth Park and to consider the proposal for a non-permanent frame – *see attached*
17. To ratify the café concession at Chatsworth Park – *see attached*
18. To confirm advices sent to LewesDC re Consultation on Recreational Open Spaces – *see attached*
19. To consider actions to be made to an area in Chatsworth Park, bordering Chatsworth Close – *see attached*
20. To consider request for plaque on boat planter at Civic Centre – *see attached*
21. To review Civic Centre hire charges – *see attached*
22. To ratify purchase of blinds for Exhibition Area at Civic Centre – *see attached*
23. To consider waste recycling collection at Civic Centre – *see attached*
24. Future events – *see attached*



TELSCOMBE TOWN COUNCIL

25. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will instruct that they are not included in the filming.

Date for next meeting of the Committee – 27th May 2020

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Monday 27th January 2020 in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: C Clarkson, C Gallagher *Chairman*, J Harris, D Judd, L Mills *Vice-Chairman*, L O'Connor, B Page, C Robinson & I Sharkey *Mayor*

Also Present: Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)
1 member of the public

1236. PUBLIC QUESTION TIME

The member of the public present asked that a no smoking sign be placed by the front door of the Civic Centre. The Town Clerk confirmed a sign was already in place located on the side wall at the front entrance.

1237. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Smith who had a prior engagement and this reason was accepted by the Committee. Cllr Brindley was not in attendance but had not sent apologies.

1238. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Clarkson declared an interest in Agenda Item 9, to consider additional Forest School sessions in Chatsworth Park. Cllr Gallagher declared an interest in Agenda Item 10, to consider working with Greenhavens and Agenda Item 14, to consider placing bench on grass verge in East Saltdean.

1239. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 25th NOVEMBER 2019

It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1240. TO RECEIVE ACTION LIST

The action list was noted as follows:

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|--|--------------|---|----------|
| 29.7.19 | Min 1192, p 3016 – To consider request from TRA re information boards | SN | A member of the TRA is investigating prices for a potential information board. Update awaited from TRA. | Mar 2020 |
| 29.7.19 | Min 1194, p 3017 – To consider repair to sandpit in Chatsworth Park South Playground or replacement with alternative | BB | Sandpit now removed. New equipment to be ordered once plans finalised. | May 2020 |

TELSCOMBE TOWN COUNCIL



1240. To Receive Action List (Cond)

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|--|---------------------------|---|-----------|
| 23.9.19 | Min 1202, p 3049 – To consider use of Chatsworth Park for a Forest School | BB | An agenda item has been added to this meeting. | Completed |
| 23.9.19 | Min 1209, p 3052 – To consider TRA's request for replacement plaque at Chatsworth Park South Playground | BB | Sleeper and plaque have been purchased and will be fitted shortly. | Mar 2020 |
| 23.9.19 | Min 1211, p 3053 – To consider outcomes from meeting between Cllr Gallagher and Amenities Officer | BB | Cllr Clarkson to head up Chatsworth Park Working Group and confirm date/time. | Mar 2020 |
| 23.9.19 | Min 1212, p 3053 – To consider a café and toilets in Chatsworth Park | CC, LOC, BP & AS | A working group of Cllr Clarkson, Page, Smith and O'Connor has been set up and enquiries are ongoing. | Mar 2020 |
| 23.9.19 | Min 1213, p 3053 – To consider installation of cigarette disposal bin at Civic Centre | SN | An agenda item has been added to this meeting. | Completed |
| 23.9.19 | Min 1215, p 3053 – Proposals to increase Civic Centre revenue | SN | Cllrs Gallagher, Judd and Town Clerk to hold a meeting to explore potential schemes and bring back to a future meeting. | May 2020 |
| 25.11.19 | Min 1225, p 3087 – To consider estimates for tree works at Chatsworth Park and The Copse | BB | Go ahead for Chatsworth Park works given. Planning App submitted to LDC for The Copse works – awaiting decision. | Mar 2020 |
| 25.11.19 | Min 1226, p 3088 – To consider estimates for removal of pine trees bordering Chatsworth Park South playground | BB | Daniel Wynne from LDC recommended not placing sign on the fencing next to the pine trees & confirmed pine cones could be removed from branches overhanging play equipment. Estimates awaited. | Mar 2020 |
| 25.11.19 | Min 1227, p 3088 – To consider a solitary bee nesting scheme within Chatsworth Park | CC | Cllr Clarkson given delegated authority to spend max of £300 to include the purchase of materials and advertising. | Mar 2020 |
| 25.11.19 | Min 1228, p 3088 – To consider replacement climbing net at Chatsworth Park South Playground | BB | Sutcliffe Play confirmed part due in week commencing 10 th February & will be fitted shortly after. | Mar 2020 |

TELSCOMBE TOWN COUNCIL



1240. To Receive Action List (Cond)

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|---|--------------|---|-----------|
| 25.11.19 | Min 1229, p 3088 – To consider installation of brick barbeque areas in Chatsworth Park | BB | Builders contacted for quotes for 3 barbeques. | Mar 2020 |
| 25.11.19 | Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park | CC | Proposal to be taken to the Chatsworth Park working party to investigate further. | May 2020 |
| 25.11.19 | Min 1231, p 3089 – Memorial Policy | BB | An agenda item has been added to this meeting. | Completed |
| 25.11.19 | Min 1232, p 3089 – Update on new Mayor’s board | SN | An agenda item has been added to this meeting. | Completed |
| 25.11.19 | Min 1235, p 3090 – Urgent Matters (TTC owned land) | BB | Bianca emailed Cllr Clarkson list of all TTC owned land, grid coordinates and maps. | Completed |
| 25.11.19 | Min 1235, p 3090 – Urgent Matters (wooden notice board outside Civic Centre) | SN | Cllr Robinson asked that wooden notice board is updated. | Completed |
| 25.11.19 | Min 1235, p 3090 – Urgent Matters (boat outside Civic Centre) | SN / BB | The boat to be re-painted once the weather improves. | May 2020 |

To consider request from TRA re information boards – Cllr Robinson reported that the member of the TRA investigating this has approached the South Downs National Park and has been quoted a price of £2,000. Cllr O’Connor confirmed that he will be in attendance at a Business to Business meeting on Thursday 30th January when he will discuss this further with the TRA.

1241. TO RECEIVE INCOME AND EXPENDITURE TO 30th DECEMBER 2019

It was unanimously **agreed** that the income and expenditure figures for Amenities of £18,653.00 expenditure and income of £4,926.00 and Civic Centre expenditure of £33,033.00 and income of £24,041.00 at 30th December 2019 be accepted as correct.

1242. TO CONSIDER A COMMUNITY GARDEN IN CHATSWORTH PARK

Cllr Gallagher discussed her suggestion of placing a potential community garden in Chatsworth Park, near to the Forest School location. Cllr Clarkson was concerned that the location may be too dark and Cllr O’Connor suggested investigating the possibility of funding from other sources. The Town Clerk advised that Lewes District Council should be consulted as Chatsworth Park has a restriction that there are no changes to the landscaping of the park. It was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RECOMMENDED** that the possibility of a community garden in Chatsworth Park with raised beds is investigated, with findings brought back to a future meeting.

TELSCOMBE TOWN COUNCIL

1243. TO CONSIDER INVESTIGATING SITES FOR ALLOTMENTS

The Amenities Officer confirmed that following a walk in Chatsworth Park with some of the Councillors, it was asked if the Town Council can reinvestigate looking at allotment sites for our residents. The Town Council have looked at proposed sites several times over the years, and more recently an allotment group was set up in 2015 to investigate possible sites. The three areas highlighted were all dismissed as unsuitable and in 2017 it was agreed to suspend the search. Cllr Page recalled this being investigated previously and the options were prohibitive and expensive. The Town Clerk clarified that a Town Council do not have to supply allotments but must investigate the option if there is sufficient interest from residents. Cllr Robinson noted that one of the previous areas investigated, a piece of land next to the Telscombe playing fields, was now no longer being used by the District Council as a recycling facility and may therefore be an option. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and **RECOMMENDED** that investigations are initiated with Lewes District Council regarding the land next to Telscombe playing fields. Cllr Page objected for his reasons highlighted above.

1244. TO CONSIDER ADDITIONAL FOREST SCHOOL SESSIONS IN CHATSWORTH PARK

The report from the Amenities Officer was considered. It was proposed by Cllr Robinson, seconded by Cllr Gallagher and **RECOMMENDED** to grant permission for an additional Forest School session to be held over February half term by Develop Outdoors CIC and that a report is provided thereafter. Cllr Clarkson did not vote as he had declared an interest. Cllr O'Connor asked the Amenities Officer that the request to build a non-permanent frame is investigated further and taken back to the Chatsworth Park working group.

1245. TO CONSIDER WORKING WITH GREENHAVENS

Cllr Mills chaired this section of the meeting as Cllr Gallagher had previously declared an interest on this item.

There was much discussion concerning the Amenities Officer's report. Cllr Gallagher advised that she was involved with the initial set up, which was to act as an umbrella group and to encourage and support community groups on the coastal strip between Seaford and Telscombe Cliffs. She had been the treasurer but has since resigned. The Town Clerk reported that she and the Amenities Officer were often invited by Greenhavens to attend various workshops and become actively involved in the work they are promoting and asked if the Councillors wanted the Council to work with Greenhavens. The Amenities Officer confirmed that Stephen Gauntlett, Chair of Greenhavens, had since asked that he provides a presentation to Full Council to highlight the work Greenhavens do within the community. It was noted that the Group's Constitution is to work with Community Groups and it was proposed by Cllr Robinson, seconded by Cllr Sharkey and **RECOMMENDED** that the Town Council do not work with Greenhavens but we advise them that we are in the process of setting up community groups within our area and we will pass on the information to them. In view of this decision, the Amenities Officer was asked to politely decline the offer of a presentation. Cllr Gallagher did not vote due to her declaring an interest in this item.

Cllr Gallagher re-took the chair.

TELSCOMBE TOWN COUNCIL



1246. TO CONSIDER THE DRAFT POLICY FOR MEMORIALS

The Committee discussed the 4 types of benches put forward by the Amenities Officer, with the Eco Park bench being the preferred option. It was proposed by Cllr Judd, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the Amenities Officer investigates and brings back to a future meeting further information regarding the Eco Park bench, specifically; pricing to include the bench with an option of arms, information on where it was made, if it can be repaired, the estimated yearly maintenance fees it would cost the Council and costs for a brass plaque.

1247. TO CONSIDER 5 ELM TREES FROM SDNPA FOR CHATSWORTH PARK

Cllr Gallagher reported that she had obtained 5 free Elm Trees from the South Downs National Park Authority (SDNPA), with the potential of receiving more and would like the trees planted in Chatsworth Park. Cllr Mills asked if we could get more trees for The Copse. It was proposed by Cllr Gallagher, seconded by Cllr Mills and unanimously **RECOMMENDED** that the Amenities Officer makes contact with the tree specialist from Lewes District Council regarding planting the trees in Chatsworth Park and to check his preferred location, and to also contact Andy Player from SDNPA to check if the trees can be held for longer and to gain clarification on the size of the trees.

1248. TO AGREE ANNUAL PLAY AREA INSPECTIONS

The Town Clerk advised that Lewes District Council had recently contacted her with costings for the annual play area inspections and that a response was needed by 17th January. Due to the short turnaround, contact was made with the Committee Chairman and Vice Chairman, who agreed to the following to be carried out: main inspection £52.50 per site x 3 = £157.50, DDA inspection £9.95 per site x 3 = £29.85, play value inspection £9.95 per site x 3 = £29.85 and life expectancy inspection £4.95 per site x 3 = £14.85. The expenditure totalling £232.05 plus VAT was unanimously **RATIFIED**.

1249. TO CONSIDER PLACING BENCH ON GRASS VERGE IN EAST SALTDEAN

Cllr Mills chaired this section of the meeting as Cllr Gallagher had previously declared an interest in this item.

The Amenities Officer confirmed that she had received a request from Cllr Gallagher, on behalf of the Saltdean Residents Association (SRA) for placement of a bench on either end of the long grass verge at Crowborough Road behind Homeridge House, with the SRA paying for one and Telscombe Town Council paying for the other. The Amenities Officer advised that she had made contact with East Sussex Highways (ESH) who own the land and they had confirmed two licences would be required for each bench; a licence to erect a structure on the highway at £57.20 and a licence for consent to make an excavation in the street at a cost of £380. Cllr Gallagher had suggested a Balmoral 5ft teak bench for £299 plus £30 delivery, bringing the cost of each bench to £766.20. ESH had also confirmed that any installation would need to be carried out by an ESH preferred contractor and a quotation for this service is awaited. It was proposed by Cllr Robinson, seconded by Cllr Judd and **RECOMMENDED** that the Council donate £383.10 to the SRA, representing 50% of one bench and Highway fees, with the SRA paying the remaining amount plus all installation fees quoted by the ESH preferred contractor. Cllr Gallagher did not vote due to her declaring an interest in this item.

Cllr Gallagher re-took the chair.

TELSCOMBE TOWN COUNCIL

1250. TO AGREE ESTIMATE FOR NEW MAYOR'S BOARD

The Town Clerk reported that she had obtained two quotations for a new Mayors board to include the wording 'Telscombe Town Council' at the top and 'Mayors' lower down. The central picture cannot be replicated although it was noted that the Mayor knew someone who could paint a picture of the Civic Centre on the board. It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the quotation of £1,130 plus VAT from McQuillan Signs be accepted. Cllr Robinson noted that the proposed monies for both the Mayors board and the replacement reception window were due out of the same budget and that there was not enough money to cover both proposals. The Town Clerk confirmed there would only be a minor shortfall which would come from the Civic Centre earmarked reserve.

1251. TO CONSIDER DISPOSAL OF POOL TABLE

The report from the Town Clerk was considered. It was proposed by Cllr Judd, seconded by Cllr Page and unanimously **RECOMMENDED** that the Council find out the re-sale value and advertise the pool table for sale.

1252. TO AGREE ESTIMATE FOR REPLACEMENT RECEPTION WINDOW

The Committee discussed the Town Clerk's report, which described the concerns of the sliding glass panel located at the front of reception. It was proposed by Cllr Harris, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the quote by Secure Windows to replace the double glazed unit at a cost of £738.72 plus VAT be accepted.

1253. TO CONSIDER AMENDED DRAFT SMOKING POLICY

It was noted that the Town Council have a smoking policy clause in their terms for hire as follows:- *In line with current legislation, Telscombe Town Council does not allow smoking in its premises, at the front door or in the curtilage of the building, including the garden/patio and car park*. The Town Clerk advised this should also be included within the Council's Smoking Policy and provided a draft amendment to the Committee. There was also discussion concerning the previous proposal in September to buy a cigarette disposal bin, with the consensus that buying this item would contravene the smoking policy. It was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that the amended Policy with the additional wording is taken to Full Council for adoption and a cigarette disposal bin is not purchased.

1254. TO CONSIDER RENEWAL OF GAS SERVICE CONTRACT

The Town Clerk confirmed that British Gas have quoted £885 for an annual service contract for the 2 boilers and central heating system at the Civic Centre, which includes a 24 hour call out 7 days a week and annual service with parts and labour. This represents an increase of £2.15 per month. It was proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** to renew the contract at £885 plus VAT.

1255. TO CONSIDER PURCHASE OF A CARD READER PAYMENT MACHINE

It was noted that having a card reader payment machine would enable the Council to process payments quickly and this is now a preferred payment method generally. The Town Clerk confirmed that there is a 1.75% transaction charge for credit and debit cards and a 2.5% charge

TELSCOMBE TOWN COUNCIL



1255. To Consider Purchase of a Card Reader Payment Machine (Contd)

for online transactions. She also confirmed that the bank charge for paying in cheques and cash so there is a fee payable whichever way hirers pay. It was proposed by Cllr Judd, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that a 'Square Reader' machine is purchased at a cost of £19, as well as a £19 charging dock and approximately £100 for a handset / tablet.

1256. FUTURE EVENTS

The Committee noted the report from the Amenities Officer, detailing the proposed events by the Events Working Group to take place over the next 12 months. Cllr Sharkey advised that she will be advertising our upcoming events with Cllr Cheta on Seahaven FM. It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that all the proposed events are taken forward, including the Telscombe Residents' Association joint Race Night with the Council.

1257. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Robinson noted that the dog bins around the Tye are regularly full and asked if enquiries could be made regarding purchasing larger bins. The Town Clerk advised that she would make investigations and bring prices back to a future meeting.

Cllr Gallagher confirmed that she had some dog littering posters in her possession which were created by a resident in East Saltdean and illustrated by her daughter. She asked if the Council could buy some and advised she would investigate prices and come back with further information.

Cllr Page enquired the date and time of the walk to the E-Piece on the Tye. Cllr Robinson confirmed that it is to take place on 16th February, meeting at 10am at the bottom of Gorhams Way.

The Town Clerk advised the Committee that she had investigated replacement blinds in the exhibition area of the Civic Centre with white vertical blinds and wanted to check Councillors were happy with this action which they were. The cost of approximately £110 is within the Town Clerk's delegated spending capacity and she will put this on the next agenda for ratification.

The Town Clerk reported that she had received contact from Lewes District Council (LDC) regarding a study on open spaces they had commissioned '4Global' to carry out. LDC had sent through a map of the Town Council's open spaces and requested we review the map and send our comments by 7th February 2020. Cllr O'Connor asked the Town Clerk to send the information over to the Councillors by email so they can make any comments.

There being no further business the meeting closed at 9.50pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 23rd March 2020 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List for 23rd March 2020

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|--|------------------|--|-----------|
| 29.7.19 | Min 1192, p 3016 – To consider request from TRA re information boards | SN | A member of the TRA is investigating prices for a potential information board. Update awaited from TRA. | Mar 2020 |
| 29.7.19 | Min 1194, p 3017 – To consider repair to sandpit in Chatsworth Park South Playground or replacement with alternative equipment | BB | Sandpit now removed. New equipment due to be installed on 18.03.2020. | Mar 2020 |
| 23.9.19 | Min 1209, p 3052 – To consider TRA's request for replacement plaque at Chatsworth Park South Playground | BB | Sleeper and plaque have been fitted. | Completed |
| 23.9.19 | Min 1211, p 3053 – To consider outcomes from meeting between Cllr Gallagher and Amenities Officer | BB | Cllr Clarkson has now started the Chatsworth Park working group. An agenda item re the working group has been added to this meeting. | Completed |
| 23.9.19 | Min 1212, p 3053 – To consider a café and toilets in Chatsworth Park | CC, LOC, BP & AS | An agenda item has been added to this meeting. | Completed |
| 23.9.19 | Min 1215, p 3053 – Proposals to increase Civic Centre revenue | SN | It was agreed that Cllrs Gallagher, Judd and the Town Clerk arrange a meeting to explore potential schemes and bring back to a future meeting. | May 2020 |
| 25.11.19 | Min 1225, p 3087 – To consider estimates for tree works at Chatsworth Park and The Copse | BB | Planning Application for works in The Copse approved by LDC & a P.O. has been issued to EH Treecare. | May 2020 |
| 25.11.19 | Min 1226, p 3088 – To consider estimates for removal of pine trees bordering Chatsworth Park South playground | BB | Daniel Wynne from LDC recommended not placing signs on the fencing next to the pine trees & confirmed pine cones could be removed from branches overhanging play equipment. Estimates awaited. | May 2020 |
| 25.11.19 | Min 1227, p 3088 – To consider a solitary bee nesting scheme within Chatsworth Park | CC/ BB | Cllr Clarkson given delegated authority to spend max of £300 to include the purchase of materials and advertising. Bianca investigating purchasing of bamboo canes. | May 2020 |
| 25.11.19 | Min 1228, p 3088 – To consider replacement | BB | Net has been replaced. | Completed |

Agenda Item 5 - Amenities and Civic Centre Action List for 23rd March 2020

| | | | | |
|----------|--|---------|---|------------|
| | climbing net at Chatsworth Park South Playground | | | |
| 25.11.19 | Min 1229, p 3088 – To consider installation of brick barbeque areas in Chatsworth Park | BB | An agenda item has been added to this meeting. | Completed |
| 25.11.19 | Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park | CC | Proposal to be taken to the Chatsworth Park working party to investigate further. | May 2020 |
| 25.11.19 | Min 1235, p 3090 – Urgent Matters (boat outside Civic Centre) | SN / BB | The boat to be re-painted once the weather improves. | May 2020 |
| 27.01.20 | Min 1242, p 3126 – To consider a community garden in Chatsworth Park | BB | An agenda item has been added to this meeting. | Completed |
| 27.01.20 | Min 1243, p 3127 – To consider investigating sites for allotments | BB | Bianca has contacted Chris Bibb at LDC re allotments on the land next to Telscombe playing fields, who will attend site and respond. | May 2020 |
| 27.01.20 | Min 1244, p 3127 – To consider additional Forest School sessions in Chatsworth Park | BB | An agenda item has been added to this meeting. | Completed |
| 27.01.20 | Min 1245, p 3127 – To consider working with Greenhavens | BB | Bianca has informed the Chair of Greenhavens that TTC will ensure any future Community groups are provided details of the support Greenhavens provide and declined the offer for them to attend Full Council. | Completed |
| 27.01.20 | Min 1246, p 3128 – To consider the draft policy for Memorials | BB | An agenda item has been added to this meeting. | Completed |
| 27.01.20 | Min 1247, p 3128 – To consider 5 Elm Trees from SDNPA for Chatsworth Park | BB | An agenda item has been added to this meeting. | Completed |
| 27.01.20 | Min 1249, p 3128 – To consider placing a bench on grass verge in East Saltdean | BB | SRA have submitted an application to ESH for benches to be placed on grass verge. TTC to donate £383.10 to the SRA upon completion. | July 2020 |
| 27.01.20 | Min 1250, p 3129 – To agree estimate for new Mayors Board | SN | Order placed with McQuillan Signs. Delivery date awaited. | May 2020 |
| 27.01.20 | Min 1251, p 3129 – To consider disposal of pool table | SN | Second-hand value to be ascertained and table then advertised for sale. | May 2020 |
| 27.01.20 | Min 1252, p 3129 – To agree estimate for replacement reception window | SN | Order placed with Secure Windows. Installation date 9.4.20 | April 2020 |

Agenda Item 5 - Amenities and Civic Centre Action List for 23rd March 2020

| | | | | |
|----------|--|----|---|-----------|
| 27.01.20 | Min 1253, p 3129 – To consider amended draft smoking policy. | SN | Agreed draft policy taken to Council on 18.3.20 for adoption. | Complete |
| 27.01.20 | Min 1254, p 3129 – To consider renewal of gas service contract | SN | Contract renewed. | Complete |
| 27.01.20 | Min 1255, p 3130 – To consider purchase of a card reader payment machine | SN | 'Square reader' machine & charging dock (£19 each) and second-hand mobile phone for £120 purchased. | Complete |
| 27.01.20 | Min 1257, p 3130 – Urgent Matters | SN | Purchase of larger dog bins for Tye - investigations in hand. | May 2020 |
| 27.01.20 | Min 1257, p 3130 – Urgent Matters | SN | Purchase of blinds for Exhibition Area - an agenda item has been added to this meeting. | Completed |

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10 January

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <u>Amenities</u> | | | | | | | |
| <u>105 Town Events</u> | | | | | | | |
| 1013 Income memory plaques | 30 | 380 | 100 | (280) | | | 380.0% |
| 1054 Income entertainment | 0 | 726 | 50 | (676) | | | 1451.0% |
| Town Events :- Income | 30 | 1,106 | 150 | (956) | | | 737.0% |
| 4362 Fireworks & Town Entertainment | 40 | 1,618 | 4,600 | 2,982 | | 2,982 | 35.2% |
| 4365 Entertainment consumables | 0 | 5 | 200 | 195 | | 195 | 2.5% |
| 4366 Wave Leisure | 0 | 1,500 | 1,500 | 0 | | 0 | 100.0% |
| Town Events :- Indirect Expenditure | 40 | 3,123 | 6,300 | 3,177 | 0 | 3,177 | 49.6% |
| <u>201 Parks, Open Spaces/Playgrounds</u> | | | | | | | |
| 1061 Income miscellaneous | 0 | 3,850 | 0 | (3,850) | | | 0.0% |
| Parks, Open Spaces/Playgrounds :- Income | 0 | 3,850 | 0 | (3,850) | | | |
| 4098 PlayEquipment Replacement | 0 | 0 | 22,000 | 22,000 | | 22,000 | 0.0% |
| 4100 Playgrounds Spare Parts | 98 | 1,314 | 2,000 | 686 | | 686 | 65.7% |
| 4101 Grounds Maintenance | 73 | 11,734 | 22,100 | 10,366 | | 10,366 | 53.1% |
| 4103 Playground Inspections inc annual | 195 | 2,108 | 2,600 | 493 | | 493 | 81.1% |
| 4328 Joint litter/dog bin emptying | 0 | 0 | 2,200 | 2,200 | | 2,200 | 0.0% |
| Parks, Open Spaces/Playgrounds :- Indirect Expenditure | 366 | 15,156 | 50,900 | 35,744 | 0 | 35,744 | 29.8% |
| <u>202 Amenities General</u> | | | | | | | |
| 4351 Seats and Notice Boards | 0 | 780 | 1,000 | 220 | | 220 | 78.0% |
| Amenities General :- Indirect Expenditure | 0 | 780 | 1,000 | 220 | 0 | 220 | 78.0% |
| Amenities :- Income | 30 | 4,956 | 150 | (4,806) | | | 3303.9% |
| Expenditure | 406 | 19,059 | 58,200 | 39,141 | 0 | 39,141 | 32.7% |

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <u>Civic Centre</u> | | | | | | | |
| <u>301 Civic Building</u> | | | | | | | |
| 1000 Income Civic Centre | 3,054 | 27,095 | 35,000 | 7,905 | | | 77.4% |
| Civic Building :- Income | 3,054 | 27,095 | 35,000 | 7,905 | | | 77.4% |
| 4401 General Repairs | 0 | 745 | 2,250 | 1,505 | | 1,505 | 33.1% |
| 4402 Consumable Supplies | 34 | 687 | 900 | 213 | | 213 | 76.3% |
| 4403 Equipment Maintenance | 123 | 1,253 | 1,900 | 647 | | 647 | 66.0% |
| 4404 External/Internal Decorating | 0 | 1,000 | 1,000 | 0 | | 0 | 100.0% |
| 4406 Refuse collection | 213 | 850 | 900 | 50 | | 50 | 94.5% |
| 4407 Equipment | 0 | 1,284 | 1,600 | 316 | | 316 | 80.3% |
| 4411 Rates | 1,187 | 11,865 | 14,500 | 2,635 | | 2,635 | 81.8% |
| 4412 Water and Sewage | 0 | 1,781 | 1,800 | 19 | | 19 | 99.0% |
| 4413 Electricity | 617 | 1,337 | 2,300 | 963 | | 963 | 58.1% |
| 4414 Gas | 405 | 1,521 | 2,000 | 479 | | 479 | 76.1% |
| 4419 Internal/external works | 0 | 3,085 | 3,500 | 415 | | 415 | 88.1% |
| Civic Building :- Indirect Expenditure | 2,578 | 25,408 | 32,650 | 7,242 | 0 | 7,242 | 77.8% |
| <u>302 Civic Building Loan</u> | | | | | | | |
| 4060 Loan Accounts | 0 | 10,203 | 10,250 | 47 | | 47 | 99.5% |
| Civic Building Loan :- Indirect Expenditure | 0 | 10,203 | 10,250 | 47 | 0 | 47 | 99.5% |
| Civic Centre :- Income | 3,054 | 27,095 | 35,000 | 7,905 | | | 77.4% |
| Expenditure | 2,578 | 35,611 | 42,900 | 7,289 | 0 | 7,289 | 83.0% |

Continued over page

| | |
|----------------------------|--|
| <u>AGENDA ITEM</u> | 7 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | To consider installation of brick barbecue areas in Chatsworth Park |

1. INTRODUCTION

At the Amenities & Civic Centre meeting on 25th November, it was agreed that estimates be brought back to a future meeting for three barbecue areas in Chatsworth Park, to include brick structures, bins and signage.

2. INFORMATION

We contacted 5 separate contractors to provide a quotation for the brick structures. One did not respond and another advised work would only be undertaken with drawings provided by an architect. We have received quotations from the other three contractors as follows (quotations with details of work provided are also attached):

- Jon Clements Construction: £1,970 + VAT per barbecue x 3 = **£5,910 + VAT**
- Regency Home Improvements: £780 + VAT for one barbecue. There will be a 10% reduction for each additional barbecue if we go for two or three. Price for x 3 = £780 + £702 x 2 additional barbecues = **£2,184 + VAT**
- KW Construction: Two quotations received. One confirms the price for all three barbecues, and another should we only require one or two barbecues = £785 including VAT for 1 barbecue, £1,410 including VAT for two barbecues or **£1,627 + VAT for 3 barbecues**

We also investigated specialist bins, allowing for the safe disposal of barbecues. These can come with signage to inform users of safety precautions. Prices are as follows:

- Wybone BBQ disposal bin: 112 litre capacity bin at **£399.99 + VAT**
- Wybone steel litter bin: 224 litre capacity bin at **£394.99 + VAT**
- Broxap BBQ secure & fire resistant bin: 120 litre capacity bin at **£329.99 + VAT**

Several residents have contacted us concerning the proposal which highlight concerns of littering, increase of vermin, potential of fires and anti-social behaviour. Signs have also been placed on trees within the park.

3. RECOMMENDATION

That the Committee consider whether to proceed with the installation of one, two or three barbecue areas in Chatsworth Park.

4. ENVIRONMENTAL IMPACT

These areas will promote public use of the park.

5. FINANCIAL IMPLICATIONS

We have set a grounds maintenance budget of £20,000 for the 2020/21 financial year.



Office: 01273 510847
Mob: 07739 583519
Email: jon@jonclementsconstruction.co.uk
www.jonclementsconstruction.co.uk

Estimate

Est no. 2040

3rd March 2020

Ms B Buss
C/o Telscombe town council
360 South coast road,
Telscombe,
BN10 7ES

Please find enclosed the estimate for the proposed projects at Chatsworth Park.

The creation of new brick built BBQ.

We propose to remove all existing vegetation,
Excavate to a suitable depth (min400mm)
Lay a concrete pad to allow the construction of the BBQ's to a minimum depth of 300mm
We will construct the BBQ unit using 225mm brickwork to ensure long life and resistance to vandalism.
To form the tops, we would use pre stressed concrete lintels and continue the brick work above by 2 bricks plus a header course.
We have allowed of 1200mm in height, 800mm wide and 400mm deep

Subtotal £ 1,970.00
Vat @ 20% £ 394.00

Grand total £ 2,364.00 per BBQ unit.

Estimate valid for 30 days from date shown.

All labour, materials, hire and waste removal is included, we are a dust free contractor and use dust suppression wherever possible. We are CHAS accredited, documents are available upon request.

Kind regards

Jon Clements

REGENCY

PROPERTY MAINTENANCE --- CONSTRUCTION --- REFURBISHMENT

ESTIMATE

Telscombe Town Council
360 South Coast Road
Telscombe

EST NO 469

DATE 08/03/2020

REF

Construct concrete base to required dimensions.
Build brick barbecue as per picture supplied to include fireproof stand

£ 780

Notes:

This estimate is inclusive of all labour and materials.

Any change in specification or unforeseen necessary alterations may result in additional costs.

The estimated price is subject to VAT @ 20%

This estimate is valid for a period of three months from the above date.

Regency Construction
49 Phyllis Ave
Peacehaven
East Sussex
BN10 7PW

TEL: 01273 434582

EMAIL: regencyhomeimprovements@gmail.com

Vat Reg No - 290 72 88 74



Diana Joel
Telscombe Town Council
Telscombe Civic Center
360 South Coast Road
BN10 7ES

South East Limited
www.kieran@kw-construction.co.uk
www.kw-construction.co.uk
Tel: 07871326256

KW Construction
South East Limited
14 Metcalfe Avenue
Newhaven
East Sussex
BN9 9XP
24th January 2020

Estimate

Dear Diana,

As requested, I have drawn up an estimate regarding building the three brick barbeques in Chatsworth Park, Telscombe Cliffs.

Listed below is the materials and labour required to carry out this project.

| Labour / materials | Description | Amount |
|--|---|---|
| 2 bulk bags of ballast, 1.5 packs of red engineering bricks, reinforced concrete slabs, sand, cement and labour. | Dig out and concrete the bases, build the brick barbeques to a similar specification to the photo you put in the email. | Materials: £637 Labour: £990 VAT: £325.40 Total: £1,952.40 |

This estimate has been written with the information that you have provided me with, any alterations may affect the price. This estimate is valid for 2 months, after that, prices are subject to change.

If you have any queries about this estimate, please do not hesitate to get in contact. Contact information can be found at the top of this page. I hope this estimate meets your requirements.

Thank you for your enquiry.

I hope to hear from you soon.

Kind regards

Mr Kieran Watts
KW Construction

Diana Joel

Subject:

FW: Brick Built Barbecues



Hello Bianca,

The price per BBQ would work out @ £785 including VAT each if you decided to have one done or £1,410 include VAT for two. I hope this makes sense.

Kind regards
Kieran Watts
KW Construction
South East Limited
07871 326256

[Check out what people are saying about us!](#)



From: Bianca Buss <amenities@telscombetowncouncil.org.uk>
Sent: 06 March 2020 12:46
To: kwconstruction@hotmail.co.uk <kwconstruction@hotmail.co.uk>
Subject: FW: Brick Built Barbecues

Hello Kieran,

Thank you for your quotation we received a few weeks ago. I am in the process of writing up a report for our Councillors to consider. We originally asked for a quotation based on 3 barbecue areas. Could you confirm what the price would be if we were to reduce it down to 1 or 2 barbecues? I want to highlight the price per barbecue in case they decide to go with less than originally requested.

Kind Regards,

Bianca Buss
Amenities Officer
Telscombe Town Council

Telscombe Civic Centre
360 South Coast Road, Telscombe Cliffs, BN10 7ES
Tel: 01273 589777
Hours: Mon, Wed, Thurs & Fri 9am-5pm



- The BBQ Disposal Bin has been designed for the safe collection of disposable barbecues and hot ash.
- Manufactured from durable galvanised steel which is primed and powder coated in your choice of colour, available with optional BBQ Waste artwork to the front of the bin.
- Galvanised steel is fire resistant and built to withstand and contain fire within reason, which is ideal for the disposal of hot ash and other barbecue related rubbish.
- Developed from the MLB/112 Litter Bin, this unit has a lift-up flap that covers the large aperture, reducing the risk of a fire spreading.
- The BBQ Disposal Bin is ideal for busy public areas such as public parks and beaches, where barbecues most commonly take place.
- White vinyl banding comes as standard with this bin and vinyl text to the front of the bin stating 'BBQ DISPOSAL', 'CAUTION HOT ASH'. There is also white vinyl text applied to the flap on the lid to state 'BBQ's ONLY'. Optional vinyl artwork can also be supplied to show the waste stream.

| Capacity | Height | Width | Depth | Weight |
|------------|--------|-------|-------|--------|
| 112 litres | 960mm | 540mm | 540mm | 69kg |

From £399.99 exc VAT

<https://wybone.co.uk/product/bbq-disposal-bin>



The **MLB/224 Steel Litter Bin** is a twin version of the **MLB/112**, which benefits from the same durable metalwork construction but with twice the capacity.

This double litter bin is manufactured from 2mm hot dipped galvanised steel primed and powder coated in your choice of RAL colour, with a stainless steel rod hinge and slam lock as standard. Internal litter deflectors ensure that all waste is directed inside the two internal liners.

This litter bin is also available as a **recycling unit**, with two compartments separated by dividers to collect separate waste streams.

A large wide aperture to the front and back maximises the 224 litre capacity, which is split into two 112 litre galvanised steel liners. The larger capacity is perfect for busy areas where a more sizable capacity is needed.

As with all Wybone galvanised steel litter bins, the MLB/224 comes with a standard 1 year parts and labour guarantee with a 10 year anti-perforation warranty; this guarantees the surface of the litter bin from rusting through completely. Take a look at the **benefits of galvanised steel**.

Price from £394.⁹⁹ exc VAT (note, this is the price for the “normal” bin, not the price of the following purpose designed bin)

We’ve recently worked with **Brighton and Hove Council** and delivered 20 **MLB/224 Litter Bins**, purpose designed to collect barbeque waste.

The council adapted our flagship MLB/224 Litter Bin to feature BBQ Waste vinyl text and a bird flap to cover the aperture. The bird flap prevents seagulls from getting inside the unit and removing the waste inside.

Manufactured from durable galvanised steel, primed and powder coated in bright yellow to make them stand out on the Brighton promenade. The powder coating process provides maximum corrosion resistance and protects the bin from the elements – particularly important in seaside towns such as Brighton.

The 224 litre capacity is ideal for busy environments, with two internal galvanised steel liners that maximise the capacity of the unit whilst ensuring that the waste bags are not too large or too heavy for operatives to lift and empty.

Brighton designed these MLB/224 Litter Bins based on their bespoke requirements – whether you want to add your own logo or you're looking for a specific size, our in-house design team are more than happy to work with you to discuss the specification that you require. Get in touch with us about our **bespoke service**.



<https://wybone.co.uk/product/mlb224-steel-litter-bin/>



120 Litre BBQ Secure & Fire Resistant waste bin. Developed from our Derby range of litter bins featuring a modified version of our anti-tamper disposal chute, for use where barbecues and camp fires are common place. The new unit not only enables the safe disposal of any semi lit embers, but in doing so protects the local environment helping to prevent the risk of spreading a fire.

Dimensions:

- Height: 1020mm
- Width: 535mm
- Depth: 535mm
- Capacity: 120 litres

Features:

- 2mm galvanized steel with a heavy duty front opening door
- 10mm galvanized steel base
- Lid and hinged 340mm centre section made from grade 304 stainless steel
- security lock
- 0.7mm galvanised steel liners with safety top edge and two handles
- Heavy duty stainless steel pivot hinge
- Stainless steel slam lock mechanism
- Hexagonal key operated heavy duty lock
- Polyester powder coated to any standard BS/RAL Colour

From £329 exc vat

<https://www.broxap.com/derby-bbq-secure-and-fire-resistant-waste-bin.html>

| | |
|----------------------------|--|
| <u>AGENDA ITEM</u> | 8 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | To consider a community garden in Chatsworth Park |

1. INTRODUCTION

At the last Amenities & Civic Centre meeting, it was agreed that I contact Lewes District Council (LDC) concerning the possibility of placing a community garden in Chatsworth Park, due to a restriction that there are no changes to the landscaping.

2. INFORMATION

I contacted LDC's Specialist Advisor for Arboriculture who advised me that we would need to make a pre-application enquiry. This would involve a plan that shows the location of the proposed area that we wish to place the garden and details confirming the structures, paths and facilities we want adding. Once this has been provided, LDC will advise if we need to request planning permission.

3. RECOMMENDATION

It is recommended that the Committee decide if they would like to take this further. If so, I recommend that the request is taken to the Chatsworth Park working group, for them to make initial investigations for a future plan.

4. ENVIRONMENTAL IMPACT

A community garden will provide an excellent refuge for the local residents, encouraging care for our shared area alongside exercise benefits.

5. FINANCIAL IMPLICATIONS

Not known at this stage.

| | |
|----------------------------|---------------------------------------|
| <u>AGENDA ITEM</u> | 9 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | Update on SDNPA donated trees |

1. INTRODUCTION

At our last Amenities & Civic Centre Meeting, it was agreed to plant 5 Elm trees that Cllr Gallagher had obtained from the South Downs National Park Authority (SDNPA). I was also asked to make contact with the tree specialist from Lewes District Council (LDC) to check his preferred location and to contact Andy Player from SDNPA to check the size of the trees.

2. INFORMATION

I have contacted the tree specialist from LDC, who has confirmed that there are no restrictions in planning terms to plant more trees, but has recommended that we plant at least 15-20 metres away from dwellings and to avoid planting on the southern aspect, which will generate more shade into the properties who border the park.

Andy Player at SDNPA has confirmed Telscombe Town Council have been provided with 5 Elm trees at 1 – 1.25 metres high and one small leaved lime tree at 60-80 centimetres high. The trees will need to be collected from their Stanmer Park office as soon as we are able to.

Cllr Gallagher has visited Chatsworth Park and The Copse, and has suggested that instead of 5 trees being planted in Chatsworth Park, that only 3 are planted in the park, at the bottom of the hill next to Chatsworth Park South Playground (picture with location attached):



Cllr Gallagher has also suggested that the remaining 2 trees are planted in The Copse, in an area with shrubs, on the right-hand side from Telscombe Cliffs Way (picture with location attached);



The Tree Specialist from LDC has been contacted regarding these two locations and has no concerns.

I contacted EH Treecare for a quotation to plant the trees and they have advised they will plant the trees free of charge and collect them on our behalf.

3. RECOMMENDATION

That the Committee decide if they would like to plant the 5 Elm trees in Cllr Gallagher's suggested locations.

4. ENVIRONMENTAL IMPACT

Many birds and small mammals eat the elm seeds and the leaves provide food for moths. Caterpillars of the white letter hairstreak butterfly feed on these trees, with this species declining dramatically since the reduction of Elm trees.

5. FINANCIAL IMPLICATIONS

Minimal – both the trees and planting are being provided free of charge but I am investigating prices for any other planting equipment required for the trees.

| | |
|----------------------------|--|
| <u>AGENDA ITEM</u> | 10 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 27th January 2020 |
| <u>SUBJECT</u> | To consider Eco Park memorial bench |

1. INTRODUCTION

At the last Amenities & Civic Centre meeting, it was agreed that I would bring back further information regarding the Eco Park bench, with the potential to being used as a memorial bench within Chatsworth Park.

2. INFORMATION

I was asked to investigate various details and I contacted the supplier of this bench for more information. They responded and confirmed that the bench is made in Taiwan, but that they have spare parts available that can be easily replaced. They also confirmed that it is easily maintainable and can be cleaned effectively using a power washer. At the last meeting, it was also requested that I enquire if the bench was available with arms, and I can confirm that they do offer a bench with arms at a cost of **£299**, which reflects a £50 increase from the price of the bench without arms.

Last year the Town Council provided a climate change statement and as this bench will be shipped in from Taiwan, I have re-visited the other quotations we provided in January, to ascertain location of manufacture. All details for a 5ft / 1.5 metre seat are listed as follows and I have re-attached the information for each bench:-

- Classic hardwood oak bench from 'Classic Memorial Benches' 5ft bench at £495 + Delivery at £75 (prices include VAT) = **£570 cost of bench** + installation and plaque. Their website confirms that all the furniture is manufactured from the raw material in their workshop based in Lathom, Lancashire.
- Recycled plastic memorial bench from 'NBB Recycled Furniture' 1500mm at £460 (including free delivery) + VAT = **£552 cost of bench** + installation and plaque. I contacted the company who make these benches and they confirmed that the furniture is made 'in house' based in Poole, Dorset and that all raw materials are purchased within the UK. There is no option for arms with this bench.
- Bromley teak seat from 'Earth Anchors' 1.5 metre seat at £202.50 + Delivery at £18.95 + VAT = **£265.74 cost of bench** + installation and plaque. I contacted the company who advised that the Teak is made in the Far East, but they also reported that they offer a 1.5 metre seat with recycled plastic, made in Salfords, Surrey at **£332 cost of bench** + installation and plaque. Details of their suggested bench and email are attached.

Installation will also need to be included and our grounds maintenance contractor has quoted £150 for placing a bench onto a concrete slab.

I was also asked to investigate prices for a brass plaque and contacted several companies, as well as Jonathan Winn, our current supplier for the memory garden plaques. Prices are listed as follows and based on 150mm x 75mm size:-

- The Sign Maker: 30 characters of text at a cost of **£36.68 + VAT**. For every 30 additional characters, there will be an additional fee of £4.
- The Engraving Workshop: Up to 5 lines of text at a cost of **£31.50 (including VAT)**.
- Brunel Engraving Company: 2 lines of text (28 characters per line) costs **£24.95 + VAT**. Additional lines can be included at a price of £2.95 per line.
- Jonathan Winn: **£12.95 + £1.36 postage + VAT**.

Finally, I was asked to report back the estimated yearly maintenance fee. I can make a yearly or twice yearly check of the benches, which will be at no cost. However, any damage will need to be paid for by the Town Council and this would need to be quoted for at the time of damage. As previously confirmed in my last report, other Town Council's charge approximately £1,200-£1,500 for a new memorial bench package.

3. RECOMMENDATION

That the Committee decide what bench they would like to have included in the policy, before being taken to Full Council for adoption. I also recommend that the Committee decide if they would like the price for the package to be included in the Policy and if so, at what cost.

4. ENVIRONMENTAL IMPACT

Although the provision of memorial benches is a minor activity, we may want to take into consideration the location of any potential supplier and manufacturer.

5. FINANCIAL IMPLICATIONS

None – the full cost of memorial benches/plaques and maintenance for 10 years are paid by the applicant.



ClassicMemorialBenches.co.uk

The 'Classic One' is the archetypal hardwood bench.

For our sturdy design we like to use more generous timber sections than are normally seen on a bench of this type.

We use 1¼" x 3¾" (32 x 95mm) timbers for those chunky seat slats and the arms and legs are made from 3" (80mm) stock. These details ensure a lifetime of active service.

Starting at £365.00 incl. VAT for the 4ft version, our regular Classic I is available in 4, 5, 6 and 7ft sizes. It's also available as a chair.

We manufacture the Classic I bench in both oak and iroko hardwood.

| | Iroko | Solid Prime Oak |
|-----|-------|-----------------|
| 4ft | 365 | 395 |
| 5ft | 455 | 495 |
| 6ft | 545 | 610 |

www.classicmemorialbenches.co.uk



- Made from 100% recycled plastic
- Does not splinter & resistant to insects & bacteria
- Strong, durable and wear resistant
- Resistant to the elements and chemicals and will not rot
- Will not break, even in extremely hot or cold conditions
- Choose from black or brown
- Depth from leg to end of seat 570mm
- Completely maintenance free and built to last
- Engraved plaques available in a choice of either silver or brass material, size: 200 x 50mm
- Wording up to 100 characters, maximum of 4 lines
- Silver plaque manufactured from anodised aluminium with a satin silver finish
- Free Delivery to all UK Mainland* addresses

1500 x 440 (seat) x 870mm Brass or Silver Plaque £460 exc VAT

<https://www.recycledfurniture.co.uk>



Bromley 1.3 metre seat (£190 + £225 if base required), 1.5 metre seat (£202.50 + £270 if base required) or 1.8 metre seat (£215 + £290 if base required) straight back (all prices exc VAT)

Quality, budget, all teak seat

Now available with an optional FastDek base - made from Forest-Saver recycled plastic material (Faster, cheaper and better for the environment than traditional concrete bases) and secured permanently into the ground using our Rootfast anchors.

- Traditional timber seat design
- Teak construction throughout
- Made from quality teak sections
- 1300mm, 1500mm or 1800mm long
- Supplied fully assembled
- Memorial options available - see options
- Optional ground fixings - Rootfast anchor kits, bolt down kits for concrete/paving slabs/tarmac or bolt down kits for concrete/paving slabs/tarmac with extra security armourings to protect against tampering of bolts.
- Our Rootfast anchor kits are the most popular ground fixing (see installation instructions under Installations tab above) as it allows you to fix the base into earth/soft surface, permanently, without the need for concrete. For your first seat you will require an EA102 kit that includes reusable installation tools - see picture below, any further seats you only require the EA101 kit which does not have tools. Order the EA 103 kit for bolting down to a hard surface like concrete or the EA107 kit for paving slabs and EA108 for tarmac. All our bolt down kits now have optional security armourings for preventing bolts being undone.

Diana Joel

From: Kevin Clegg <kevin@earth-anchors.com>
Sent: 09 March 2020 16:30
To: Bianca Buss
Subject: Earth Anchors - FS seat
Attachments: Surrey seat brown.jpg

Unit 3, The io Centre,
Salbrook Road Industrial Estate
Salfords, Surrey
RH1 5GJ
United Kingdom
Tel: 020 8684 9601
Fax: 020 8684 2230
www.earth-anchors.com
kevin@earth-anchors.com



email

| | | | |
|--------------|------------------------|---------------|----------------------------|
| To: | Telscombe T. C. | From: | Kevin Clegg |
| Name: | Bianca Buss | Pages: | 1 |
| email | | Date: | 9 th March 2020 |

Bromley seat

Thank you for your email regarding our Bromley teak seat. In common with virtually all teak seats sold in the UK ours are made in the Far East.

Teak is an excellent material for external seats, it is stable and durable. However, Forest-Saver recycled plastic is even better. It is also stable and lasts indefinitely. It will not discolour or decay. Moreover, the material is UK recycled waste and the tables are made in our workshop here in Salfords, Surrey. You would be very welcome to visit.

I am attaching an image of our Forest-Saver Surrey seat.

If you need any further information, a written quote or you wish to order please contact us as above.

Regards.



Surrey Forest-Saver recycled plastic 1.5 metre seat

Traditional seat construction in Forest-Saver recycled plastic material

Now available with an optional FastDek base - made from Forest-Saver recycled plastic material (Faster, cheaper and better for the environment than traditional concrete bases) and secured permanently into the ground using our rootfast anchors.

- Made completely from Forest-Saver recycled plastic which does not rot, does not require staining or painting and does not fade - maintenance free!
- By using recycled plastic you are helping the environment by reducing the need for landfill sites
- 1500mm long
- Delivered fully assembled, designed for heavy duty use, ideal for any outdoor space
- Black or brown available
- Memorial options available - see options
- Optional ground fixings - Rootfast anchor kit, bolt down kits for concrete/paving slabs/tarmac or bolt down kits for concrete, paving slab or tarmac surface with additional security armourings.
- Our Rootfast anchor kits are the most popular ground fixing (see installation instructions under Installations tab above) as it allows you to fix the base into earth/soft surface, permanently, without the need for concrete. For your first seat you will require an EA102 kit that includes reusable installation tools, any further seats you only require the EA101 kit which does not have tools. Order the EA 103 kit for bolting down to a hard surface like concrete or the EA107 kit for paving slabs and EA108 for tarmac. All our bolt down kits now have optional security armourings for preventing bolts being undone.

| | |
|----------------------------|--|
| <u>AGENDA ITEM</u> | 11 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | To decide whether to extend Ground Maintenance contracts or draw up new Contract for 2021 |

1. INTRODUCTION

Telscombe Town Council (TTC) operate 3 separate grounds maintenance contracts for our open spaces as follows;

- Contract 1 - Grass cutting of Chatsworth Park:- This covers grass cutting of Chatsworth Park and our 3 playgrounds, sweeping of paths in Chatsworth Park and our 3 playgrounds, maintenance of the memory garden, litter picking in the playgrounds and twice yearly jet wash in the playgrounds.
- Contract 2 - Hedge and tree cutting:- This covers cutting overhanging trees, gorse, deadwood and hedges to boundaries in Chatsworth Park, The Copse, Ashurst Avenue and Robert Kingan Playground.
- Contract 3 - Small works ground maintenance:- This covers maintenance of the area outside the Civic Centre, local twittens, pathways to the Tye from East Saltdean and grass cutting in Gorham Way on the outside edge of the Tye fencing.

2. INFORMATION

Prior to 2015, all three elements were held under 1 contract with Lewes District Council (LDC). However, it was recommended in 2014 that the contract was separated into three smaller contracts to allow specialists in certain fields to undertake the work at a more reasonable cost to the Council.

TTC have now undertaken two tender processes adopting this method. Following our last tender process commencing 2018, TTC appointed Burleys for Contract 1, EH Treecare for Contract 2 and M Evans for Contract 3. The three contracts will expire in March 2021 with an option to extend Contracts 1 and 3 for one year and Contract 2 for two years.

At the Amenities & Civic Centre meeting held on 1st April 2019, there was discussion concerning amalgamating the contracts back into one, so that one contractor carries out all the work specified above.

3. RECOMMENDATION

That the Committee decide whether to:

- Extend any of the contracts
- Re-amalgamate the three contracts into one and if so, for what duration

If the decision is to amalgamate the contracts into one, the Amenities Officer and Town Clerk will draw up a draft Contract and bring it back to the next meeting for approval.

4. ENVIRONMENTAL IMPACT

Maintaining our green spaces will allow the local biodiversity to prosper.

5. FINANCIAL IMPLICATIONS

The agreed budget for our entire grounds maintenance for the 2020/21 financial year is £20,000, a reduction of £2,100 from last year. This includes for other grounds maintenance and tree works, not just the set contract work.

| | |
|----------------------------|---|
| <u>AGENDA ITEM</u> | 12 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | To consider regular removal of Ivy in an area of Chatsworth Park |

1. INTRODUCTION

We have received regular complaints from a resident whose property in Central Avenue backs onto Chatsworth Park concerning ivy growing through from the park to her garden, which is also ruining her fence. We have previously removed ivy from her fence, but it continues to grow at a fast rate.

2. INFORMATION

I visited the area with a contractor and the ivy is quite dense in this location. With previous complaints we have been able to source the location and remove from the base, which in turn kills the ivy. As the ivy is spreading along the full length of this section, it is impossible to locate the initial area it started from.

As the ivy cannot be fully removed, we could arrange for the ivy to be sprayed with a strong weed killer every 6 months, which will mitigate the issue and keep the area under control. This should also resolve the residents' concerns that the ivy is damaging her fence. I have spoken with our grounds maintenance contractor, M Evans, who has confirmed he can treat the area at a cost of £20 per session.

3. RECOMMENDATION

That we schedule in a programme for ivy to be removed every April and October in this location at a cost of £20 (no VAT applicable).

4. ENVIRONMENTAL IMPACT

Although using weed killer is not environmentally friendly, by keeping it managed in a controlled area, it can be removed easily and without damage to the resident's property.

5. FINANCIAL IMPLICATIONS

We have set a grounds maintenance budget of £20,000 for 2020/21.

| | |
|----------------------------|--|
| <u>AGENDA ITEM</u> | 13 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | To consider removal of ivy to a house bordering The Copse |

1. INTRODUCTION

We have received a complaint from a resident in Bush Close concerning ivy growing from The Copse onto the side of their house. I have attached pictures to show the issue of concern.

2. INFORMATION

I have contacted several contractors for a price to remove the ivy and have had a response from two:

- H Goodwin & Sons: Removal of ivy and clear 1 metre away at **£160 + VAT**
- M Evans: Removal of ivy and clear 1 metre strip at **£155** (no VAT applicable)

3. RECOMMENDATION

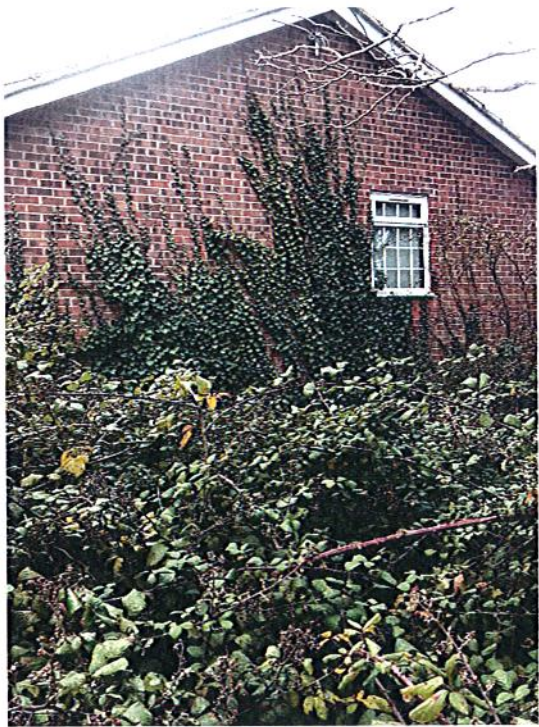
That the quotation from M Evans be accepted at a cost of £155.

4. ENVIRONMENTAL IMPACT

Although there is an impact on removal of ivy, in this situation the removal is for the safety of the property bordering the area. Lewes District Council have informed us that we must check for protected species (e.g. bats and nesting birds) before commencing any tree cutting operations.

5. FINANCIAL IMPLICATIONS

We have £20,000 in the grounds maintenance budget for 2020/21.



| | |
|----------------------------|---|
| <u>AGENDA ITEM</u> | 14 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | Chatsworth Park working group update |

1. INTRODUCTION

As agreed at the Amenities & Civic Centre meeting on 23rd September 2019, Cllr Clarkson is now heading up a working group for Chatsworth Park.

2. INFORMATION

The group have met twice and are looking at ways to improve the park as an amenity. Cllr Clarkson will provide an update at this meeting.

3. RECOMMENDATION

That any progress is noted by the Committee.

4. ENVIRONMENTAL IMPACT

The group are discussing ways for the local residents to enjoy the park and encouraging community interaction.

5. FINANCIAL IMPLICATIONS

Not known at this stage.

| | |
|----------------------------|--|
| <u>AGENDA ITEM</u> | 15 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23 rd March 2020 |
| <u>SUBJECT</u> | To consider litter picking under the 'Great British Spring Clean' campaign |

1. INTRODUCTION

Councillor Robinson would like to organise a litter pick in conjunction with the 'Great British Spring Clean' (GBSC) campaign. This operation runs from 20th March to 13th April 2020 and is encouraging us all to take part in organised litter picks.

2. INFORMATION

Councillor Robinson has suggested that we should concentrate on Chatsworth Park, the cliff top and beach, although approval will be needed from Lewes District Council (LDC) concerning litter picking on the beach. LDC can provide equipment, safety advice and clear away rubbish collected. We also have some litter pickers and high visibility vests at the Civic Centre.

In line with the current guidelines, the GBSC have provided advice concerning Covid-19 as follows:

The aim of the Great British Spring Clean is for communities to come together, clean up their local environment and have fun, which of course means staying safe at all times.

Given the UK Chief Medical Officers have now raised the coronavirus (COVID-19) risk to the UK from moderate to high, its only sensible that volunteers engaging in the Great British Spring Clean take extra hygiene precautions to prevent the spread of this, or any other, preventable illness.

Do not attend a clean-up if you feel unwell or are showing cold or flu like symptoms, stay home to protect yourself and others.

Keep Britain Tidy asks that you undertake your clean-up events in line with the advice being issued by Public Health England (PHE). In particular, participants are asked to use the following guidelines:

- *Wear gloves during the clean-up at all times*
- *Wash your hands thoroughly for 20 seconds before and after your event*
- *Event organisers are advised to provide hand sanitiser for participants where possible or sign post to accessible hand washing facilities*

- *Clean and disinfect regularly touched objects, such as litter pickers, using your regular cleaning products*
- *Stay at least 2 metres (about 3 steps) away from other people whenever possible*

Being part of the Great British Spring Clean is a wonderful way to show you care about your local environment but to have fun, as well as to make a difference, it is important to stay safe and take these simple precautions to make your event a success.

3. RECOMMENDATION

That the Committee consider organised litter picks during the period of 20th March to 13th April, in conjunction with the GBSC. If approved, any proposed dates and locations can be advertised to our local residents via social media and noticeboards.

4. ENVIRONMENTAL IMPACT

A litter pick protects wildlife and animals, reduces the amount of plastic in our seas, provides a cleaner environment, reduces vermin and will also provide exercise and well-being benefits for those volunteers.

5. FINANCIAL IMPLICATIONS

None.

| | |
|----------------------------|---|
| <u>AGENDA ITEM</u> | 16 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | To ratify the change of date for the Forest School in Chatsworth Park and to consider the proposal for a non-permanent frame |

1. INTRODUCTION

Develop Outdoors, who organise a Forest School in Chatsworth Park, advised us that they were unable to run their Forest School session over February half term. The weather conditions at the time made the area unsafe and hazardous. They asked if they were able to change the date to Saturday 28th March 2020.

2. INFORMATION

As the Amenities & Civic Centre meeting was being held only 5 days prior to the proposed change of date, I emailed all Committee members in February, asking if they would accept the change of date. This would also allow Develop Outdoors to advertise their information if the Councillors agreed with the change of date. We received responses from 9 Councillors of the Committee, all of which agreed with the change of date. As I had a majority response, I advised Develop Outdoors accordingly.

In addition, I was asked to contact Develop Outdoors to enquire about the non-permanent frame as mentioned in their October report. Develop Outdoors responded advising that it would be a small natural nest for the children to sit in. Cllr Clarkson had previously proposed that the Council investigate the potential for 'lean-to' shelters which is currently sitting with the Chatsworth Park working group. As this request is similar to discussions being held within this group, it can also be referred to the working group.

3. RECOMMENDATION

It is recommended to ratify the change of Forest School date and that the request for a non-permanent frame be taken to the Chatsworth Park working group.

4. ENVIRONMENTAL IMPACT

Forest Schools provide many health benefits to the attendees and encourage outdoor learning and skills.

5. FINANCIAL IMPLICATIONS

None.

| | |
|----------------------------|---|
| <u>AGENDA ITEM</u> | 17 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | To ratify the café concession at Chatsworth Park |

1. INTRODUCTION

The working group responsible for taking forward a potential café in Chatsworth Park met in December and agreed to investigate a concession for the park. This would allow soft market testing over the summer months before a decision is made to take this further.

2. INFORMATION

A report was sent to all Committee members in February, asking that they consider the working groups request to run a concession for 2020. We received 8 positive responses from the Committee, which as a majority allowed us to go ahead with advertising the concession.

A concession document and application form have been created (attached) and this has been advertised on our website and social media. The deadline for applications is Friday 1st May 2020, to be reviewed by Monday 11th May 2020.

The outcome of the review will be taken to our next Amenities meeting for the Committee to consider and it is hoped a concession can be placed in the park by mid-June.

3. RECOMMENDATION

It is recommended to ratify approval for a café concession.

4. ENVIRONMENTAL IMPACT

A concession can attract more visitors to Chatsworth Park and encourage the future of the park as a main amenity for the local residents to enjoy and use. The proposed application form asks tenderers how their business will support a 'positive environmental impact' which will be included in any future evaluations.

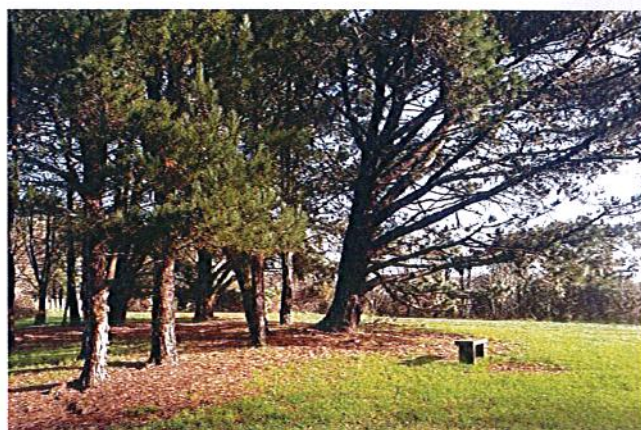
5. FINANCIAL IMPLICATIONS

We have asked applicants to confirm a monthly licence fee they would be willing to pay to the Town Council for the concession.

TELSCOMBE CLIFFS

REFRESHMENT CONCESSION

Coastal Countryside/Park



- Telscombe Town Council is inviting applications for a refreshment concession in the area of Chatsworth Park
- Applications can be made for 1 year or a 7 month season commencing June 2020
- Tender closing date is 12:00 noon 1st May 2020
- For information on fees or an application pack please contact the Council



INFORMATION ON TELSCOMBE CLIFFS

Telscombe Cliffs has a population of approximately 7,500 people. It is one of the only places where the Sussex Downs National Park reaches the sea and its proximity to the South Downs makes it popular with walkers.

To the west the Council owns and manages the nearby Common, Telscombe Tye, which is home to various chalk land plants and animals.



Telscombe sits on the busy commuter route between Newhaven, Peacehaven and Brighton as well as the busy bus route connecting the Meridian shopping centre in Peacehaven to Brighton.

To the South are cliff top walks looking east to the Seven Sisters and west to Brighton.

The Town Council is keen to expand on the amenities the town has to offer its residents and visitors, and is looking to offer a trading concession at the town's most scenic locations.

TRADING LOCATION

Chatsworth Park – (Proposals welcome)

Ambleside Avenue, Telscombe Cliffs

Site for one mobile kiosk. Refreshments, hot and cold drinks and ice creams. All ideas welcome.

Chatsworth Park is the central recreational space for Telscombe Cliffs. It is a beautiful park space with mixed uses. The park boasts two play areas, one on the South East side and one on the North West. Both play areas have been refurbished in the past 2 years. There is a mix of green open space, wooded areas and wildflower.





There is a memorial garden to the north of the park and multiple seating benches and picnic benches. The park is in the heart of the residential area of Telscombe making it an extremely popular location for dog walkers. It sits a few minutes from Telscombe Tye, which is a gateway to East Saltdean or the South Downs. The park is home to the town's annual dog show and this summer will be hosting the first Sussex Day Country Fayre.

The park is bordered by Ambleside Avenue which is a busy commuter route to Brighton with multiple bus stops on the park's edge. There is also a free car park in the park.

The Council is actively driving improvements for the park to encourage its use and for the benefit of the residents. There is currently a forest school that uses the park and the Council is working with residents on additional proposals to get residents outside more, including insect habitats, brick BBQs and shelter building. The Council sees a concession as an improvement that the park needs and is willing to work flexibly with anyone who is interested. At the moment the primary location would be the large open green space on Ambleside Avenue next to one of the play areas and adjacent to the bus stops; however, all proposals will be considered.



If you are interested in being part of this exciting plan for Telscombe and running a successful business from this location, then contact the Council for an application pack.



| | |
|----------------------------|---|
| <u>AGENDA ITEM</u> | 18 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Stella Newman, Town Clerk |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | To confirm advices sent to LewesDC re Consultation on Recreational Open Spaces |

1. INTRODUCTION

The Town Clerk reported under urgent matters at the last meeting that Lewes District Council had sent through a consultation document on Recreational Open Spaces and needed a response by 14th February. It was agreed that the Town Clerk forward the information to Councillors by email for them to comment.

2. INFORMATION

A couple of responses were received and it was agreed that the Committee Chairman, Cllr Gallagher, the Amenities Officer and Town Clerk meet to go through the documents. At the meeting, amendments to the plan were agreed and written comments submitted, along with additional maps of our open spaces. The documents are attached for your information.

3. RECOMMENDATION

It is recommended to note the response submitted.

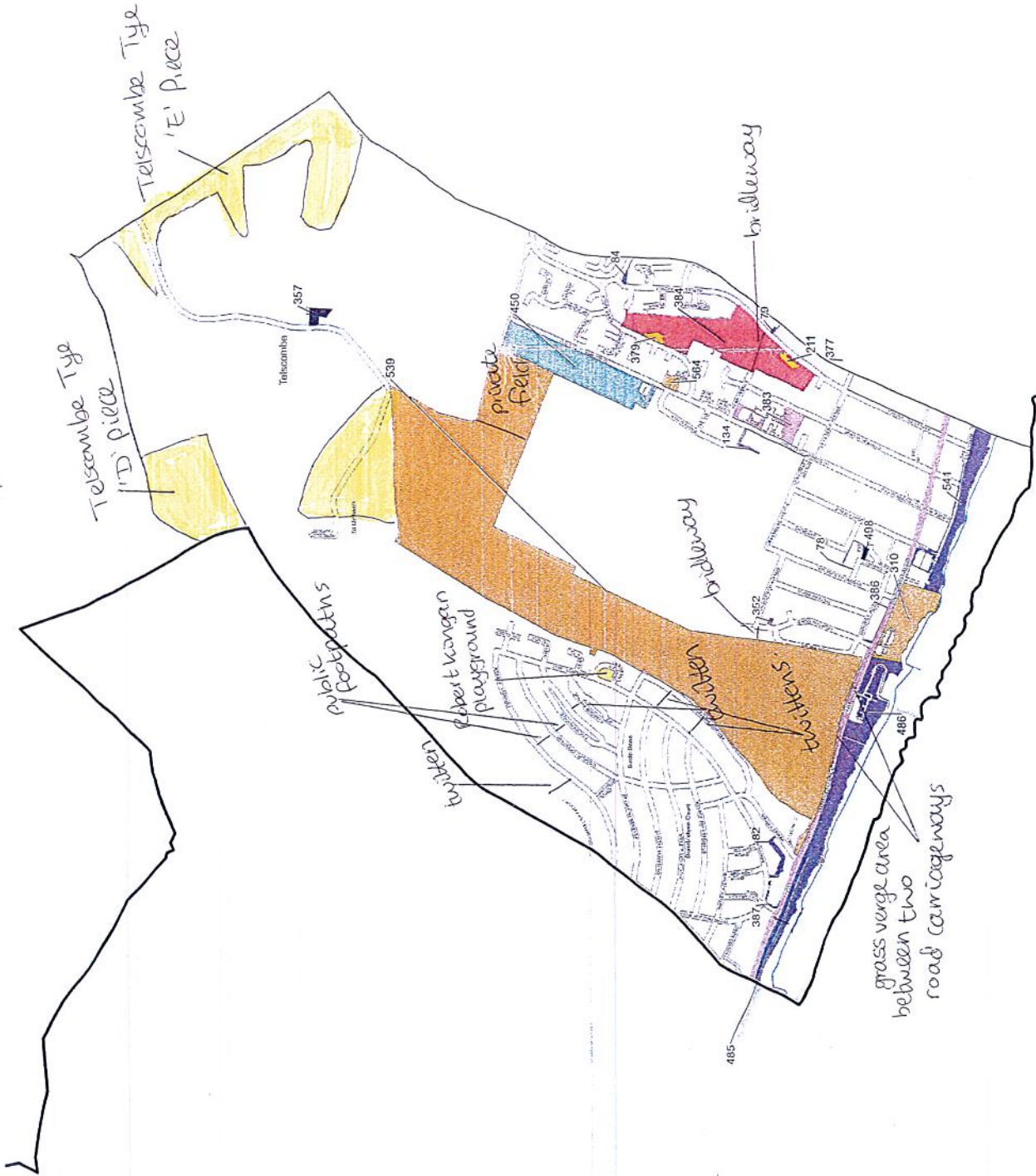
4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

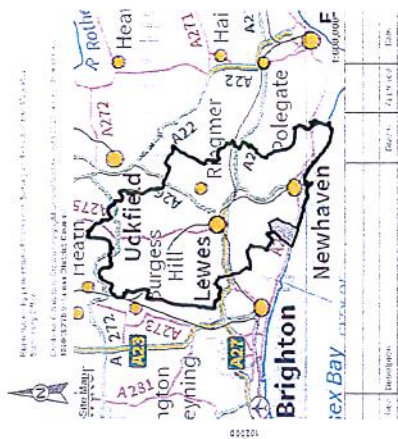
None.

540000



KEY

- Lewes Local Authority
- Parish Boundary
- Open Space**
 - Amenity Greenspace
 - Cemeteries and Religious Grounds
 - Institutional Grounds
 - Natural and Semi Natural Greenspace
 - Outdoor Sports Facilities
 - Parks and Gardens
 - Provision for Children and Young People



Genevieve Carter, Director of Strategic Planning
 Lewes District Council, Lewes, East Sussex, BN24 3JF
 Tel: 01323 864000 | Fax: 01323 864001 | Email: g.carter@lewes.gov.uk

Lewes Open Space Strategy

Open Space Typology, January 2020 - Telcombe

| | | | |
|-------------|--------------|--------|------------|
| Project No: | G7449.008.27 | Sheet: | 27 of 29 |
| Author: | JO | AP | JC |
| Scale: | 1:14,000 | Date: | 15/01/2020 |



Questionnaire:

1. Boundaries

A) Are the boundaries of the Open Spaces correct?

Please explain how to improve the boundary. You can explain by describing natural boundaries, or you can draw it by hand on the map and send us a copy.

B) Are there Open Spaces missing?

Please explain which Open Space. You can explain by describing where it is on the map, or you can draw it by hand and send us a copy.

You can consult the blue boxes below to understand what we will consider 'Open Space'.

Size:

All Children's Play Areas should be included on the map.

For all other Open Spaces we apply a threshold: sites smaller than 0.2ha will not be included. On some maps some too small (purple) amenity areas still figure; they will be deleted in the next update of the maps.

1 A Response (suggestions to amendments to boundaries)

| Name and reference number of Open Space. | Explanation why this needs to be amended |
|--|---|
| | 539 Telscombe Tye. The boundary is higher to the north and not so far east. |

Explication of the change of the boundary. You can also draw the boundary on the map and send us a copy.

539 Telscombe Tye - Boundary drawn on your map and additional map attached showing boundary.

1 B Response (suggestions MISSING OPEN SPACES)

| Name number of Open Space. | Explanation why this needs to be included <i>Greenways-- see below.</i> |
|----------------------------|--|
| | <p>Telscombe Tye 'E' piece and 'D' Piece. This is part of the Tye registered common land and is an important part of natural/semi natural greenspace. <i>Robert Kongan playground.</i></p> |

Explication of the boundary. You can also draw the boundary on the map and send us a copy.

Telscombe Tye 'E' Piece - boundary drawn on your map and additional map attached showing boundary. The same for Telscombe Tye 'D' Piece.

Robert Kongan playground is situated in the centre of Chailey Crescent in East Suttlelean and has been written in on your map.

There are several areas that we class as 'greenways' under your definition that are not listed, such as twaylens, footpaths and Bridleways. These have been noted on your map and an additional map is attached showing the areas.

What is considered Open Space?

There are different types of Open Spaces. We apply this typology:

- **Natural and semi-natural greenspace**
Spaces firmly in an urban or urban edge context with wildlife conservation, biodiversity or environmental education and awareness as primary functions. Areas of accessible open countryside, cliff top and foreshore, with good public access, not privately owned.
- **Parks and gardens**
Accessible well designed spaces.
- **Amenity greenspace**
Often small scale areas close to home or work, but also larger general purpose open space offering opportunities for informal activities. Or enhancement of the appearance of residential or other areas.
- **Allotments and community gardens**
- **Cemeteries and religious grounds**
Open or closed burial grounds with spaces for quiet contemplations, accessible to all.
- **Greenways**
Green links between areas, free of motorised traffic, offering opportunities for walking, cycling and horse riding.
- **Provision for children and young people**
Equipped play areas for children under 12 or young people.

- **Outdoor sports facilities**
Are assessed separately in the Playing Pitch Strategy.
In the Playing Pitch Strategy we do not assess the golf courses.
- **Institutional grounds**
E.g. school grounds. Not included as (publicly accessible) Open Space.

What is not included as Open Space?

Privately owned land

Although publicly accessible, privately owned land e.g. agricultural land.

Commercially managed parks or gardens

For instance: teagardens, Paradise Park.

Institutional grounds

Although there are grounds figuring on the map, these areas are not publicly accessible, and therefore not taken up in the Open Space assessment. It is not necessary to identify forgotten grounds.

2. Accessibility

Some Open Spaces have a restricted access.

- Are there Open Spaces with restricted access? Please name them all and explain what the restriction consists of.

Public accessible; not considered restricted access:
 Parks which are closed after dusk
 Public Children's Play Areas within housing developments.

Restricted access:

- Entrance only allowed for members (e.g. allotments areas)
- Entrance only allowed on paths (e.g. for nature conservation purposes)

| 2 Response (only Open Spaces with restricted access) | |
|--|--|
| Name and reference number of the Open Space. | Kind of restriction on access |
| Tye 'D' and 'E' piece | Access via rural footpaths + steep sloping ground. |
| 564 Bush Close | The Copse has steps down on one side due to a bank |
| 1486 Telscombe Cliffs | Public footpath accessible via gates only |

3. Typology

The colour index of the map indicates the primary typology of each open space. An Open Space can have different uses at the same time; the main use/typology is indicated on the map.

You can find an explanation of the used typologies in the first blue box.

- Which Open Space has a typology which is incorrectly wrongly identified? Please explain your comment.

If you have identified a new Open Spaces on the map, please identify a suitable typology.

| 3 Response (only Open Spaces where typology needs to be amended) | |
|---|--|
| Name and reference number of the Open Space | Proposed amendment of the typology and explanation why this should be changed. |
| | |

Telscombe

| Site ID | Site Name | Typology | Area (ha) | TTC Comments |
|---------|---|---|-----------|---|
| 377 | Ambleside Avenue | Amenity Greenspace | 0.129 | Electric sub-station outside of Telscombe's boundary |
| 79 | Balcombe Road | Amenity Greenspace | 0.024 | This is a registered footpath |
| 387 | Bannings Vale | Amenity Greenspace | 0.043 | This is grass verge |
| 498 | Buckhurst Road | Cemeteries and Religious Grounds | 0.066 | |
| 564 | Bush Close | Natural and Semi Natural Greenspace | 0.237 | This wooded area is known as 'The Copse' |
| 384 | Chatsworth Park | Parks and Gardens | 7.211 | |
| 78 | Church Close | Amenity Greenspace | 0.085 | The area between Cliff Gardens and Buckhurst Road is a registered footpath |
| 82 | Hamsey Road | Amenity Greenspace | 0.245 | Possibly privately owned land |
| 84 | Heathy Brow | Amenity Greenspace | 0.062 | |
| 352 | Highview | Amenity Greenspace | 0.031 | |
| 211 | Play Area at Chatsworth Park | Provision for Children and Young People | 0.14 | |
| 379 | Play Area at Chatsworth Park North | Provision for Children and Young People | 0.151 | |
| 386 | South Coast road | Amenity Greenspace | 0.03 | Small area of grass verge |
| 357 | St Lawrence's Church (East Saltdean and Telscombe Cliffs) | Cemeteries and Religious Grounds | 0.289 | |
| 486 | Telscombe Cliffs | Amenity Greenspace | 2.02 | This is the Portobello sewage pumping station and apart from having a registered footpath going across is, is not accessible land |
| 383 | Telscombe Cliffs Community Primary School | Institutional Grounds | 0.888 | |

| | | | | |
|-----|--------------------------|-------------------------------------|--------|--|
| 485 | Telscombe Cliffs View | Amenity Greenspace | 4.194 | |
| 134 | Telscombe Cliffs Way | Amenity Greenspace | 0.124 | |
| 450 | Telscombe Playing Fields | Outdoor Sports Facilities | 5.153 | |
| 539 | Telscombe Tye | Natural and Semi Natural Greenspace | 62.373 | Change of boundary required and 2 other pieces of this registered common land are not shown on your map - additions/comments have been made on your map and form |
| 310 | The Esplanade | Natural and Semi Natural Greenspace | 2.531 | |
| 541 | The Esplanade West | Amenity Greenspace | 2.487 | |

| | |
|----------------------------|---|
| <u>AGENDA ITEM</u> | 19 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | To consider actions to be made to an area in Chatsworth Park, bordering Chatsworth Close |

1. INTRODUCTION

We have received a complaint from a resident in Chatsworth Close concerning a growing concern of anti-social behaviour behind their property.

2. INFORMATION

The residents have informed me that this is an historical issue and have experienced groups of people congregating, drinking and making excessive noise. Previously some chestnut fencing was placed between the trees and residents land to stop people coming too close to their fencing. This also encouraged brambles to grow.

Unfortunately over the last 18 months the fencing has become damaged. EH Treecare have also been removing a lot of deadwood in the area, as recommended in the Arboriculturist's report. Both issues have increased the amount of people encroaching these residents' borders and creating concern with the noise.

The residents have provided me with pictures, which I have attached. They have highlighted that wood cutting tools are also being brought to the location to create a clearing, which is causing the residents a great deal of distress.

3. RECOMMENDATION

I recommend that the Councillors give consideration to me getting quotations to replace the chestnut fencing bordering this property and start investigations with regard to encouraging brambles to grow in this location to prevent people intruding in this location.

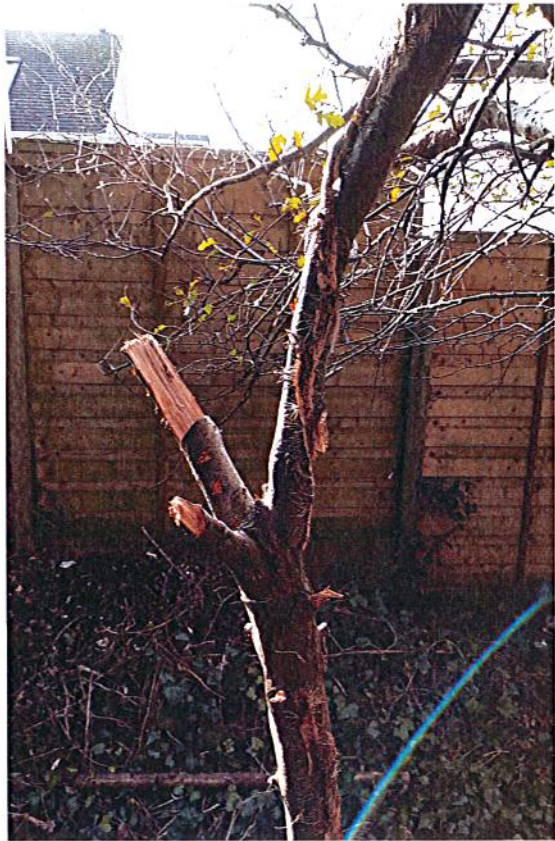
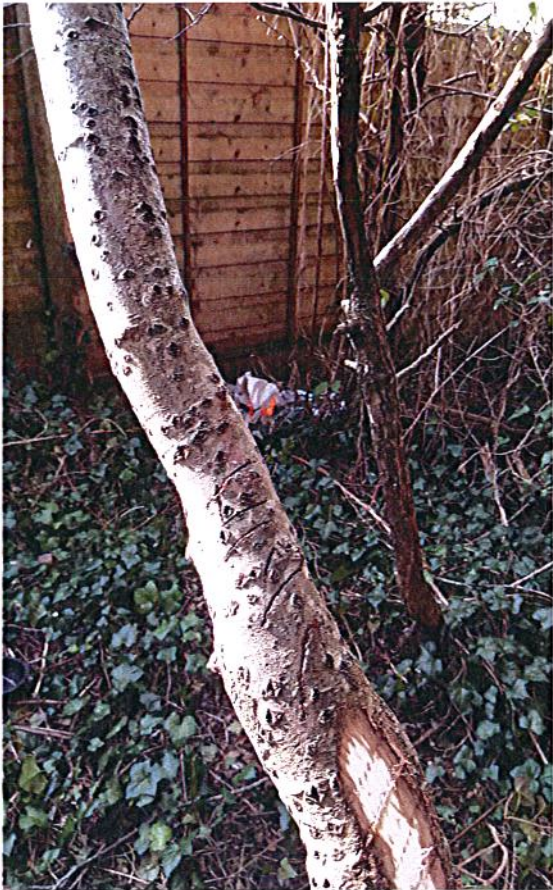
4. ENVIRONMENTAL IMPACT

By blocking this location, it will stop vandalism to the trees as well as noise pollution.

5. FINANCIAL IMPLICATIONS

Not known at this stage.

October 2019 – Rubbish left in clearing bordering resident's property and damage to tree from tools



| | |
|----------------------------|---|
| <u>AGENDA ITEM</u> | 20 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Stella Newman, Town Clerk |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | To consider request for plaque on boat planter at Civic Centre |

1. INTRODUCTION

A few years ago, a local resident helped to maintain the boat planter for a brief period until she became too frail to do so.

2. INFORMATION

Unfortunately she has now died and her daughter has asked to put a small memorial plaque on the central strut of the boat. The details are as follows:-

"Forever in our hearts Mum"
Marion 27 December 2019

She also commented that she thought the boat needed painting and I confirmed that this had been agreed and will take place once the weather improves. She went on to advise that she thought it would be nice to name the boat and suggested either 'Lady M' or 'Molly' (as Molly Pratten was TTC's first Mayor) and thought it would be nice to also have an anchor painted on it.

3. RECOMMENDATION

It is recommended to agree the plaque and consider whether we want to name the boat and have an anchor painted on it.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

The daughter has confirmed that she will pay for the cost of painting the name and anchor should we agree to proceed and will pay for the plaque and installation.

| | |
|---------------------|---|
| COMMITTEE | Amenities & Civic Centre Committee |
| AGENDA ITEM | 21 |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 23rd July 2018 |
| SUBJECT | Review Civic Centre hire charges |

1. INTRODUCTION

Paragraph 9.3 of our Financial Regulations requires the Council to review all fees and charges at least annually.

2. INFORMATION

An increase in hire charges for the Civic Centre was agreed at full Council and implemented from 1st April 2019 as follows:-

- 5% increase on the private/commercial hire rate for the weekday hourly rate
- 2.5% increase for the weekend session rates
- 4% decrease in registered charities discount to 26%

This was the first increase since 2014.

3. RECOMMENDATION

It is recommended that no increase takes place for the 2020/21 financial year.

4. FINANCIAL IMPLICATIONS

The budget for Civic Centre income for the 2020/21 financial year has been reduced by £2,500 to £32,500.

As at 31st January 2020 the income is £27,095 which is 77.4% of the £35,000 budget for 2019/20.

| | |
|---------------------|---|
| COMMITTEE | Amenities & Civic Centre Committee |
| AGENDA ITEM | 22 |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 23rd March 2020 |
| SUBJECT | To ratify purchase of replacement blinds for Exhibition Area |

1. INTRODUCTION

The Town Clerk reported under urgent matters at the last meeting that she had investigated replacement blinds in the exhibition area of the Civic Centre as the current metal Venetian blinds were all bent and broken.

2. INFORMATION

She proposed replacement with white vertical blinds and asked if Councillors would be happy with this change which they were.

As the blinds were currently on sale, approximate cost £110, the Town Clerk could purchase them as the amount was within her delegated spending capacity.

3. RECOMMENDATION

The Town Clerk purchased the blinds and it is recommended to ratify their purchase.

4. FINANCIAL IMPLICATIONS

The actual cost of the blinds came out at £116.70 plus VAT.

| | |
|---------------------|---|
| COMMITTEE | Amenities & Civic Centre Committee |
| AGENDA ITEM | 23 |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 23rd March 2020 |
| SUBJECT | To consider waste recycling collection at Civic Centre |

1. INTRODUCTION

I previously contacted Lewes District Council regarding waste recycling collections at the Civic Centre and was told this was not possible.

2. INFORMATION

We have to complete a Waste Transfer Note annually to enable LewesDC to collect our waste. I was recently sent the document for completion and I therefore again enquired to see if LDC could provide mixed waste recycling.

They have confirmed that they can now provide a fortnightly collection for the following prices:-

- 1 x 240 litre wheelie bin - £2.59 per bin, per collection
- 1 x 770 litre euro bin - £7.70 per bin, per collection
- 1 x 1100 litre euro bin - £9.90 per bin, per collection

At the moment we have a fortnightly collection of paper/cardboard at a cost of £2.35 for a 240 litre wheelie bin. We also have glass bins and pay for collection as and when they are full. The general waste is collected weekly at a current cost of £14 per collection.

3. RECOMMENDATION

It is recommended that we agree to one 240 litre wheelie bin and see how this goes. We may possibly have to get a second bin.

4. FINANCIAL IMPLICATIONS

The budget for 2020/21 is £900.

| | |
|----------------------------|---------------------------------------|
| <u>AGENDA ITEM</u> | 24 |
| <u>COMMITTEE</u> | Amenities & Civic Centre |
| <u>REPORT FROM</u> | Bianca Buss, Amenities Officer |
| <u>MEETING DATE</u> | 23rd March 2020 |
| <u>SUBJECT</u> | Future Events |

1. INTRODUCTION

The events working group met on Friday 13th March to discuss future events that the Town Council would like to take forward and report back on those that had taken place.

2. INFORMATION

The minutes from the last working group meeting are attached.

3. RECOMMENDATION

That the Committee agree/note actions in the minutes.

4. ENVIRONMENTAL IMPACT

Minimal. Events held at the Civic Centre would result in a nominal fee for energy consumption.

5. FINANCIAL IMPLICATIONS

We have a remaining budget in 2019-20 of £3,000 for town entertainment and a new budget for 2020-21 of £2,000.

Minutes of a meeting of the Events Working Group (Working Group of Amenities & Civic Centre Committee) on Friday 13th March 2020, Telscombe Civic Centre at 11am.

PRESENT

Councillors: Cllr Isobel Sharkey (**Mayor**)
Cllr Ciarron Clarkson
Cllr Lyn Mills
Cllr Christine Robinson

Also Present: Diana Joel, Admin Assistant
Karen Shaddick, Senior Admin Assistant

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

None.

2. FILM SING-ALONG – FRIDAY 7th FEBRUARY 2020

'Mama Mia' film sing-along was a great success everyone who attended thoroughly enjoyed the evening.

3. BOOZY BINGO – FRIDAY 27th MARCH 2020

A discussion took place as to whether the Boozy Bingo should go ahead considering the current issues surrounding the Corona Virus. It was decided to go ahead for now and review nearer the time. As it is Easter, we have asked for donations of Easter eggs from Councillors and staff and all proceeds will go to the Mayor's charity fund. Cllr Mills suggested that in addition to the mini eggs that Cllr Judd is going to provide for the tables she will provide a savoury snack. There is enough wine to cover this event from the last boozy bingo.

4. POETRY & ART EVENT – SATURDAY 4th APRIL 2020 (Event Lead – Karen Shaddick)

Unfortunately, due to the lack of interest, it was decided not to go ahead with this event. Discussion took place as to whether we could include an art theme at Cllr Sharkey's end of term celebration.

5. MAYOR'S END OF YEAR FUNCTION – SATURDAY 16th MAY 2020 - (Event Lead – Karen Shaddick)

Cllr Mills will ask Sid & Sheila if they would be able to do the food for this event. Costs to be confirmed.

Bands still to be confirmed for the night but Cllr Brian Page has offered to do a few numbers. Cllr Robinson's husband has a bar licence and she will ask him if we can use this for this event. Cllr Sharkey decided that it will be a ticket event open to all, but invitations will go out to key people.

Price of tickets still to be decided when we know if we are to have a buffet or nibbles.

Cllr Sharkey would like to include an art display at this event and this will be advertised on the poster for anyone wishing to take part. A £5 hanging fee will apply. She will also display some of her artwork.

6. SUSSEX DAY FAYRE – SUNDAY 14th JUNE 2020 (Event Lead: Diana Joel)

The event is well under way with lots of companies being contacted for sponsorship and raffle prizes and the responses have been good so far. Lots of suggestions were talked about and these will be taken away for investigation. The key areas we need to concentrate on are the food stalls and arena events.

7. ARMED FORCES DAY – MONDAY 22nd JUNE 2020 - (Event Lead: Karen Shaddick)

The Armed Forces Day flag raising will be held at 11am at the Civic Centre followed by tea and biscuits after. Karen to invite key people to attend.

8. BEST KEPT GARDEN – 11th/12th JULY 2020 (Event Lead: Bianca Buss)

Only one enquiry received so far. This has been advertised in all the normal places so all we can do is keep pushing it till the closing date.

**9. MERCHANT NAVY DAY – FLAG RAISING – THURSDAY 3rd SEPTEMBER 2020
(Event Lead – Karen Shaddick)**

The Merchant Navy Day flag raising will be held at 11am at the Civic Centre followed by tea and biscuits after. Karen to invite key people to attend.

10. DOG SHOW – SUNDAY 20th SEPTEMBER 2020 (Event Lead: Diana Joel)

Cllr Mills is currently putting the feelers out for sponsorship.

It was decided to have the lady photographer that took some amazing pictures from last year.

Nick Emmett has been booked to comper the event.

It was agreed that only one sponsorship per class and not multiple as per last year.

Cllr Mills is investigating judges for the event and has hinted that it may be a “B Class Celebrity”.

**11. MACMILLAN COFFEE MORNING – THURSDAY 24th SEPTEMBER 2020
(Event Lead: TTC Staff)**

The coffee morning is always a popular event and enjoyed by the community whilst raising money for such an important cause.

It was discussed that we should start arranging this event sometime in July.

12. KIDS HALLOWEEN PARTY – SATURDAY 31st OCTOBER (Event Lead: Bianca Buss)

This will take place between 2pm-4pm.

Nick Emmett has been booked to comper.

13. RACE NIGHT – SATURDAY 14th NOVEMBER 2020 (Event Lead: TRA)

The Telscombe Residents are happy to run this event again this year.

All proceeds will be split 50/50 between the TRA and the Mayor’s Charities.

Sid and Sheila will do the food and Dave Neave will comper the evening.

14. KIDS CHRISTMAS PARTY – 5th DECEMBER 2020 – (Event Lead: Bianca Buss)

This will take place between 2pm-4pm.

Nick Emmett has been booked to comper.