



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
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BN10 7ES
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18th November 2019

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 25th November 2019** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Stella Newman
Town Clerk/RFO

A G E N D A

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 23rd September 2019 - *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 30th September 2019 – *attached*
7. To consider estimates for tree works at Chatsworth Park & The Copse – *see attached*
8. To consider estimates for removal of pine trees bordering Chatsworth Park South Playground – *see attached*
9. To consider a solitary bee nesting tube scheme within Chatsworth Park – *see attached*
10. To consider replacement climbing net at Chatsworth Park South Playground – *see attached*
11. To consider brick barbeque areas for Chatsworth Park – *see attached*
12. To consider school/youth event to build natural lean-to shelters in Chatsworth Park – *see attached*
13. To consider the draft policy for Memorials – *see attached*
14. Update on new Mayor's board – *see attached*
15. To consider purchase of Freeman of Town's medal for inclusion in display case – *see attached*
16. Future events – *see attached*
17. Urgent matters at the discretion of the Chairman for noting

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 – January 2020

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 23rd September 2019** 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* & A Smith

Also Present:

Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)

1198. PUBLIC QUESTION TIME

Yolandi Taylor-Banks, Director of Develop Outdoors, asked to speak concerning Agenda Item 15 – To consider use of Chatsworth Park for a forest school. Cllr O'Connor suggested that the agenda item be brought forward to Item 5, where the meeting would be suspended to allow the Committee to discuss this further with Ms Taylor-Banks. The Committee agreed to this request.

1199. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley who had family commitments and this reason was accepted by the Committee.

1200. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Clarkson declared an interest in Agenda Item 15 – To consider use of Chatsworth Park for a forest school as his wife works for Develop Outdoors.

1201. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 29th JULY 2019

It was proposed by Cllr Clarkson, 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.

1202. TO CONSIDER USE OF CHATSWORTH PARK FOR A FOREST SCHOOL

The meeting adjourned at 7.35pm

Ms Taylor-Banks gave an overview of the request to run a forest school in an area of Chatsworth Park over October half term. She highlighted that a similar day was also run in 2017 and was a great success, showing the Committee the type of items that are made by the children of Primary School age. Develop Outdoors have visited the previous site they used, just off Kirby Drive, and noted that the area had become overgrown. Ms Taylor-Banks advised that they would need to attend the area to clear and make safe for two days prior to the event. Cllr O'Connor asked about Develop Outdoors' history and being a Community Interest Company (CIC). Ms Taylor-Banks responded highlighting that in the future, they would also like to use the Park for 2 days at Christmas with the local Council supporting the project by allowing free use of the land. They are currently networking with local schools, fundraising and advertising within the local community, as well as investigating options for grants. Cllr. O'Connor further asked why they chose Chatsworth Park. Ms Taylor-Banks confirmed that it was secure, safe, provided good access and lots of wildlife, making a great setting for the Forest School.

It was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that Develop Outdoors CIC run one Forest School session in Chatsworth Park over October



half term and two sessions over the Christmas holidays. Cllr O'Connor requested that the Council are provided feedback of the sessions. Cllr Gallagher advised that the Council can also promote the Forest School sessions if needed.

The meeting reconvened at 7.50pm

The action list was noted as follows:

Date of Meeting	Issue/Detail	Action Owner	Update	Due Date
28.1.19	Min 1144, p 2910 – To consider estimates for bench replacements at Chatsworth North playground	BB	Benches received and installation is imminent – <i>work now complete.</i>	complete
1.4.19	Min 1161, p 2954 – To consider estimates for tree works at Chatsworth Park and The Copse	BB/SN	EH Treecare have been instructed – <i>work now complete.</i>	complete
1.4.19	Min 1165, p 2955 - Civic Centre security	BB/SN	Quotations still awaited for reception alteration work – <i>no responses despite chasing.</i> Additional CCTV camera/monitor and door intercom work partly complete. Additional estimates for front door works awaited – <i>item on this meeting's agenda</i>	Sept 2019
3.6.19	Min 1177, p 2987 - Works to fencing and basketball unit at Chatsworth South playground	BB	Parts ordered and work due to commence next week – <i>work now complete</i>	complete
3.6.19	Min 1179, p 2988 – picnic bench at Chatsworth Park	SN/BB	Bench ordered and delivery due in 3 weeks – <i>bench now delivered and installed.</i>	complete
3.6.19	Min 1181, p 2988 – Re-decorating Civic Centre	SN	Work scheduled for end July/Aug to coincide with quiet hire period – <i>work complete</i>	complete
3.6.19	Min 1182, p 2989 – Display Freeman's medals and cap	CR	Cllr Robinson is investigating prices for a box frame – <i>update placed on agenda for this meeting</i>	Sept 2019
29.7.19	Min 1191, p 3016 – To agree quote for tree surveys in Chatsworth park & The Copse	BB	Inspection carried out and report received from Arborsense. Items added to this agenda for discussion.	Nov 2019
29.7.19	Min 1192, p 3016 – To consider request from TRA regarding information boards	SN	Letter written to TRA as per agreement at meeting on 29.7.19. Update awaited from TRA.	Nov 2019

TELSCOMBE TOWN COUNCIL



1203. To Receive Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
29.7.19	Min 1194, p 3017 – To consider repair to sandpit in Chatsworth park South Playground or replacement with alternative equipment	BB	Estimates still awaited for sandpit removal before order for new equipment made.	Nov 2019
29.7.19	Min 1195, p 3018 – Future Events	BB	Working group meeting held and an update placed on agenda for this meeting.	Nov 2019
29.7.19	Min 1196, p 3019 – To consider new Mayor's Board for Council Chamber	SN	One estimate received and further ones to be obtained and brought back to a future meeting.	Dec 2019

1204. TO RECEIVE INCOME AND EXPENDITURE TO 31st JULY 2019

Cllr Page asked why there was an Annual Budget of £22,000 under 4098 Play Equipment Replacement. Cllr Smith responded that the budget was set for the next 10 years to go into an Earmarked Reserve so that the Council had enough money for when the parks need refurbishment again. Cllr Page commented that the budget spent for 4406 Refuse Collection seemed high. The Town Clerk explained that the rate is for the Civic Centre; it is paid quarterly and is on track for the year.

Cllr Gallagher asked if 4060 Loan Accounts is the remaining loan to build the Civic Centre and Cllr O'Connor asked if this could be paid off early. The Town Clerk confirmed that the loan was for the Civic Centre and is due to finally be paid in 2025. If it was to be paid early, the monies could only be paid from earmarked reserves and not general reserves neither of which has an allocation. There may be penalty charges for early redemption and the Town Clerk was asked to investigate further and bring back to a future meeting.

It was unanimously **agreed** that the income and expenditure figures for Amenities of £7,451.00 expenditure and income of £213 and Civic Centre expenditure of £14,773.00 and income of £8,777.00 at 31st July 2019 be accepted as correct.

1205. TO AGREE ACTIONS CONTAINED IN THE TREE SURVEY REPORT FOR CHATSWORTH PARK AND THE COPSE

The report from the Amenities Officer was considered and it was proposed by Cllr Smith, seconded by Cllr Harris and unanimously **RECOMMENDED** that estimates be obtained and bought back to the next meeting as per the suggested actions in the Tree Survey Report submitted by Saul Heath from Arborsense.

1206. TO AGREE SUGGESTED TREE WORKS FOR PROPERTIES BORDERING CHATSWORTH PARK

The Committee discussed the Amenities Officers report and the issues for the residents at the two properties that border Chatsworth Park. Cllr Smith confirmed that the trees are very close to the border of Property A and that they are regularly reduced in height for the residents and some have also been removed. Similar actions had also been undertaken at Property B.

1206. To agree suggested tree works for properties bordering Chatsworth Park (Contd)

It was proposed by Cllr Judd, seconded by Cllr Smith and unanimously **RECOMMENDED** that the trees bordering Property A are cut back as soon as possible as per the Arboriculturist's Report and that no works are undertaken for Property B, again as per the recommendation in the same report. It was also **agreed** to attend a 'walk in the park' with the Amenities Officer highlighting the residents' concerns with trees bordering their properties and that she would contact the Councillors after the meeting with proposed dates and times.

1207. TO RATIFY EMERGENCY TREE WORKS UNDERTAKEN IN CHATSWORTH PARK

It was noted that the Arboriculturist's report had highlighted urgent works to two trees and in accordance with Financial Regulation 4.5 *In cases of extreme risk to the delivery of Council services, the Clerk/RFO may authorise revenue expenditure on behalf of the Council which in the Clerk/RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000*, the Clerk had instructed EH Treecare to carry out the recommended urgent works. Email notification had been sent to Councillors. The expenditure totalling £350 plus VAT was unanimously **RATIFIED**.

The report also highlighted that the Committee should consider removing the larger pine trees overhanging Chatsworth Park South playground following a complaint that a pine cone fell and narrowly missed a baby. There was much discussion regarding the issue of falling pinecones and the best way forward. Cllr Smith felt that the trees should stay and Cllr Clarkson felt that for the safety of the playground users, the trees in question should be removed and a reasonable amount of suitable trees planted in their place. It was proposed by Cllr Clarkson, seconded by Cllr Judd and **RECOMMENDED** by a majority that the Amenities Officer gets estimates for removal of the Pine trees overhanging the playground and investigates the planting of more suitable trees in their place. Cllr Smith, O'Connor, Mills and Harris abstained.

1208. TO CONSIDER REMOVING THE HEDGE AT CHATSWORTH PARK NORTH PLAYGROUND

The Amenities Officer's report was considered. It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the hedge is not removed as it was felt it would not stop anti-social behaviour and the cost for removal of the hedge and replacement fencing would be too high.

1209. TO CONSIDER THE TELSCOMBE RESIDENTS ASSOCIATION'S REQUEST FOR A REPLACEMENT PLAQUE AT CHATSWORTH PARK SOUTH PLAYGROUND

The Amenities Officer advised the Committee of the Telscombe Residents Association's (TRA) request that the Town Council replace the plaque in Chatsworth Park South playground noting a donation by the TRA with help from The House Project. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the plaque is replaced and placed on a sleeper post at a cost of £16.50 plus VAT for the sleeper, £10 plus VAT for the plaque and £45 for the installation by M Evans.

TELSCOMBE TOWN COUNCIL



1210. TO CONSIDER SPONSORING PARK BENCHES

The Committee considered the Amenities Officer's report and it was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the Amenities Officer drafts a policy for memorial benches and plaques to be taken back to a future Amenities & Civic Centre meeting.

1211. TO CONSIDER OUTCOMES FROM MEETING BETWEEN CLLR GALLAGHER AND AMENITIES OFFICER

The minutes of the meeting between Cllr Gallagher and the Amenities Officer were noted by the Committee. Cllr Sharkey volunteered to be involved with a Chatsworth Park working group alongside Councillors who had already agreed to assist; Cllrs Clarkson, Mills and Judd. It was **agreed** that the Amenities Officer would make further contact with the interested parties shortly.

1212. TO CONSIDER A CAFÉ AND TOILETS IN CHATSWORTH PARK

Cllr Clarkson advised he would like to investigate the possibility of a café and toilets in Chatsworth Park. Cllr Smith confirmed he had chaired the Big Park Project in Peacehaven and had some experience. It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that a working group consisting of Cllrs Clarkson, Smith and Page be set up to investigate this further and they be given delegated authority to spend a maximum of £1,000 for investigating the initial stages.

1213. TO CONSIDER INSTALLATION OF CIGARETTE DISPOSAL BIN AT FRONT OF CIVIC CENTRE

The request from Cllr Sharkey was noted and it was proposed by Cllr Smith, seconded by Cllr Page and **RECOMMENDED** by a majority that a cigarette disposal bin be installed on the wall at the front of the Civic Centre away from the main entrance at a cost of approximately £30. Cllr Gallagher objected to the proposal.

1214. TO CONSIDER DISPLAY CABINET FOR FREEMAN OF TELSCOMBE'S MEDALS

Details of an acrylic display case were put forward and it was proposed by Cllr Robinson, seconded by Cllr Page and unanimously **RECOMMENDED** that a wall mounted acrylic display case at a cost of £50.20 plus VAT be purchased to display said items.

1215. PROPOSALS TO INCREASE CIVIC CENTRE REVENUE

Cllr Robinson highlighted that the Civic Centre revenue was far lower than in previous years and felt that the space could be utilised more efficiently, especially in the afternoons. Cllr Clarkson suggested that the Town Council employ someone for 4 hours to undertake marketing.

It was proposed by Cllr Clarkson, seconded by Cllr Smith and unanimously **RECOMMENDED** that Cllrs Gallagher, Judd and The Town Clerk arrange a meeting to explore potential schemes and bring back to the next Amenities meeting for discussion.

TELSCOMBE TOWN COUNCIL



1216. TO RATIFY NEW OPERATING SYSTEM FOR CIVIC CENTRE AUTOMATIC FRONT DOOR

It was noted that a report was received following a maintenance inspection on the automatic front door which stated that the door 'does not comply to BS7036/EN16005 Safety at Powered door regulations' and 'the door presents an unacceptable Personal Injury Risk'. In view of the circumstances and as a committee meeting was not imminent, the Town Clerk emailed Committee members recommending that Option 2 of G&T Door's report was undertaken, being to replace the complete system and include a rear edge safety sensor which eliminates the need for a pocket screen for £3,085 plus VAT. Following unanimous email approval, the works were authorised. It was therefore proposed by Cllr Page, seconded by Cllr Robinson and the works totalling £3,085 plus VAT unanimously **RATIFIED**.

1217. FUTURE EVENTS

Fun Dog Show – Cllr Mills thanked everyone who was able to attend the Dog Show for their hard work and Cllr Gallagher in turn thanked Cllr Mills for making the show a great success. The Town Council made a very small loss on the day, which was received well by the Committee.

Race Night – Cllr Mills confirmed that the TRA would be organising the joint event with the Town Council, with the Civic Centre being provided free of charge and all proceeds split 50/50 with the TRA and Mayor's charity fund. This was **agreed**.

Christmas Day Coffee Morning – It was **agreed** to continue with the Christmas Day coffee morning with Councillors Judd, Robinson, Page, Harris and Mills all volunteering to assist on the day. Cllr Judd kindly offered to donate the food.

1218. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

None.

There being no further business the meeting closed at 9.33 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 25th November 2019 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List for 25th November 2019

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
1.4.19	Min 1165, p 2955 - Civic Centre security	SN	Quotations still awaited for reception alteration work – <i>no responses despite chasing</i> . Additional CCTV camera/monitor and door intercom work now complete.	No progress – suggest close-off.
29.7.19	Min 1192, p 3016 – To consider request from TRA regarding information boards	SN	Letter written to TRA as per agreement at meeting on 29.7.19. Update awaited from TRA.	Nov 2019
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 to be ordered following site visit with Playdale on Wednesday 11 th December 2019.	Jan 2020
29.7.19	Min 1195, p 3018 – Future Events	BB	Working group meeting held and an update placed on agenda for this meeting	Nov 2019
29.7.19	Min 1196, p 3019 – To consider new Mayor's Board for Council Chamber	SN	Update placed on this agenda for discussion.	January 2020
23.9.19	Min 1202, p 3049 – To consider use of Chatsworth Park for a Forest School	BB	Overgrown land at Chatsworth Park was cleared by Develop Outdoors and a 1 day Forest School held on 1.11.19. Another two sessions to be held over Christmas – date to be confirmed. Develop Outdoors are due to send their report over soon and confirm Christmas dates.	Dec 2019
23.9.19	Min 1204, p 3051 – Income and Expenditure	SN	Cllr Gallagher queried if it would be economical to pay off Civic Centre loan early. Town Clerk attended SALC update day & this was a topic – they recommend letting loan's run their course as no advantage to paying off early.	Complete
23.9.19	Min 1206, p 3051 – To agree suggested tree works for properties bordering Chatsworth Park	BB	Trees to the border of Property A have been cut back. Bianca wrote to the residents of Property B to confirm no additional works will be taking place.	Dec 2019

Agenda Item 5 - Amenities and Civic Centre Action List for 25th November 2019

				Councillors are due to undertake a walk in the park with Bianca – date to be confirmed following Full Council.	
23.9.19	Min 1209, p 3052 – To consider the Telscombe Residents Association's request for a replacement plaque at Chatsworth Park South Playground	BB		Bianca has ordered a plaque to be fitted by the Caretaker.	Dec 2019
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.	Dec 2019
23.9.19	Min 1212, p 3053 – To consider a café and toilets in Chatsworth Park	CC, BP & AS		A working group of Cllr Clarkson, Page and Smith has been set up to investigate the possibility of a café and toilets in Chatsworth Park. Cllr Clarkson has produced a scoping document and spoken with Chris Bibb, who will investigate details of service costs and funding, to be then taken back to the working party.	Dec 2019
23.9.19	Min 1213, p 3053 – To consider installation of cigarette disposal bin at front of Civic Centre	SN		It was agreed that a cigarette disposal bin be installed on the wall at the Civic Centre at a cost of approximately £30. Cllr Gallagher is concerned re health and safety issues.	January 2020
23.9.19	Min 1214, p 3053 – To consider display cabinet for Freeman of Telscombe's medals	SN		A display cabinet has been purchased and installed with the medals in the Council Chamber.	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 the next Amenities Meeting for discussion.	March 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Amenities**105 Town Events**

4362	Fireworks & Town Entertainment	264	978	4,600	3,622	3,622	21.3 %
4365	Entertainment consumables	0	0	200	200	200	0.0 %
4366	Wave Leisure	0	1,500	1,500	0	0	100.0 %
Town Events :- Expenditure		264	2,478	6,300	3,822	0	39.3 %
1012	Income miscellaneous	0	0	0	0		0.0 %
1013	Income memory plaques	50	250	100	150		240.0 %
1054	Income entertainment	594	634	50	584		1268.0
Town Events :- Income		634	927	150	777		618.0 %

201 Parks, Open Spaces/Playgrounds

4098	PlayEquipment Replacement - <i>for E.R.</i>	0	0	22,000	22,000	22,000	0.0 %
4100	Playgrounds Spare Parts	0	1,118	2,000	882	882	55.9 %
4101	Grounds Maintenance	4,214	9,764	22,100	12,336	12,336	44.2 %
4103	Playground Inspections	390	1,523	2,600	1,078	1,078	58.6 %
4328	Joint litter/dog bin emptying - <i>6 mth inv due</i>	0	0	2,200	2,200	2,200	0.0 %
Parks, Open Spaces/Playgrounds :- Expenditure		4,604	12,405	50,900	38,495	0	24.4 %

202 Amenities General

4351	Seats and Notice Boards	0	450	1,000	550	550	45.0 %
Amenities General :- Expenditure		0	450	1,000	550	0	45.0 %

Amenities :- Expenditure		4,868	15,333	58,200	42,867		26.3 %
Income		634	927	150	777		618.0 %

Civic Centre**301 Civic Building**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4401	General Repairs	0	465	2,250	1,785		1,785	20.6 %
4402	Consumable Supplies	149	562	900	338		338	62.4 %
4403	Equipment Maintenance	255	1,131	1,900	769		769	59.5 %
4404	External/Internal Decorating	0	1,000	1,000	0		0	100.0 %
4406	Refuse collection	213	638	900	262		262	70.8 %
4407	Equipment	407	904	1,600	696		696	56.5 %
4411	Rates	1,187	7,117	14,500	7,383		7,383	49.1 %
4412	Water and Sewage	0	1,781	1,800	19		19	99.0 %
4413	Electricity	0	379	2,300	1,921		1,921	16.5 %
4414	Gas	72	795	2,000	1,205		1,205	39.8 %
4419	Internal/external works – <i>inv Oct re front door</i>	0	0	3,500	3,500		3,500	0.0 %
	Civic Building :- Expenditure	2,283	14,772	32,650	17,878	0	17,878	45.2 %
1000	Income Civic Centre	5,188	16,587	35,000	-18,413			47.4 %
	Civic Building :- Income	5,188	16,587	35,000	-18,413			47.4 %

302 Civic Building Loan

4060	Loan Accounts – <i>2nd payment due Nov</i>	0	5,154	10,250	5,096		5,096	50.3 %
	Civic Building Loan :- Expenditure	0	5,154	10,250	5,096	0	5,096	50.3 %
	Net Expenditure over Income	0	5,154	10,250	5,096			
	Civic Centre :- Expenditure	2,283	19,926	42,900	22,974			46.4 %
	Income	5,188	16,587	35,000	-18,413			47.4 %

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Amenities Officer
<u>MEETING DATE</u>	25th November 2019
<u>SUBJECT</u>	To consider estimates for tree works at Chatsworth Park & The Copse

1. INTRODUCTION

At the meeting on 23rd September 2019, it was agreed to obtain estimates for the works required as detailed in the Tree Survey Report from Saul Heath at Arborsense.

2. INFORMATION

Eight companies were approached to quote and two have responded. The costings are attached as follows:-

EH Treecare - **£4,640 plus VAT**

KPS Contractors Ltd - **£9,750 plus VAT**

Some of the trees in The Copse are subject to a tree preservation order (TPO).

We have now been advised by Daniel Wynn, Specialist Advisor (Arboriculture) at LewesDC that the trees in Chatsworth Park may be subject to planning restrictions relating to Condition 3 of planning application LW/85/0010 which says:

(3) No variation from the landscaping and tree planting details which appear on the submitted plans should be made without prior approval, in writing, of the Local Planning Authority.

However, providing no tree removals are proposed he has advised that it will not be necessary to make an application to undertake other specified works.

3. RECOMMENDATION

It is recommended that the quotation from EH Treecare be accepted and I check if T1, T2 and T3 are part of The Copse TPO and if so, submit a planning application.

4. ENVIRONMENTAL IMPACT

None. The recommendations in the report minimise any risks to both trees and the local residents, thus allowing the trees to have a significant impact on our environment.

5. FINANCIAL IMPLICATIONS

We have funds in the grounds maintenance budget to cover the works.

COSTS SUBMITTED BY EH TREECARE

The Copse

Tree No. or Group No.	Species	Location /Site	Preliminary Management Recommendations	Priority	Cost £
T1	Hawthorn	The Copse	Fell the tree	Routine	80
T2	Hawthorn	The Copse	Fell the tree	Routine	80
T3	Hawthorn	The Copse	Fell the tree	Routine	80
Broadly across the site	Sycamore & Hawthorn	The Copse	Remove the hanging dead-wood	Routine	240
Broadly across the site	Sycamore & Hawthorn	The Copse	Sever the Ivy at the base of the main stems	Routine	80

Chatsworth Park

Note: walking in a clockwise direction.

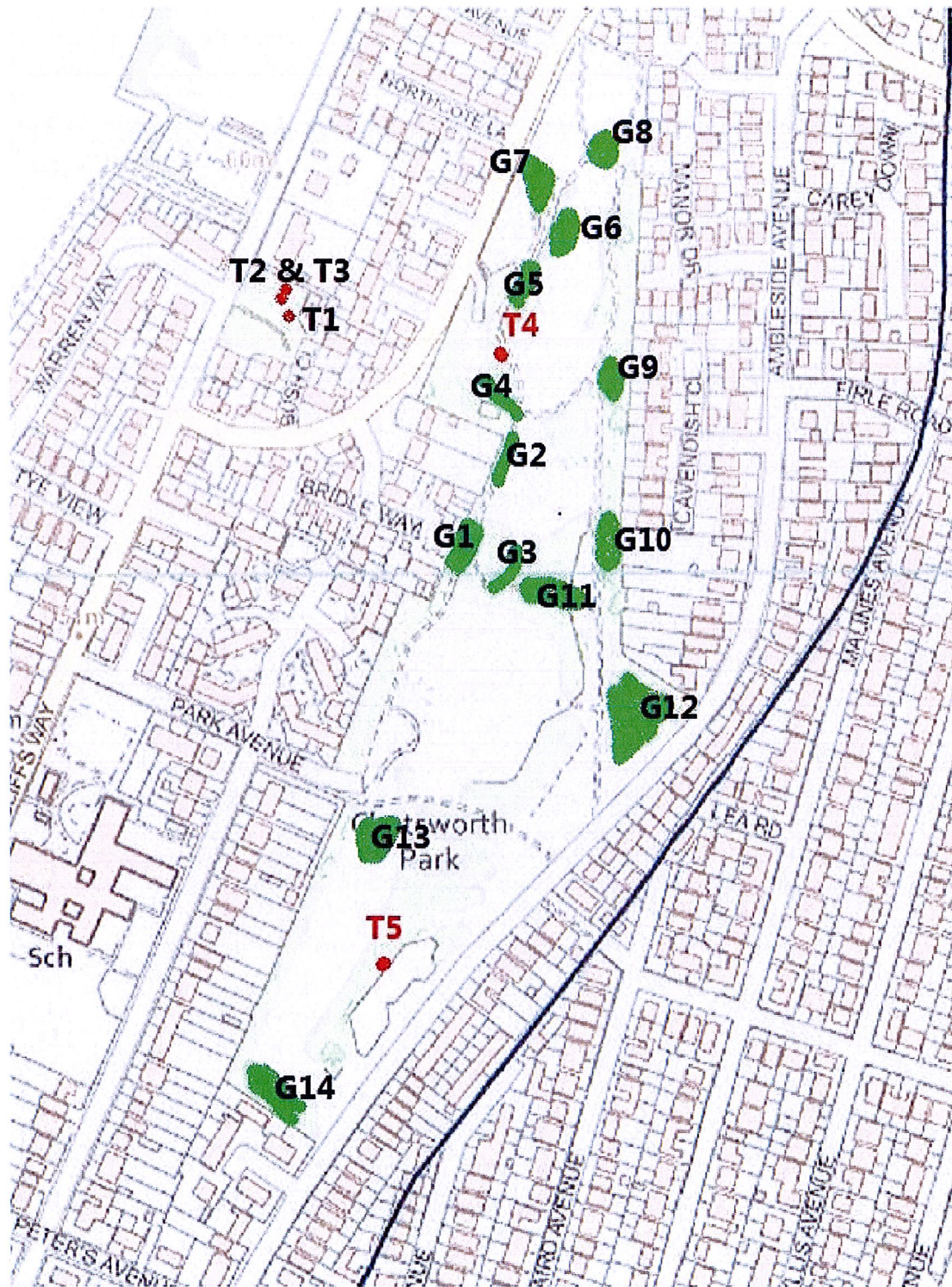
Tree No. or Group No.	Species	Location	Preliminary Management Recommendations	Priority	Cost £
G1	Ash	Both sides of the path	Remove the deadwood	Routine	240
G2	Ash	Left of the path	Remove the deadwood	Routine	240
G3	Sycamore & Ash	Both sides of the path	Remove the deadwood, Remove the standing deadwood (marked with yellow paint)	Routine	240
G4	Sycamore & Ash	Both sides of the path	Remove the deadwood	Routine	240
T4	Poplar	Left of the path	Fell the tree (marked with yellow paint)	Urgent	completed
G5	Ash & Sallow	Both sides of the path	Remove the deadwood	Routine	240
G6	Pines	Right of the path	Remove the deadwood	Routine	240
G7	Ash & Sycamore	Both sides of the path	Remove the deadwood	Routine	240

Chatsworth Park

Note: walking in a clockwise direction.

Tree No. or Group No.	Species	Location	Preliminary Management Recommendations	Priority	Cost £
G8	Pines	By the memorial garden	Remove the deadwood	Routine	240
G9	Pines	Left of the path	Remove the deadwood	Routine	240
G10	Pines	Left of the path	Remove the deadwood,	Routine	240
G11	Sycamores, Poplars & Pines	Both sides of the path	Remove the deadwood, Remove the standing deadwood (marked with yellow paint)	Routine	240
G12	Pines	Left of the path	Remove the deadwood	Routine	240
G13	Pines	Left of the path	Remove the deadwood	Routine	240
T5	Pine	Rear of the playground (marked with yellow paint)	Remove the lowest easterly limb	Urgent	completed
G14	Pines	Bottom of the park	Remove the deadwood	Routine	240
Broadly across the site	Ivy	Throughout the Park	Sever the Ivy at the base of the main stems	Routine	720

1. APPENDIX 2. TREE LOCATION PLAN





RE: KPS QUOTATION 58822 at Chatsworth Park & The Copse, Telscombe Cliffs Way

Further to my recent Site visit.:

1. To carry out treeworks, detailed in report

Chip debris into wooded areas

£9,750+ vat

All arisings (if removed) are taken to KPS Green Waste Recycling Sites

Any works undertaken by KPS, is on the understanding that the relevant TPO / Conservation Area checks have taken place prior to works commencing.

All tree works carried out in accordance with BS3998:2010

All grounds work carried out in accordance with BS7370:1991

Terms and Conditions are attached

I trust this quotation is acceptable and look forward to hearing from you in due course. Should you have any questions please contact me at the office.

Kind regards

Gareth Waddilove

KPS Contractors Ltd

P: 01444 831 307

e: gareth@kps.uk.com

w: www.kps.uk.com

a: KPS House, Ham Lane, Scaynes Hill, West Sussex, RH17 7PR

Vat Reg: 509022968 / Registered Number: 2256805

TERMS & CONDITIONS OF BUSINESS

Acceptance

Unless previously withdrawn our quotation is available for acceptance for a period of 30 days.

Terms of Payment

All payments shall be strictly net and no retention shall be made.

Payment should be made within 30 days of receipt of invoice. We shall be entitled to charge interest at the rate of 2% per month.

Any complaints about workmanship should be reported with 14 days on completion of work.

Any variation to the work will be charged at day work rates.



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<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Amenities Officer
<u>MEETING DATE</u>	25th November 2019
<u>SUBJECT</u>	To consider estimates for removal of pine trees bordering Chatsworth Park South Playground

1. INTRODUCTION

At the last meeting it was agreed to obtain estimates for the possible removal of pine trees bordering Chatsworth Park South playground and more suitable alternatives being planted in their place.

2. INFORMATION

I contacted the same eight companies who were approached to tender for the tree works as detailed in the Arboriculturist's Report, and have received a response from three. The costings are as follows:-

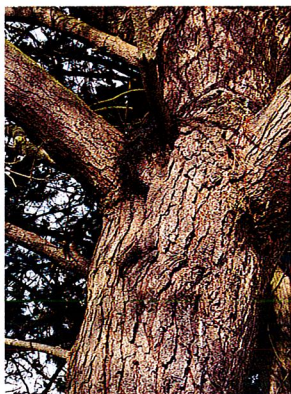
GND Tree Surgery – Having visited the area, they recommended the removal of 3 pine trees and replacing with a more suitable variety at a cost of **£2,100 plus VAT**

KPS Contractors Ltd – KPS recommended removing 7 pine trees at a cost of £2,925 and replacing the trees with Ash and Field Maple Trees at a cost of £628, totalling **£3,553 plus VAT**

EH Treecare confirmed:

"It is my Professional opinion a report should be carried out on the end Pine - 1st one in after the last felled tree. The tree has evidence of weakness as shown to Bianca on a site visit. Being your contractor, it would be unprofessional to be giving TTC a detailed report on its condition as we feel a conflict of interest would be present, however, feel it right to suggest an independent report."

On the site visit EH Treecare recommended that if we were to remove several of the trees, this could make the remaining trees unstable and that it may therefore be more beneficial to remove all 9 of the pine trees. I have attached a picture of the pine tree showing the evidence of weakness as reported above:



As this could potentially generate a lot of additional work, EH Treecare suggested we ask the Arboriculturist to provide another report for these group of trees, to show transparency.

As advised in the previous report, we have now been advised by Daniel Wynn, Specialist Advisor (Arboriculture) at LewesDC that the trees in Chatsworth Park may be subject to planning restrictions relating to Condition 3 of planning application LW/85/0010 which says:

(3) No variation from the landscaping and tree planting details which appear on the submitted plans should be made without prior approval, in writing, of the Local Planning Authority.

This highlights that before any commencements of works, we must make a written application to vary the landscaping scheme to include proposed removal of the trees and provide details of replacements such as the species, size and number of the new plants.

I have responded back to Daniel Wynne asking him for more information in relation to the above restriction and am awaiting his response.

3. RECOMMENDATION

That the Committee decide if they wish to ask the Arboriculturist to provide a report for these group of trees, and/or to remove the group of pine trees in this location. If so, a planning application will have to be submitted to Lewes District Council. I would certainly recommend the removal of the one pine tree showing weakness.

4. ENVIRONMENTAL IMPACT

Although there would initially be a negative impact from the removal of the trees, including decreasing oxygen levels, this would be resolved in the long run by the re-planting of more suitable trees in their place. The wood from the trees can be re-used or donated to the local school for their 'Forest School' activities.

5. FINANCIAL IMPLICATIONS

We have funds in the grounds maintenance budget to cover the works. If we ask the Arboriculturist to provide a report on this group of trees there will be a further cost.



RE: KPS QUOTATION 58822 at Chatsworth Park, Ambleside Avenue

Further to my recent Site visit.:

To fell/secs 7 Pine trees to rear of play area, as close to ground level as possible.

Remove timber, chip brush into wooded areas

£2,925+ vat

To replace trees with Ash and Field Maple trees 1012 standard

£628+ vat

Remove all arisings

All arisings (if removed) are taken to KPS Green Waste Recycling Sites

Any works undertaken by KPS, is on the understanding that the relevant TPO / Conservation Area checks have taken place prior to works commencing.

All tree works carried out in accordance with BS3998:2010

All grounds work carried out in accordance with BS7370:1991

Terms and Conditions are attached

I trust this quotation is acceptable and look forward to hearing from you in due course. Should you have any questions please contact me at the office.

Kind regards

Gareth Waddilove

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<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	25th November 2019
<u>SUBJECT</u>	To consider a solitary bee nesting tube scheme within Chatsworth Park

1. INTRODUCTION

Councillor Clarkson contacted me to ask that the Committee consider launching a scheme to build solitary bee nesting tubes within Chatsworth Park.

2. INFORMATION

There are over 220 species of solitary bee in the UK. All are important pollinators but due to destruction of habitat, many species are in decline.

Solitary bees do not produce honey, they do not swarm and very rarely sting. Additionally, their sting is much weaker than a honey bee sting so you may not even notice when stung.

3. RECOMMENDATION

Cllr Clarkson proposes that the Council launch a scheme to build nest tubes like the one pictured and locate them within Chatsworth Park. The Council would purchase the supplies to build these and supply them and instructions to local schools for an educational and craft lesson. The nest tubes can then be numbered and sited in the park to help home solitary bees and to be viewed by children and interested residents.



4. ENVIRONMENTAL IMPACT

Bees are essential to pollinate trees and flowers.

5. FINANCIAL IMPLICATIONS

The tubes will need to be replaced every 1-2 years.

Hi Bianca,

Thank you for your patience whilst we waited for an installation price, which we have now obtained. Please see prices below.

ORR007FA supply price = £481.40

ORR007FA installation price = £395.00

Carriage = £48.14

Grand total exc VAT = £924.54

Should you require any further assistance, please do not hesitate to contact me.

Kind Regards

Cairen Gillatt

Field Sales Co-ordinator

Tel: +44 (0)1977 653233

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E-mail: info@playsafeplaygrounds.co.uk

Telscombe Town Council
360 South Coast Road
Telscombe Cliffs
Peacehaven
BN10 7ES

Ref: 23719

13th September 2019

QUOTATION - Chatsworth South

Timber Climbing Unit (Net Replacement) –

Remove the existing net and fixings from the unit and cart away all from site.

Supply and install a replacement net made to fit the existing climbing structure using play grade steel core rope.

Supply and fit a complete new set of fixings.

£995.00 + VAT

Notes: Prices assume all of the above is made as one order (options excluded), are subject to good site access, a site survey and assume no underground services or obstructions which may all alter the final cost. Splitting a quotation may be subject to a price change.

All prices are excluding VAT and valid for 60 days.
MCD has been included unless otherwise stated.
Terms: To be confirmed at point of order

Components used within manufacture

Component Description	Material
Threaded Bar Nuts Washers Bolts	Stainless Steel
Steel Cored Rope Fixings 	Stainless Steel 6mm Chain 6mm Stainless Steel Connector
Ropes and Nets 	Steel Cored Rope complete with 6mm Stainless Steel Chains
Timber Spacers (preventing toggle traps) 	Aluminium with Stainless Steel M20 Threaded Bar
Cross bolted prevents splitting 	Stainless Steel Bar & T-Nuts

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	25th November 2019
<u>SUBJECT</u>	To consider installation of brick barbeques areas in Chatsworth Park

1. INTRODUCTION

Cllr Clarkson has asked that the Committee consider getting estimates for two brick barbeque areas in Chatsworth Park with a view to them being constructed for use by May 2020.

2. INFORMATION

Cllr Clarkson considers the addition of this facility will drive up park usage and hopefully prevent damage to the current picnic tables from disposable barbeque use which has happened in the past.

A map is attached of the proposed locations.

3. RECOMMENDATION

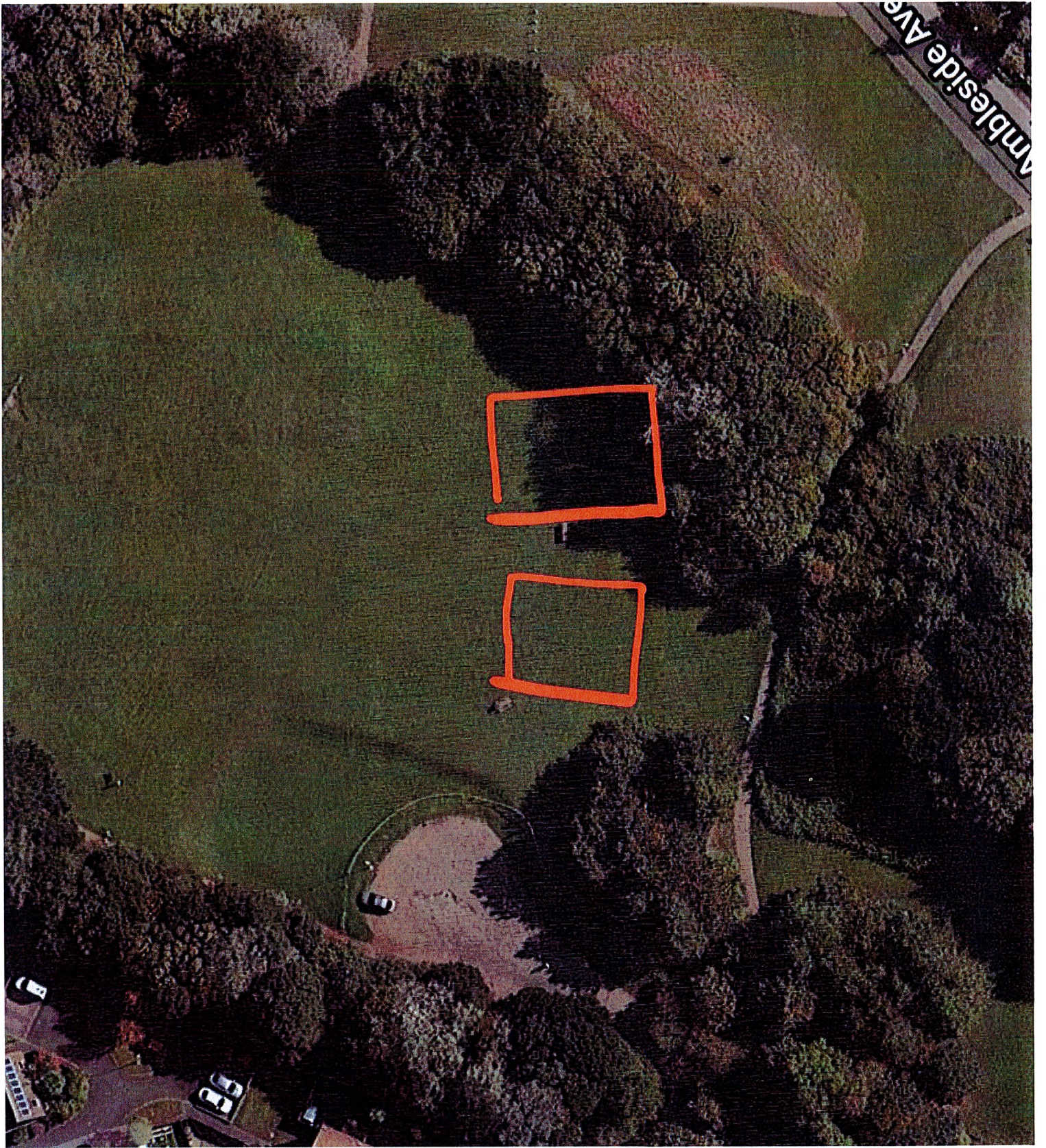
Consideration needs to be given to the area they are installed to ensure they are far enough away from trees and do not impose a fire risk and also that they do not impede grass cutting machinery.

4. ENVIRONMENTAL IMPACT

The barbeques will encourage public use of open areas.

5. FINANCIAL IMPLICATIONS

Payment could come from the grounds maintenance budget.



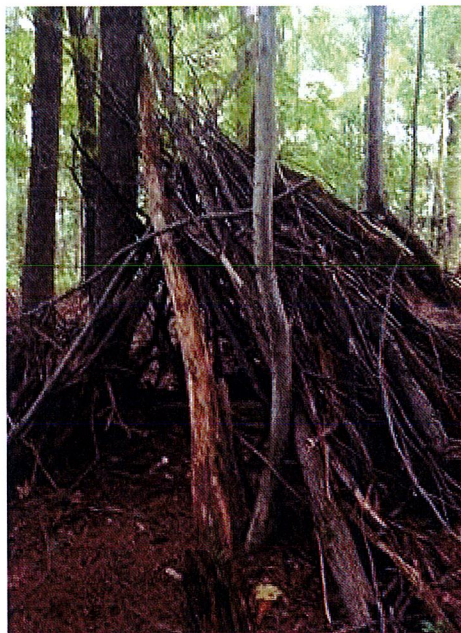
<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	25th November 2019
<u>SUBJECT</u>	To consider school/youth event to build natural lean-to shelters in Chatsworth Park

1. INTRODUCTION

Cllr Clarkson has asked that the Committee consider organising a school or youth group event to build natural lean-to shelters and hides in Chatsworth park.

2. INFORMATION

Images of the types of structures Cllr Clarkson is proposing are as follows and a map is attached of his proposed sites:-



Under instruction from a Forest school teacher or youth group leader the structures would require no tools, screws or nails to build.

3. RECOMMENDATION

Consideration needs to be given to the materials that will be used, where they would come from and the impact on the park. Also the planning restrictions relating to Condition 3 of planning application LW/85/0010 for Chatsworth Park would have to be considered as follows:-

(3) No variation from the landscaping and tree planting details which appear on the submitted plans should be made without prior approval, in writing, of the Local Planning Authority.

4. ENVIRONMENTAL IMPACT

The structures would add a play function to the park, encourage outdoor activity and build confidence and pride in the young people who build them.

5. FINANCIAL IMPLICATIONS

If the event is to be organised by Telscombe Town Council, there may be costs associated with supply of materials, hire of appropriate staff and insurance implications.



<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	25th November 2019
<u>SUBJECT</u>	Memorial Policy

1. INTRODUCTION

At the last Amenities & Civic Centre meeting, it was agreed that I would draft a policy for memorial benches and plaques.

2. INFORMATION

I have drawn up a policy (attached) to include the sponsorship of park benches and the purchase of a plaque for the Memory Garden.

I have not included prices in the Policy as this is likely to change regularly. Please note that we currently charge £10 for a plaque at the Memory Garden.

Other Town Council's charge approximately £1,200-£1,500 for a new memorial bench.

3. RECOMMENDATION

That the policy is agreed by the Amenities & Civic Centre Committee before being taken to Full Council for adoption.

4. ENVIRONMENTAL IMPACT

None – the provision of memorial benches is a minor activity.

5. FINANCIAL IMPLICATIONS

None – the full cost of memorial plaques and benches are passed onto the applicant.

TELSCOMBE TOWN COUNCIL

MEMORIAL POLICY



Introduction:

Telscombe Town Council can permit the placing of a memorial to commemorate a loved one within Chatsworth Park, which is land owned by the Council.

Memorial Options:

There are several options available as follows:

New Memorial Bench – New Memorial Benches are available for donation, complete with stainless steel plaque and dedicated message.

Re-Furbished Memorial Bench – Re-furbished benches can also be purchased with a new stainless steel plaque and dedicated message.

Memory Garden – The Memory Garden is situated at the top of Chatsworth Park. Small plaques can be purchased and are placed on one of the posts with a dedicated message. Please note that there may be several plaques on one post.

Ordering of a Memorial:

Priority will be given to those who are or have been residents of the area covered by Telscombe Town Council. An order form alongside payment will need to be completed and a response will be provided within 10 working days. It may take up to 12 weeks for installation of a new bench and plaque.

Telscombe Town Council will try to place the proposed bench as close as possible to the location of the donor's choice, but reserves the right to relocate if necessary.

Any changes to the donor's contact details will need to be passed to Telscombe Town Council so that we may make further contact in relation to the Memorial.

Maintenance:

All options will be maintained by the Town Council for a period of 10 years. After this period has passed, the Council will attempt to contact the donor and offer the option to extend the period based on the current charges of the service at that time. If it is decided not to continue with the memorial, the plaque will be removed from the bench or post. Benches will be removed or refurbished to make available for reallocation to a new donor.

Damage to Memorials:

Telscombe Town Council accept no liability for damage caused to a memorial, including vandalism. The Town Council reserves the right to remove a memorial that is causing a health and safety concern and will endeavour to notify the donor of any such changes.

<u>AGENDA ITEM</u>	14
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	25th November 2019
<u>SUBJECT</u>	Update on new Mayor's board

1. INTRODUCTION

It was agreed at the meeting on 29th July to obtain quotations for a replacement wooden board, the same as the existing one.

2. INFORMATION

Several companies have been contacted and a problem has been highlighted. The picture on the centre of the board is a hand painting of St Laurence Church in Telscombe Village and the companies we have contacted have all said that it will be very difficult to replicate the painting.

3. RECOMMENDATION

Consideration needs to be given as to whether we want to have the Council's logo on the new board, or if we want to have a painting of St Laurence Church.

4. ENVIRONMENTAL IMPACT

n/a.

5. FINANCIAL IMPLICATIONS

Initial estimates are approximately £500+ and will vary depending on what central picture we have.

<u>AGENDA ITEM</u>	15
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	25th November 2019
<u>SUBJECT</u>	Freeman of Telscombe's Medal

1. INTRODUCTION

The family of the Freeman of Telscombe kindly donated his war medals to the Council via Wayne Botting and they are now on display in the Council Chamber.

2. INFORMATION

Mr Botting advised that the Freeman of Telscombe's medal that was presented to him by the Council was buried with him and has asked if the Council would consider purchasing another one to be placed in the display case in the Council Chamber.

3. RECOMMENDATION

That consideration be given to the request.

4. ENVIRONMENTAL IMPACT

n/a.

5. FINANCIAL IMPLICATIONS

The last medal cost purchased cost £110, but that was purchased a few year's ago and there may be a slight increase in price.

<u>AGENDA ITEM</u>	16
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	25th November 2019
<u>SUBJECT</u>	Future Events

1. INTRODUCTION

The events working group met on Monday 28th October to discuss future events that the Town Council would like to take forward.

2. INFORMATION

I have attached a copy of the minutes of the meeting for the Committee to note. The proposed suggestions need to be agreed at this meeting.

Kids Christmas Party – I recommended that this event is cancelled as we have been unable to book entertainment. If we look to organise this for 2020, we will need to make arrangements 6-9 months prior to the event.

Boozy Bingo – The working group agreed to a 'Boozy Bingo' event for 20th December 2019. Ordering of wine will need to be arranged, with monies to be taken from the Mayor's fund.

Film Sing-along – It was agreed to organise a 'Mama Mia' film sing—along on Friday 7th February at a cost of £5, to include popcorn. Attendees can bring their own drink along and we will be encouraging attendees to attend in fancy dress with a prize given for the best dressed person.

Kids Halloween – The party took place on Friday 1st November and 43 tickets were sold.

Sussex Day Fayre - The Town Clerk has made enquiries to use our compere from the Dog Show and he is unable to attend the proposed date of Saturday 13th June 2020. He is however currently available for Sunday 14th June 2020.

3. RECOMMENDATION

That the Committee note the minutes from the working group and agree to the recommendations held in the minutes. I also recommend we change the date for the Sussex Day Fayre to Sunday 14th June 2020 and book our compere to secure availability.

4. ENVIRONMENTAL IMPACT

Minimal. The above events would be held at the Civic Centre with a nominal fee for energy consumption.

5. FINANCIAL IMPLICATIONS

We have a remaining budget of approximately £3,500 for town entertainment.

Minutes of a meeting of the **Events Working Group (Working Group of Amenities & Civic Centre Committee)** on **Monday 28th October 2019** in Telscombe Civic Centre at 2.00pm.

PRESENT: Cllr L Mills, Cllr O'Connor, Cllr C Robinson, Cllr I Sharkey, a resident

Also Present: Stella Newman, Town Clerk; Bianca Buss, Amenities Officer (minutes)

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Clarkson who was called away on a family emergency and this was accepted by the Working Group.

2. HALLOWEEN PARTY

There was some conversation in relation to finalising the arrangements. It was agreed that the resident in attendance would buy the food (ketchup, hotdogs, veggie hotdogs, onions, buns and paper cups) and bill Telscombe Town Council thereafter. The Town Clerk recommended using squash in paper cups and not individual mini plastic cartons as in previous years, in line with the Town Council's Climate Change Statement.

3. RACE NIGHT

It had previously been agreed that the resident present was assisting the Telscombe Residents Association with food at a cost of £100. Cllr Sharkey confirmed that the Seaford Mayor was unable to attend the evening and that they would ask Cllr Cheta to attend in his role as Peacehaven Mayor.

4. KID'S CHRISTMAS PARTY

The Amenities Officer confirmed she had spoken with the Town Clerk and both felt that organising crafts would be too much work for the Councillors and volunteers assisting on the day. The Town Clerk suggested a disco similar to Halloween and would make contact with the DJ following the meeting to check availability and prices. Cllr Mills agreed to check with a Councillor at Peacehaven to see if he would be our Father Christmas. The price of the party was re-discussed and agreed at the same cost as the Halloween Party of £3 entrance fee per person, including a small present from Father Christmas per child and tea/coffee for grown-ups.

4th November – Bianca emailed Councillors to confirm that we have been unable to book entertainment and suggested that we cancel the party and re-look at December 2020. Cllr Sharkey responded confirming her agreement.

5. BOOZY BINGO

The Town Clerk asked the Working Group if they would like the last Bingo evening before Christmas to be 'Boozy Bingo' and party event as in previous years. The Councillors present were all happy for this arrangement. Cllr Robinson confirmed that the local supermarket were organising a 25% discount off wine at the moment. The resident present advised she also goes

to France regularly and would be happy to buy some if required. The Town Clerk confirmed the money would be taken from the Mayors fund.

6. FILM SING-ALONG

The Working Group discussed how they would like this event to be progressed. A ticket price of £5 was suggested including popcorn, and that attendees bring their own drinks. There was discussion about what film to show and it was agreed to show 'Mama Mia' to give an opportunity for people to dress up and a prize for the best dressed person.

7. AOB

It was agreed to discuss the Arts & Poetry Event, Sussex Fare and the end of term event at the next Working Group Meeting, to be arranged in the New Year.