



# 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

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16<sup>th</sup> March 2021

Dear Sir/Madam

You are hereby summoned to attend an online **meeting of the Amenities & Civic Centre Committee** on **Monday 22<sup>nd</sup> March 2021** at 7.30pm for the purpose of transacting the following business:-

LOG IN DETAILS:- Meeting ID 986 5547 5975 Login Platform - Zoom  
Please email the Town Clerk for meeting password:- [stella.newman@telscombetowncouncil.org.uk](mailto:stella.newman@telscombetowncouncil.org.uk)

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 approve minutes of the meetings held on Monday 25<sup>th</sup> January 2021 and Thursday 25<sup>th</sup> February 2021 – *see attached*
5. To receive action list – *see attached*
6. To agree works in Chatsworth Park next to a property in Kirby Drive – *see attached*
7. To note Income & Expenditure to 31st January 2021 – *see attached*
8. To review the Business plan – *see attached*
9. To agree ongoing maintenance of the Memory Garden and review Memorial Policy – *see attached*
10. To consider Lewes Playing Pitch Strategy Needs Assessment and Open Space Strategy – *see attached*
11. Update on Management Plan for Telscombe Greenspaces – *see attached*
12. To consider replacement basket swing at Robert Kingan Playground – *see attached*
13. To consider the terms of reference for the Chatsworth Park Working Group – *see attached*
14. To consider weekly mother and baby class in Chatsworth Park – *see attached*
15. To ratify clearance of footpaths in Chatsworth Park – *see attached*



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16. To consider replacement of small section of footpath in Chatsworth Park – see *attached*
17. To ratify successful tender for the café concession in Chatsworth Park – see *attached*
18. 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. This virtual online meeting will be recorded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will ensure their computer camera is turned off and they are not included in the filming.*

*Date for next meeting of the Committee – 24<sup>th</sup> May 2021*



# TELSCOMBE TOWN COUNCIL

Minutes of a remote meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Monday 25<sup>th</sup> January 2021 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* and A Smith

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

## 1359. PUBLIC QUESTION TIME

There were no members of the public present.

## 1360. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley for work commitments and this reason was accepted by the Committee.

## 1361. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

## 1362. TO APPROVE MINUTES OF THE MEETING HELD ON MONDAY 30<sup>th</sup> NOVEMBER 2020

It was proposed by Cllr O'Connor, seconded by Cllr Harris and unanimously **RESOLVED** that the minutes were a true record of the proceedings. The Chairman, Cllr Gallagher, did not have a copy of the minutes to sign and it was agreed that she should sign a copy once they are sent to her.

## 1363. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Cllrs Gallagher, Judd and Town Clerk to explore potential schemes and bring back to a future meeting. <i>On hold due to current situation.</i>	May 2021
25.11.19	Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park	CC/BB	Countrywide will advise when they carry out the work so that Develop Outdoors have option to re-use any wood to build the shelters.	Mar 2021
27.01.20	Min 1250, p 3129 – To agree estimate for new Mayors Board	SN/IS	Mayor's board delivered. Mayor's partner to submit quote for painting Civic Centre picture on board. <i>Delay with investigations due to Covid.</i>	May 2021
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. <i>On hold due to current situation</i>	May 2021

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## 1363. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.03.20	Min 1274, p 3168 – To ratify the café concession in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
28.09.20	Min 1330, p 3262 – To consider a solitary bee nesting tube scheme within Chatsworth Park for spring 2021	BB / CCL	Scheme to be put in place for spring 2021, with bundles taken to the three local primary schools for them to build nest tubes. <i>Investigations in hand.</i>	Mar 2021
28.09.20	Min 1332, p 3263 – To consider cutting back vegetation/trees from Chatsworth Park overhanging a car park in Central Avenue	BB	Works to cut back to boundary have been completed.	Completed
28.09.20	Min 1336, p 3264 – To re-consider quotations for the removal of a timber piece of equipment at Robert Kingan Playground	BB	HR Goodwin & Sons have now completed the works in Robert Kingan Playground.	Completed
28.09.20	Min 1337, p 3264 – Future Events	SN	An agenda item has been added to this meeting.	Completed
30.11.20	Min 1346, p 3301 – To consider estimates for tree works at Chatsworth Park & The Copse	SN/CR  BB	Cllr Robinson to provide the Town Clerk with information concerning the 'Living Wage Foundation' to be put forward as a policy recommendation. Referred to Policy & Resources. Countrywide confirmed they pay the National Living Wage. PO has been issued for Chatsworth Park only. Application for the Copse is with LDC, who will confirm if approved at end of January.	Completed  Completed  Mar 2021
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	PO issued for Aspen Treecare to visit both locations and provide a brief set of options.	Mar 2021
30.11.20	Min 1348, p 3302 – Update on ecological survey for Chatsworth Park & The Copse	BB	Works to be carried out in April 2021 by Middlemarch Environmental to the sum of £1,525 plus VAT.	May 2021

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## 1363. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.11.20	Min 1349, p 3302 – To consider quotations for repairs to potholes in the entrance to Chatsworth Park car park	BB	Pot holes to be temporarily filled in with MOT and tamped down – works imminent. LDC conf not enough funds in the CIL pots to open up another round as yet but an update will be provided to Town Councils in early March.	Mar 2021
30.11.20	Min 1350, p 3303 – To discuss findings from the structural survey to an area of Chatsworth Park bordering a property	BB	An agenda item has been added to this meeting.	Completed
30.11.20	Min 1351, p 3303 – To discuss updates and outcomes following the Chatsworth Park working group meetings	BB	Cllr Clarkson obtaining feedback for proposed management plan. Once received, Chatsworth Park working group will meet to take forward, alongside annual memory garden inspection & list of park guidelines.	Mar 2021
30.11.20	Min 1352, p 3304 – To consider quotations for a disabled access report in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
30.11.20	Min 1353, p 3304 – To consider installing a litter bin at the top of Central Avenue	BB	Cllr O'Connor is in contact with LDC Officers and will update the Committee once received a response.	Mar 2021
30.11.20	Min 1355, p 3304 – To discuss request from resident concerning clearance of vegetation in Chatsworth Park	BB	BB to make contact resident once back in the office.	Feb 2021
30.11.20	Min 1356, p 3305 – Urgent Matters	BB	An agenda item has been added to this meeting with quotations to reduce the height of a resident's hedge to 8 foot tall.	Completed
30.11.20	Min 1358, p 3305 – To approve successful tender for grounds maintenance contract 1 – Parks & Playgrounds 2021-2024	BB	An agenda item has been added to this meeting.	Completed

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## 1363. Action List (Contd)

Regarding repairs to pot holes at the entrance to Chatsworth Park car park Cllr Clarkson asked if we had prices ready to proceed if funding was obtained. The Town Clerk advised that when they were considered at a previous meeting it was noticed that one of the quotations was not for the location in question so alternative estimates will need to be obtained.

## 1364. TO RECEIVE INCOME & EXPENDITURE TO 30<sup>th</sup> NOVEMBER 2020

Cllr Gallagher asked the Town Clerk if she had managed to obtain a reduction in the water rates and the Town Clerk confirmed Business Stream had given us a reduction of just over £700.

It was unanimously **agreed** that the income and expenditure figures for Amenities of £18,324 expenditure and income of £580 and Civic Centre expenditure of £25,706 and income of £7,262 at 30<sup>th</sup> November 2020 be accepted as correct.

## 1365. BUSINESS PLAN UPDATE

There was discussion concerning the business plan. Cllr O'Connor noted that the Committee are informed of the yearly playground inspection reports but that the plan shows it is reviewed 6 monthly. The Town Clerk confirmed that inspections are undertaken weekly by Lewes District Council at a price of £195 per month. Reports are submitted weekly to the Town Council and these can be forwarded onto the Committee if they would like a copy. The annual report provides the Town Council with a more in-depth analysis. It was proposed by Cllr O'Connor, seconded by Cllr Harris and unanimously **RECOMMENDED** that the Amenities Officer provides an additional report to the Committee 6 months after the annual report for the Committee to note any updates and that two recent playground weekly reports are included within. Cllr Smith suggested that the Officers should spend less time on their computers and more time outside carrying out inspections of Amenities.

Cllr O'Connor asked that the cycle routes project in Chatsworth Park is updated. Residents who live around the park were consulted and were not keen on a cycle route through Chatsworth Park. There are long term plans for a cycle route to be introduced throughout Peacehaven and Telscombe Cliffs and he asked if the wording is amended accordingly.

Cllr Gallagher felt that the Declared Climate Emergency details needed amending and confirmed she would email the Town Clerk separately. Cllr Robinson advised that she would like to investigate using a rainwater harvesting system at the Civic Centre to encourage being more sustainable and reducing the Centre's water bills. Following discussion, it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that Cllr Robinsons initiate investigations, to be bought back to a future meeting.

## 1366. TO IDENTIFY POTENTIAL PROJECTS TO SPEND OUR CIL MONIES ON

The Committee discussed potential projects on which to spend CIL payments received from Lewes District Council. Cllr Robinson suggested a circuit gym at Chatsworth Park with 4 or 5 items placed around the park that users can either run or jog to. Cllr O'Connor proposed that a piece of play equipment be purchased to replace the wooden fort that had recently been removed at Robert Kingan Playground. He also suggested that residents are consulted on what they would like the money spent on and that monies should be spent in areas where the CIL monies

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## **1366. To Identify Potential Projects to Spend Our Cil Monies on (Contd)**

were generated from. i.e., Telscombe or East Saltdean. It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that an article is added to the next Town Crier newsletter requesting residents' ideas on potential projects to spend the money on. An email address will be provided for responses.

## **1367. TO RATIFY SUCCESSFUL TENDERS FOR GROUNDS MAINTENANCE CONTRACTS 2021-2024**

The report from the Amenities Officer advised that the working group consisting of Cllrs Gallagher, O'Connor, Page, Robinson, the Amenities Officer and Town Clerk had met on 15<sup>th</sup> December 2020. It was agreed to award the contracts as follows;

Grounds Maintenance Contract 1, Parks & Playgrounds - to Countrymans Contractors at an annual cost of £7,827.19 plus VAT

Grounds Maintenance Contract 2, Hedges & Tree Cutting - to Countrywide Grounds Maintenance at an annual cost of £2,545 plus VAT

Grounds Maintenance Contract 3, Small Works Ground Maintenance - to Countrywide Grounds Maintenance at an annual cost of £1,770 plus VAT.

It was proposed by Cllr Robinson, seconded by Cllr Page and unanimously agreed to **RATIFY** the decisions as agreed by the working group and award the contracts as detailed above.

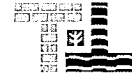
## **1368. UPDATE ON QUOTATIONS FOR A DISABLED ACCESS REPORT**

The Committee discussed the Amenities Officer's report concerning an access survey being obtained for Chatsworth Park, The Copse, Telscombe Tye and the three playgrounds. Four companies had provided estimates and a breakdown of proposed works. Following consideration, it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the quotation from Access Matters in the sum of £1,800 excluding VAT plus up to £75 in travel expenses be accepted for all four areas. Access Matters also quoted £900 not including VAT to consult with local disabled people and it was agreed not to take up this option.

## **1369. TO CONSIDER OBTAINING ESTIMATES TO REDUCE THE HEIGHT AND WEIGHT OF A TREE IN CHATSWORTH PARK FOLLOWING STORM DAMAGE**

The Committee noted the report and that high winds overnight on 26<sup>th</sup>/27<sup>th</sup> December caused a large branch to come down from one of the pine trees situated at the northern end of Chatsworth Park. The Town Clerk contacted EH Treecare to make the area safe and ultimately cut up and remove the branch. It was proposed by Cllr Sharkey, seconded by Cllr Judd and unanimously agreed to **RATIFY** their emergency call out fee of £250 plus VAT.

The Town Clerk asked EH Treecare for an assessment of the tree's stability and they advised that the wound is deep into the tree but removing the tree in its entirety may pose more issues with the dynamics of that group of trees. An alternative would be to reduce the weight and height of the tree.



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## **1369. To Consider Obtaining Estimates to Reduce the Height and Weight of a Tree in Chatsworth Park Following Storm Damage (Contd)**

Following discussion it was proposed by Cllr Page, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that Aspen Treecare be instructed to inspect the tree and report back with a brief set of options at a cost of £100 plus VAT.

It was noted that the Town Clerk had reported the damage to the tree specialist officer at Lewes District Council so they are aware of the work undertaken.

## **1370. TO CONSIDER QUOTATIONS FOR THE POLLARDING OF TREES AND REMOVAL OF BRAMBLES NEXT TO A PROPERTY THAT BORDERS CHATSWORTH PARK**

There was much discussion concerning the report from the Amenities Officer. Following the recommendations in the structural engineer's report, it was agreed at the last Committee meeting to obtain quotations for the pollarding of trees and removal of brambles in Chatsworth Park next to a bordering property.

Four companies were contacted and prices received from two. Cllr Judd raised concerns that works would cause a precedence and the Town Council would need to undertake works regularly to manage the boundary. The Committee were also concerned that works to this location could cause issues with the bank slipping more. Cllr Smith felt that the Amenities Officer should have informed the residents that this was being taken to the meeting for consideration and following discussion it was proposed by Cllr O'Connor, seconded by Cllr Smith and **RECOMMENDED** that the Amenities Officer defers this item to the next meeting so that the property owners are invited to attend the meeting to discuss the proposal and a decision be made that meets both the Town Council and the resident's needs. Cllr Judd abstained. Cllr Gallagher disagreed with the recommendation as she felt the work should be undertaken as per the recommendations made in the report from the structural engineer. Cllr Gallagher also urged all Committee members to visit the location prior to the next meeting.

## **1371. TO CONSIDER QUOTATIONS FOR REDUCING THE HEIGHT OF A HEDGE NEXT TO A PROPERTY THAT BORDERS CHATSWORTH PARK**

The Committee considered the Amenities Officer's report. As agreed at the last meeting, quotations had been obtained from contractors to reduce the height of a hedge in Chatsworth Park that borders a property to 8 feet. The resident had previously advised that by reducing the hedge, he could manage any future encroachment. It was proposed by Cllr Mills, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the quotation of £167 plus VAT from HR Goodwins & Sons Groundcare be accepted, providing they remove all arisings. If there is an extra charge, it should not exceed the next highest price. If they are unable to remove the waste, then Clean Cut Gardening should be instructed at a cost of £300 plus VAT, as this price includes the removal of all arisings.

## **1372. UPDATE FROM NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP ON GREENSPACES AND OVERALL MANAGEMENT PLAN AND POLICIES**

Cllr Gallagher updated the Committee regarding work undertaken by the Neighbourhood Development Plan Steering Group on greenspaces and overall management plan and policies.





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## 1372. Update from Neighbourhood Development Plan Steering Group on Greenspaces and Overall Management Plan and Policies (Contd)

Many documents had been issued recently from other organisations including a Strategic Environmental Assessment, a Government 10-point Green Deal White Paper, a Climate & Coastal Change, Transport & Air Quality document from the University of Brighton and documents from the Woodland Trust and Sussex Wildlife Trust. Lewes District Council has also released their Open Space Strategy and the Amenities Officer had forwarded these documents onto the Committee earlier in the day, prior to them being discussed at the next meeting. Members of the steering group are producing studies for our green spaces, cliff tops and a draft green spaces document. This was **noted** by the Committee.

## 1373. FUTURE EVENTS

The Committee discussed the effect of Covid on planned events. All events were put on hold but a date had provisionally been agreed for the Sussex Day Fayre of 27<sup>th</sup> June 2021. Following consideration it was proposed by Cllr Harris, seconded by Cllr Robinson and **RECOMMENDED** that the Sussex Day Fayre is cancelled for 2021 and re-visited when it is safe to do so. Cllr Mills abstained.

## 1374. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

There were no urgent matters.

## 1375. EXCLUSION OF PRESS AND PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

## 1376. TO APPROVE SUCCESSFUL TENDER FOR A CAFÉ CONCESSION IN CHATSWORTH PARK

The Committee discussed the applications received for the café concession in Chatsworth Park. Cllr Smith felt importance should lie with which applicant would work harder. Cllr Judd wanted great significance to be given to environmental sustainability. Both businesses appear to have positive reviews locally although it was felt that to undertake a decision, a separate meeting should be held with both business owners. It was proposed by Cllr Robinson, seconded by Cllr Smith and unanimously **RECOMMENDED** that the Chatsworth Park Café Concession Working Group meet with both applicants and they be given delegated authority to make a decision, to be ratified at a future Committee meeting.

There being no further business the meeting closed at 9.35pm.

Signed.....  
CHAIRMAN

*NB Next meeting of the Committee - Monday 22<sup>nd</sup> March 2021 at 7.30 pm*



# TELSCOMBE TOWN COUNCIL

Minutes of an Extra Ordinary remote meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Thursday 25<sup>th</sup> February 2021 at 7.30 pm.

**PRESENT** Councillors: C Clarkson, C Gallagher *Chairman*, J Harris, L Mills  
*Vice Chairman*, L O'Connor, B Page, C Robinson, I Sharkey *Mayor* and  
A Smith

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

## 1377. PUBLIC QUESTION TIME

There were no members of the public present.

## 1378. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley for a prior commitment and Cllr Judd for family commitments and these reasons were accepted by the Committee. It was noted that Cllr Harris had not arrived as yet.

## 1379. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

## 1380. TO CONSIDER CHANGES TO THE TERMS & CONDITIONS FOR THE CAFÉ CONCESSION IN CHATSWORTH PARK

The report from the Amenities Officer highlighted that the Chatsworth Park Café Working Group (CPCWG) met with both candidates and following discussions, felt that the Terms and Conditions of the concession needed amending. Before the CPCWG could offer their preferred business the concession, the revised Terms & Conditions need to be considered and agreed by the Committee. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the suggested changes to the Terms and Conditions be accepted.

Following the recommendation, the Committee discussed the proposals from the two candidates. Cllr Clarkson confirmed that after meeting with both business owners, the CPCWG felt that Wander Coffee would provide a good fit as they have vast experience in catering, provided suggestions on how to increase traffic to the area and evidenced their support to the environment by using gas as a fuel, biodegradable cups, recycling coffee grinds and reduced price refills for customers who bring their own cups. They also sell locally produced products.

*Cllr Harris joined the meeting at approximately 7.40pm*

Wander Coffee asked if there was a possibility of the Council obtaining a portable toilet, which could be investigated going forward. Cllr Smith advised that Wander Coffee had taken time to look at Chatsworth Park and provided a suggestion for their trailer to be situated at the car park, as the most suitable site for obtaining business.

The Town Clerk noted that the Terms & Conditions state that the licence is issued for free for 6 weeks and that the Town Council are able to negotiate a licence fee following this period, based on a percentage of concession earnings, and asked how the Council would decide if a fee was to be charged and what percentage. Cllr Smith responded, confirming that this period of



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## **1380. To consider changes to the Terms & conditions for the Café concession in Chatsworth Park (Contd)**

time is to obtain soft market testing and that negotiations will take place following the 6 week period. The Town Clerk also asked for an idea of the proposed working hours so that the Council can promote the concession and suggested a link to their facebook page. Cllr Clarkson confirmed this would be decided during the course of the concession once evidence has been provided on popular dates and times. He also advised they will display the opening hours on their social media site.

Cllr Robinson asked if a proposed start date had been arranged and Cllr Clarkson confirmed it was hoped that the business would start as soon as possible.

The Amenities Officer stated that the nearest services to the park are situated at the top of Ambleside Avenue, near to property number 54. This would provide less costs to the Council if it is decided to go ahead with a more permanent building. Cllr Mills felt that this would not be an ideal position due to the amount of parked vehicles on the road and it being situated near to a bend in the road.

Cllr Smith asked the Officers to investigate if a street trading licence would be required from Lewes District Council and the Amenities Officer stated that she did not think one would be needed, but would investigate and come back with an answer.

## **1381. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

There were no urgent matters.

There being no further business the meeting closed at 8.00pm.

Signed.....  
CHAIRMAN

*NB Next meeting of the Committee - Monday 22<sup>nd</sup> March 2021 at 7.30 pm*

Agenda Item 5 - Amenities and Civic Centre Action List  
22<sup>nd</sup> March 2021

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Cllrs Gallagher, Judd and Town Clerk to explore potential schemes and bring back to a future meeting. <i>On hold for time being due to current situation.</i>	July 2021
25.11.19	Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park	CC/BB	BB has put Develop Outdoors in contact with Countrywide for the use of wood to build shelters.	Completed
27.01.20	Min 1250, p 3129 – To agree estimate for new Mayors Board	SN/IS	Mayor's board delivered. Mayor's partner to submit quote for painting Civic Centre picture on board. <i>Delay with investigations due to Covid.</i>	May 2021
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. <i>On hold due to current situation</i>	May 2021
28.09.20	Min 1330, p 3262 – To consider a solitary bee nesting tube scheme within Chatsworth Park for spring 2021	BB	Bamboo sticks purchased for bee scheme. Bundles to be created and taken to the three local primary schools for them to build.	May 2021
30.11.20	Min 1346, p 3301 – To consider estimates for tree works at Chatsworth Park & The Copse	BB	Application for the Copse has been approved by LDC and a PO has been issued for work to be undertaken. Work in Chatsworth Park has been completed.	May 2021
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	Report received from Aspen Treecare on both locations and BB obtaining quotes for the work to be undertaken.	May 2021
30.11.20	Min 1348, p 3302 – Update on ecological survey for Chatsworth Park & The Copse	BB	Works to be carried out in April 2021 by Middlemarch Environmental to the sum of £1,525 plus VAT.	May 2021
30.11.20	Min 1349, p 3302 – To consider quotations for repairs to potholes in the entrance to Chatsworth Park car park	BB	Delay in works to the pot holes being temporarily filled. Alternative quotes received and will be undertaken shortly at a cost of £360 plus VAT. LDC conf not enough funds in the CIL pots to open up another round as yet. They estimate a new round will be added at the end of 2021.	May 2021
30.11.20	Min 1351, p 3303 – To discuss updates and outcomes following the Chatsworth Park working group meetings	BB	Cllr Clarkson has prepared a draft management plan & boundary policy. To be taken forward upon receipt of Access Survey and Ecological report.	May 2021
30.11.20	Min 1353, p 3304 – To consider installing a litter bin at the top of Central Avenue	LOC	Cllr O'Connor is in contact with LDC Officers and will provide a verbal update to the Committee.	Completed

Agenda Item 5 - Amenities and Civic Centre Action List  
22<sup>nd</sup> March 2021

30.11.20	Min 1355, p 3304 – To discuss request from resident concerning clearance of vegetation in Chatsworth Park	BB	BB has made contact with resident who will inform us if she requires anything cut back from the park to her boundary.	Completed
25.01.21	Min 1365, p 3339 – Business Plan update	BB	Annual report due in May 2021. Additional report with 2 latest playground inspection reports to be provided Nov 2021.	May 2021
		SN	Wording on cycle route project has now been amended.	Completed
		CR	Cllr Robinson to investigate using a rainwater harvesting system at the Civic Centre.	July 2021
25.01.21	Min 1366, p 3340 – To identify potential projects to spend our CIL monies on	BB	An article was added to the Town Crier in February, welcoming ideas on how to spend the CIL money. No responses received to date. Cllr Mills asked if replacement of pathways could be considered. BB investigating prices for playground equipment item to be used in RKP in place of wooden fort. An agenda item will be taken to the next meeting for full discussion.	May 2021
25.01.21	Min 1368, p 3340 – Update on quotations for a disabled access report	BB	Access Matters will undertake their site visit on 15.03.2021 & their report will be added to the next meeting.	May 2021
25.01.21	Min 1369, p 3340 – To consider obtaining estimates to reduce the height and weight of a tree in Chatsworth Park following storm damage	BB	Report received from Aspen Treecare and BB obtaining quotes for the work to be undertaken.	May 2021
25.01.21	Min 1370, p 3341 – To consider quotations for the pollarding of trees and removal of brambles next to a property that borders Chatsworth Park	BB	Residents have been invited to this meeting to discuss way forward – agenda item added to this meeting.	Completed
25.01.21	Min 1371, p 3341 – To consider quotations for reducing the height of hedge next to property that borders Chatsworth Park	BB	Hedge has now been reduced by HR Goodwin & Sons.	Completed
25.01.21	Min 1373, p 3342 – Future Events	BB	All events will be re-visited when it is safe to do so.	May 2021
25.01.21	Min 1376, p 3342 – To approve successful tender for a café concession in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
25.02.21	Min 1380, p 3380 – To consider changes to the Terms & Conditions for the Café concession in Chatsworth Park	BB	LDC confirmed that we will not be required to provide a street trading licence.	Completed

<b><u>AGENDA ITEM</u></b>	6
<b><u>COMMITTEE</u></b>	Amenities & Civic Centre
<b><u>REPORT FROM</u></b>	Bianca Buss, Amenities Officer
<b><u>MEETING DATE</u></b>	22 <sup>nd</sup> March 2021
<b><u>SUBJECT</u></b>	To agree works in Chatsworth Park next to a property in Kirby Drive

## 1. INTRODUCTION

A resident whose property is in Kirby Drive next to Chatsworth Park made contact in November 2019 concerning the trees that border her property. She advised that her fence had been damaged by the trees and was concerned with soil and vegetation sloping down to her boundary fence. I visited the location with a tree surgeon who felt that the issue was not with the trees, but the soil level from rain and debris washing down from the top of the bank to her property border which sits at the bottom of the bank. Delays were encountered due to non-response from the tree surgeon.

## 2. INFORMATION

I contacted local structural engineers to report on the area. It was agreed at the Amenities & Civic Centre Meeting in July 2020 for Stapleton Consulting Limited to undertake a structural survey and their findings be brought to a future meeting. Their report was taken to our committee meeting in November 2020. It advised that the vegetation in this area had not been maintained and they provided a 3 stage recommendation; 1. Potential pollarding of trees, 2. Clearance of bramble growth in the location to allow removal of rubble/concrete that had previously been discarded in the park and allow the stability of the ground to be considered and 3. Specific planting depending on the stability of the bank. It was agreed that quotations be obtained for the pollarding of trees in this location as well as the removal of brambles alongside the fencing to the side and back of the property, so that the area could be easier accessed to view. Two estimates were received and taken to the last meeting. I have provided a copy of both quotations (attached) for the Committee to note.

The Committee were concerned these works would need to be undertaken regularly to manage the boundary and that any works could also cause the bank to slip further. Cllr Smith was also worried that the resident would not know the full impact of the proposed works. It was therefore agreed to defer this to our next meeting and that I invite the property owners to attend so that a decision could be made to meet both the resident and Town Council's needs. I have spoken to the property owners and they have confirmed they will attend our meeting.

### **3. RECOMMENDATION**

It is recommended that the Committee agree the estimate from Countrymans Contractors in the sum of £2,492.50 plus VAT to undertake works as per the recommendations from the structural survey report as follows:-

To Pollard trees along fence boundary line to the side of the property and dispose of all waste.

Cost: £1750.00 Plus VAT

To cut down brambles along fence line including at rear of property at a width of 3 metres max to prevent opening up tree line too much.

Cost: £177.50 Plus VAT

We recommend cutting out all self-seeded trees/bushes within 2 meters of the fence line to allow for ease of access for future inspections.

Cost: £565.00 Plus VAT

Although their price is more expensive, they have recommended that the brambles are cut by 3 metres following their site visit, which will also allow us to view and manage the boundary easier.

### **4. ENVIRONMENTAL IMPACT**

Works may need to be undertaken every 2-3 years to manage the boundary in this location.

### **5. FINANCIAL IMPLICATIONS**

We have £2,000 remaining in the grounds maintenance budget and £20,000 in an earmarked reserve. Any other actions agreed will have an impact on these figures.

<b>AGENDA ITEM</b>	7
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	22 <sup>nd</sup> March 2021
<b>SUBJECT</b>	To Note Income & Expenditure to 31 <sup>st</sup> January 2021

## 1. INTRODUCTION

The Income & Expenditure figures to 31<sup>st</sup> January 2021 are attached.

## 2. INFORMATION

The actual year to date income is £610 for Amenities and £9,857 for the Civic Centre and expenditure of £21,296 for Amenities and £29,472 for the Civic Centre.

Explanations for main differences and other possible queries are as follows:-

The overall budget for next year for all the above has been increased by £900.

4363-105 Town Entertainments – the expenditure is for various licences (tv, building, music)

4366-105 Wave Leisure and 4367 Youth Services – neither planned activities for these items took place due to Covid-19

4098-201 Play Equipment Replacement – a payment of £6,235 was for the bicycle mill roundabout, which leaves £13,765 as committed to go into earmarked reserves at year end.

4105-201 Works contract 2, trees/hedges – July's planned works were not undertaken resulting in a saving.

4328-201 Joint litter/dog bin emptying – awaiting invoice from Burleys. They have only invoiced for first 3 months.

1000-301 Income Civic Centre – the income we have received is from the FIT payments and the telephone mast rental. We have had no hire income due to Covid-19 and the Civic Centre closure.

4412-301 Water & sewage – Payment for the year has been made. I obtained a reduction in the water rates due to the Civic Centre's partial total closure due to the first lockdown.

4060-302 Civic Building Loan – the 2 loan payments for this year have been made.



### **3. RECOMMENDATION**

It is recommended that the figures be agreed.

### **4. ENVIRONMENTAL IMPACT**

N/A

### **5. FINANCIAL IMPLICATIONS**

A lack of hire income for the Civic Centre will have a detrimental affect on our income for this financial year and will have ramifications for the next financial year. This was taken into account at the budget working group meeting when setting the draft budget for next year.

17/02/2021

## Telscombe Town Council

17:49

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Amenities</u></b>							
<b><u>105 Town Events</u></b>							
1013 Income memory plaques	0	510	200	(310)			255.0%
1054 Income entertainment	0	0	800	800			0.0%
Town Events :- Income	<b>0</b>	<b>510</b>	<b>1,000</b>	<b>490</b>			<b>51.0%</b>
4363 Town Entertainments	214	859	2,000	1,141		1,141	43.0%
4365 Entertainment consumables	0	0	200	200		200	0.0%
4366 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
4367 Youth Services	0	0	2,000	2,000		2,000	0.0%
Town Events :- Indirect Expenditure	<b>214</b>	<b>859</b>	<b>5,700</b>	<b>4,841</b>	<b>0</b>	<b>4,841</b>	<b>15.1%</b>
<b>Net Income over Expenditure</b>	<b>(214)</b>	<b>(349)</b>	<b>(4,700)</b>	<b>(4,351)</b>			
<b><u>201 Parks, Open Spaces/Playgrounds</u></b>							
1061 Income miscellaneous	0	100	0	(100)			0.0%
Parks, Open Spaces/Playgrounds :- Income	<b>0</b>	<b>100</b>	<b>0</b>	<b>(100)</b>			
4098 PlayEquipment Replacement	0	6,235	20,000	13,765	13,765	0	100.0%
4100 Playgrounds Spare Parts	314	592	2,000	1,408		1,408	29.6%
4101 Grounds Maintenance	250	3,512	5,590	2,078		2,078	62.8%
4104 Works contract 1, playgrounds	111	2,287	5,710	3,423		3,423	40.0%
4105 Works contract 2 -trees/hedges	0	2,670	6,410	3,740		3,740	41.7%
4106 Small maint. works contract 3	0	1,535	2,290	755		755	67.0%
4107 Playground inspections	390	2,353	2,600	247		247	90.5%
4328 Joint litter/dog bin emptying	0	400	1,800	1,400		1,400	22.2%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	<b>1,065</b>	<b>19,583</b>	<b>46,400</b>	<b>26,817</b>	<b>13,765</b>	<b>13,052</b>	<b>71.9%</b>
<b>Net Income over Expenditure</b>	<b>(1,065)</b>	<b>(19,483)</b>	<b>(46,400)</b>	<b>(26,917)</b>			
<b><u>202 Amenities General</u></b>							
4351 Seats and Notice Boards	0	853	1,500	647		647	56.9%
Amenities General :- Indirect Expenditure	<b>0</b>	<b>853</b>	<b>1,500</b>	<b>647</b>	<b>0</b>	<b>647</b>	<b>56.9%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(853)</b>	<b>(1,500)</b>	<b>(647)</b>			
Amenities :- Income	<b>0</b>	<b>610</b>	<b>1,000</b>	<b>390</b>			<b>61.0%</b>
Expenditure	<b>1,279</b>	<b>21,296</b>	<b>53,600</b>	<b>32,304</b>	<b>13,765</b>	<b>18,539</b>	<b>65.4%</b>

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Civic Centre</u></b>							
<b><u>301 Civic Building</u></b>							
1000 Income Civic Centre	(50)	9,857	32,500	22,643			30.3%
Civic Building :- Income	<b>(50)</b>	<b>9,857</b>	<b>32,500</b>	<b>22,643</b>			<b>30.3%</b>
4401 General Repairs	0	794	2,000	1,206	1,206		39.7%
4402 Consumable Supplies	0	530	800	270	270		66.3%
4403 Equipment Maintenance	112	963	1,900	937	937		50.7%
4404 External/Internal Decorating	0	297	1,000	703	703		29.7%
4406 Refuse collection	199	899	900	1	1		99.9%
4407 Equipment	0	608	1,500	892	892		40.6%
4411 Rates	1,206	12,059	14,500	2,441	2,441		83.2%
4412 Water and Sewage	0	1,151	1,900	749	749		60.6%
4413 Electricity	354	831	2,100	1,269	1,269		39.6%
4414 Gas	421	1,560	2,700	1,140	1,140		57.8%
4419 Internal/external works	0	0	3,000	3,000	3,000		0.0%
Civic Building :- Indirect Expenditure	<b>2,292</b>	<b>19,692</b>	<b>32,300</b>	<b>12,608</b>	<b>0</b>	<b>12,608</b>	<b>61.0%</b>
<b>Net Income over Expenditure</b>	<b>(2,342)</b>	<b>(9,836)</b>	<b>200</b>	<b>10,036</b>			
<b><u>302 Civic Building Loan</u></b>							
4060 Loan Accounts	0	9,780	9,780	0	0	0	100.0%
Civic Building Loan :- Indirect Expenditure	<b>0</b>	<b>9,780</b>	<b>9,780</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(9,780)</b>	<b>(9,780)</b>	<b>(0)</b>			
Civic Centre :- Income	<b>(50)</b>	<b>9,857</b>	<b>32,500</b>	<b>22,643</b>			<b>30.3%</b>
Expenditure	<b>2,292</b>	<b>29,472</b>	<b>42,080</b>	<b>12,608</b>	<b>0</b>	<b>12,608</b>	<b>70.0%</b>

<b><u>AGENDA ITEM</u></b>	8
<b><u>COMMITTEE</u></b>	Amenities & Civic Centre
<b><u>REPORT FROM</u></b>	Amenities Officer
<b><u>MEETING DATE</u></b>	22 <sup>nd</sup> March 2021
<b><u>SUBJECT</u></b>	To review the Business Plan

## **1. INTRODUCTION**

At Full Council on 16<sup>th</sup> September 2020, it was agreed to put a Business Plan update on all Council and Committee agendas so that we can ensure we are working towards the agreed activities.

## **2. INFORMATION**

I have attached the ongoing working timetable which relates to this Committee.

## **3. RECOMMENDATION**

That the Committee review the Business Plan.

## **4. ENVIRONMENTAL IMPACT**

The Business Plan includes a climate emergency response.

## **5. FINANCIAL IMPLICATIONS**

There will be financial implications we will need to consider for progressing elements of the plan.

# TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

PART 2 of the business plan sets out a programme of work to be carried out between the dates shown including intervals of review and projected delivery dates adopted at Full Council TBA (soon). PART 1 working group Notes

<b>Part I - AMENITIES &amp; CIVIC CENTRE COMMITTEE</b>						
Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
<b>1</b>	<b>Tree Survey</b>	To survey the trees in Chatsworth Park and the Copse.	TC & AO	Yearly	ACC	Ongoing
<b>2</b>	<b>Tree Works</b>	Tree works to continue as required by the survey reports in Chatsworth Park and the Copse.	TC & AO		ACC	Ongoing
<b>3</b>	<b>Establish a maintenance programme for the play equipment in the play spaces in Chatsworth Park &amp; Robert Kingan</b>	Keep the new play equipment in a safe and good condition.  Weekly playground inspections undertaken. AO/ACC to monitor the inspection reports and authorise repair and maintenance work as needed.	TC & AO & ACC	6 monthly	ACC	Ongoing

# TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

<b>4</b>	<b>Look at ways of increasing income at Civic Centre</b>	Increase Council hire income	Officer report on the present situation to ACC and a working group formed to examine whether new options are available. <i>On hold due to Covid.</i>	TC	6 monthly	ACC	November 2021
<b>4a</b>	<b>Increasing Income ideas to be included</b>	Working group to explore options with TC	To explore additional markets including business meeting rooms. Consider alternatives for hard to rent rooms such as room 6 - consultations with possible new clients with the offer of loyalty and other incentive schemes to returning customers. <i>On hold due to Covid.</i> <b>BUDGET IMPLICATIONS</b>	TC	6 monthly	ACC	November 2021
<b>5</b>	<b>Keep Robert Kingan playground and Chatsworth Park clean and tidy</b>	Carry out daily weekly inspections of park & play spaces.	Organise periodic litter picks in Chatsworth Park & Robert Kingan using members, staff and volunteers. Volunteer litter picks taking place monthly when possible in Chatsworth Park <i>Litter picking of Chatsworth Park included in new contract currently out for</i>	AO, staff and members and volunteers	6 monthly	ACC	2021 when new grounds

# TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

		<i>tender. Litter picking of playgrounds already included.</i>				maintenance contract starts
<b>6</b>	<b>New Café in Chatsworth Park Project</b>	Examine the feasibility of building a new café in Chatsworth Park	Small working group set up & subsequently agreed at committee to trial a café concession to test market. Due to start Spring 2021. <b>BUDGET IMPLICATIONS</b>	AO & TC	Due	ACC Spring 2021
<b>7</b>	<b>Declared Climate Change Emergency - Activity for ACC and FC</b>	Aim for TTC to become carbon neutral by 2030.	Proposed Tree Planting scheme with residents unable to proceed due to underground services. Alternatives being investigated such as bushes or wildflower verges. Replace any tree cut down as part of Chatsworth Park maintenance. Advertise the solar panels savings in CO2 and clean energy generation in quarterly newsletter. Explore the opportunities to provide EV charging point(s) at Civic Centre. <b>BUDGET IMPLICATIONS</b>	TC & AO	6 monthly	ACC & FC Summer 2021

# TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

				CR				Autumn 21
			Single Use Plastics Policy adopted at Council meeting on 16.9.20. Rainwater harvesting to be investigated. Joint working party set up with PeacehavenTC.					
<b>7a</b>	<b>Explore the possibility of adding cycle routes in Chatsworth Park</b>	In conjunction with the NP working group explore this possibility to encourage the use of cycles safely	Local residents consulted and not keen on cycle routes in park, therefore this has been put on hold. <b>BUDGET IMPLICATIONS</b>  Long term plans for cycle route throughout Peacehaven & Telscombe Cliffs.	AO & TC	Yearly	ACC	2022	
<b>8</b>	<b>New Council Contracts – Contract specification to pay the living wage to employees</b>	Early appraisal of grounds maintenance contract renewal due in 2021. Examine potential to combine all existing contracts.	Examine the tender requirements of the new contract and encourage quality over price outcomes - New contracts agreed, x 3 separate, went out for tender and contractors agreed at A/CC. Contract for 3 years commencing 1.4.21. <b>BUDGET IMPLICATIONS</b>	TC & AO	Start 12 months before renewal	ACC & FC	April 2021 - complete	



# TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

<b>9</b>	<b>Youth Services</b>	Look at expanding opportunities to provide youth services support in the Towns	<p>Report to Committee members to inform the discussion on exploring new opportunities to work with The Joff (Peacehaven) Youth Centre.</p> <p><i>Joint project agreed with Peacehaven TC &amp; ESCC, but put on hold due to Covid-19</i></p> <p style="background-color: #0056b3; color: white; text-align: center; padding: 2px;"><b>BUDGET IMPLICATIONS</b></p>				
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This is a dynamic plan and by this it is meant that new work can be added and existing work or that completed or found not to be viable or necessary can be removed.

Abbreviations

- TC – Town Clerk
- AO – Amenities Officer
- P&R – Policy Resources
- ACC – Amenities/Civic Centre
- P&H – Planning and Highways
- FC - Full Council
- NDP - Neighbourhood Plan
- TTC - Telscombe Town Council
- PHTC - Peacehaven Town Council
- LDC - Lewes District Council

<b><u>AGENDA ITEM</u></b>	9
<b><u>COMMITTEE</u></b>	Amenities & Civic Centre
<b><u>REPORT FROM</u></b>	Bianca Buss, Amenities Officer & Cllr C Gallagher, Committee Chair
<b><u>MEETING DATE</u></b>	22 <sup>nd</sup> March 2021
<b><u>SUBJECT</u></b>	To agree ongoing maintenance of the memory Garden and review Memorial Policy

## 1. INTRODUCTION

The memory garden idea was conceived by a previous Mayor to provide a space for quiet reflection of any memories. An inscribed plaque can be purchased from ourselves to be placed on a shared post and a central planting mound is provided for planting flowers or plants. Since July 2020 TTC has offered the opportunity for memorial benches to be purchased and placed in Chatsworth Park. A Memorial policy was adopted to cover the benches and plaques for the memory garden. As part of this policy, mementos are not permitted.

## 2. INFORMATION

Following an inspection of the garden in January, numerous mementos and non-organic matter (including tinsel) were found placed on some of the posts. A letter was sent to all plaque owners with a copy of the Memorial Policy, asking them to remove any mementos by Friday 26<sup>th</sup> February, after which time the Council would remove them.

There was some public reaction to the actions taken and letters, social media comment, emails and press representation were received by the Council and to individual Councillors. The sentiment was that the memory garden is a lovely idea, but some did not agree with mementos not being permitted around the posts. Offers of help were received to deal with the bedding mound and suggestions for the placing of items near plaques. Contractors have been engaged by us to provide supplementary planting in the central mound twice a year and weeding and tidying is carried out twice a month from 1<sup>st</sup> April and 31<sup>st</sup> October.

Although mementos allow individuals to remember their loved ones, the Town Council has a duty of care for all park users and the wildlife. Particular attention needs to be paid to Health and Safety regulation avoiding trips and injuries. Complaints have been received by TTC about the untidy appearance of the area and some mementos such as stones being placed on the top of posts and vandalism which could have resulted in injury to persons or animals has taken place.

Following a meeting between the Committee Chairman, Vice-Chairman, myself and Town Clerk, it was suggested that the layout of the Memorial Policy be altered so that the benches and memory garden are separate to make it clearer and the section headed 'Maintenance General' be amended to 'Mementos.' It was also suggested that

a different coloured plaque be placed on a post at the garden advising that no mementos are to be left.

### **3. RECOMMENDATION**

It is recommended that:-

- regular visits are made to the Memory Garden and the process of removing mementos is continued as per the Memorial Policy.
- that a different coloured plaque is added to a post at the garden advising that no mementos are to be added to the posts, but that we welcome people to plant in the mound to remember their loved ones.
- the re-drafted Policy (wording has remained the same but layout has changed) is attached and I recommend that it is agreed and taken to Full Council for adoption – draft attached.
- that the outcome of our decision is provided to the three plaque owners who have written to the Town Council.
- Volunteers from the Telscombe Residents Association and Friends of Chatsworth park are encouraged to work with TTC to improve the facility and appearance of the memory garden

### **4. ENVIRONMENTAL IMPACT**

Small plastic items can threaten wildlife and spreads toxins, as well as contributing to global warming.

### **5. FINANCIAL IMPLICATIONS**

There will be a charge of approximately £15-20 for a different coloured plaque if it is decided to go ahead with this recommendation.

# TELSCOMBE TOWN COUNCIL



## MEMORIAL POLICY

### **Introduction:**

Telscombe Town Council will permit in principle, subject to the terms of this Policy, the placing of a memorial to commemorate a loved one within Chatsworth Park, which is land owned by the Council.

Benches or memory garden plaques shall be of the type approved by the Council as detailed in this Policy.

### **Memorial Options:**

#### **1. Memorial Bench**

Memorial Benches are available for donation, complete with brass plaque and dedicated message at a cost of £1,150. Payment is in advance.

Our memorial benches are 1.5 metres and made from recycled plastic in Salfords, Surrey – see picture below.



### Ordering of a Memorial Bench:

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 once the application has been considered by the Amenities & Civic Centre Committee. It may take up to 12 weeks for installation of a new bench. Payment for a memorial is treated as a donation and the ownership of the asset is with the Town Council, who are deemed as the legal owners.

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.

Telscombe Town Council reserves the right to limit, in both location and number, memorials in any one area.

# TELSCOMBE TOWN COUNCIL



All applications for a memorial bench must be made on Telscombe Town Council's application form to ensure the request can be recorded.

Telscombe Town Council will manage the installation of all memorial benches, the cost of which shall be incorporated in the donation.

Any changes to the donor's contact details will need to be passed to Telscombe Town Council to enable us to make further contact in relation to the memorial bench if necessary.

## Maintenance - Benches:

Telscombe Town Council maintain an asset register highlighting where all memorial benches are placed in the park. All options will be maintained by the Town Council for a period of 10 years. After this period has passed, Telscombe Town 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. Benches will be removed or refurbished to make available for reallocation to a new donor.

## **2. Memory Garden Plaque**

The Memory Garden is situated at the top of Chatsworth Park. Small plaques can be purchased at a cost of £15 and are placed on one of the posts with a dedicated message. Payment is in advance. The plaques are black plastic with white writing. Please note that there may be several plaques on one post.

## Ordering of a Memory Garden Plaque:

All applications for a memory garden plaque must be made on Telscombe Town Council's application form to ensure the request can be recorded. Telscombe Town Council will manage the installation of all memory garden plaques.

## Maintenance – Memory Garden Plaques:

All options will be maintained by the Town Council for a period of 10 years. After this period has passed, Telscombe Town 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, the plaque will be removed from the post.

## **General**

### Momentos:

Telscombe Town Council do not allow momentos, such as wreaths, statues or soft toys, to be placed at a memorial bench or on a memory garden post for safety reasons. The Town Council will remove such items and attempt to contact the donor for collection of the momento. Items will be stored for 28 days and disposed of if the Town Council receive no further notification from the donor.

# TELSCOMBE TOWN COUNCIL



## Damage to Memorials:

Telscombe Town Council accept no liability for damage caused to a memorial bench or a memory garden plaque, including vandalism. The Town Council reserves the right to remove a memorial bench or a memory garden plaque that is causing a health and safety concern and will endeavour to notify the donor of any such changes in accordance with the latest contact information provided.

DRAFT

<b><u>AGENDA ITEM</u></b>	10
<b><u>COMMITTEE</u></b>	Amenities & Civic Centre
<b><u>REPORT FROM</u></b>	Bianca Buss, Amenities Officer
<b><u>MEETING DATE</u></b>	22 <sup>nd</sup> March 2021
<b><u>SUBJECT</u></b>	To note the Lewes Playing Pitch Strategy Needs Assessment and Open Space Strategy

## 1. INTRODUCTION

During 2019/20 Lewes District Council (LDC) employed consultants to carry out an assessment of the playing pitches and open space in the district. The assessment of provision was carried out in 2019 and early 2020, but the finalisation of the reports was delayed due to the ongoing Covid 19 pandemic. This means that the documents show the pre Covid status of the open spaces. The Needs Assessment and Open Space Strategy were emailed out to Committee members on 25<sup>th</sup> January at the request of Cllr Gallagher, Chair of this Committee. If anyone would like these to be re-sent, please let me know.

## 2. INFORMATION

LDC will use these documents as an evidence base for the review of the Local Plan Part 1. They may also be used for Town Councils to understand the shortfall of surplus in provision and to provide evidence to justify CIL investment bids and for other funding.

It should be noted that the only sites listed under the Needs Assessment in our area are the Telscombe playing fields and Telscombe Cliffs Primary School fields, neither which are owned by Telscombe Town Council (TTC).

The Open Space Strategy document provides an assessment of the quantity, accessibility, quality and value of open space in the District. A list of TTC's open spaces were provided on a table (below):

<u>Site Name</u>	<u>Size (ha)</u>	<u>Open Space Typology</u>
Chatsworth Park	6.92	Parks and Gardens
Hamsey Road	0.25	Natural and Semi Natural Greenspace
Telscombe Cliffs Way	0.004	Amenity Greenspace
Telscombe Playing Fields	5.15	Outdoor Sports Facilities
Telscombe Cliffs View	3.79	Amenity Greenspace
Play area Chatsworth Park Sth	0.14	Provision for Children & Young People
Play area Chatsworth Park Nth	0.15	Provision for Children & Young People
The Copse	0.24	Natural and Semi Natural Greenspace
The Esplanade	2.53	Natural and Semi Natural Greenspace
The Esplanade West	2.42	Amenity Greenspace
Telscombe Cliffs Primary Sch	0.89	Institutional Grounds

St Lawrence's Church	0.29	Cemeteries and Religious Grounds
Buckhurst Road	0.07	Cemeteries and Religious Grounds
Chailey Crescent	0.24	Provision for Children & Young People
Heathy Brow	0.06	Amenity Greenspace
Telscombe Tye	62.34	Natural and Semi Natural Greenspace

The report also provided a breakdown of the current provision of open space by Parish, with the report noting the following information:

Telscombe town is also located on the south coast and is predominately a 20th century urban extension of Peacehaven.

There is a total of 85.47ha of open space in Telscombe Parish, this equates to 10.88ha per 1,000 population. Natural and Semi-Natural Greenspace is the main open space typology and accounts for 65.35ha of the open space in the Parish. The largest site is a Natural and Semi-Natural Greenspace, Telscombe Tye at 62.34ha. The other open space typologies present in the Parish includes Amenity Greenspace, Cemeteries and Religious Grounds, Institutional Grounds, Outdoor Sports Facilities, Parks and Gardens and Provision for Children and Young People.

Table 57 shows current provision of open space and surplus and deficiencies, expressed in hectares per 1,000 population.

Open Space Typology	Area of Sites (Ha)	Ha per 1,000 Population	Surplus/ Deficiency Against Proposed Standard
Allotments, Community Gardens and City Farms	0	0	-0.2
Amenity Greenspace	6.27	0.80	-0.6
Cemeteries and Religious Grounds	0.36	0.05	No Standard
Civic Spaces and Market Squares	0	0	No Standard
Green Corridor / Cycleways	0	0	No Standard
Institutional Grounds	0.89	0.11	No Standard
Natural and Semi-Natural Greenspace	65.35	8.32	6.32
Outdoor Sports Facilities	5.15	0.66	No Standard
Parks and Gardens	6.92	0.88	0.08
Provisions for Children and Young People	0.53	0.07	-0.18

### 3. RECOMMENDATION

It is recommended the Committee note the information.

### 4. ENVIRONMENTAL IMPACT

The assessments of our local amenity spaces will help build the future of our town.

### 5. FINANCIAL IMPLICATIONS

None.



<b><u>AGENDA ITEM</u></b>	11
<b><u>COMMITTEE</u></b>	Amenities & Civic Centre
<b><u>REPORT FROM</u></b>	Cllr Gallagher, Committee Chair
<b><u>MEETING DATE</u></b>	22 <sup>nd</sup> March 2021
<b><u>SUBJECT</u></b>	Update on Management Plan for Telscombe Greenspaces

## 1. INTRODUCTION

This Committee agreed on in the spring of 2020 that Cllr Gallagher and volunteers would work alongside the Neighbourhood Development Steering group to formulate Management Plans for Telscombe and Peacehaven Greenspaces.

Subsequently the Chatsworth Park Working Group has been set up and the Working Party have been working on a Management Plan for Chatsworth Park and The Copse. The two sets of work are not in conflict as the Greenspaces Plan covers all greenspaces and is a strategic view to further protect the spaces from treat of development

Updates and recommendations have been presented to this committee and an audit of the equipment, sports and planting facilities undertaken.

The Committee has also commissioned an Ecological survey for Chatsworth Park and The Copse and an Accessibility Survey for the same two areas and Robert Kingan Playground.

## 2. INFORMATION

Lewes District Council (LDC) have released two documents to Town Councils which will be used to underpin the Local District Plan and the strategies adopted by LDC up to 2030:

- The Lewes District Open Space Strategy November 2020
- The Playing Pitch Strategy Needs Assessment July 2020

Summary notes from these documents are attached to this report.

Sussex Biodiversity Records for Peacehaven have been obtained and assessed by an Ecologist from the University of Brighton and she has confirmed that there are no recent recordings. In addition there are no wildlife sites or corridors noted.

Through the Neighbourhood Development Plan (NDP) and at Town level, a strategy is needed to make sure maximum protection is given to all green space. A Draft Matrix of all the information and sites identified for protection has been compiled and is attached.

To protect the spaces within the NDP we need to evidence that they fulfil one or more of the following criteria; Beauty, Historic Significance, Recreational, Tranquillity, Wildlife.

### **3. ANALYSIS**

Telscombe has a deficit of Children and young people's play areas and sports facilities. Planning Policies are set initially in the National Planning Framework Policy 2019 (NPPF).

#### NATIONAL PLANNING POLICY FRAMEWORK Feb 2019

Paragraph 91 states that planning policy and decisions should aim to achieve healthy, inclusive, safe and accessible places which promote social interaction and enable and support healthy lifestyles.

Paragraph 96 states that access to a network of high quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities and planning policies should be based on robust and up-to-date assessments of the needs for open space and recreational facilities and opportunities for new provision.

Local Planning Authorities such as LDC in their own planning policies uphold the NPPF and set policy for their area.

In the NDP, Telscombe Town Council has a chance to set out additional policies.

Information continues to accumulate from AECOM and the University of Brighton amongst other sources.

With all the change happening in Peacehaven and Telscombe it seems appropriate to produce a Local Green Space and Green Infrastructure Plan.

### **4. RECOMMENDATION**

That work on the Green Space and Green Infrastructure Plan continues, to enable Management Plans to be produced.

### **5. ENVIRONMENTAL IMPACT**

Green infrastructure covers a wide range of environmental and quality of life benefits to local communities. It provides connectivity and management and therefore provides greater protections.

### **6. FINANCIAL IMPLICATIONS**

Unknown at present.

# Lewes District Open Space Strategy November 2020

Prepared by TEP Consultants

TEP have assessed the needs and opportunities.

Accessibility includes access within approx.. 10 mins walk , less if young children

Future Populations ---- LDC by 2030 110,873

Peacehaven 2018 Population 15,500 . Telscombe 7858

LDC is working on a 10 year policy 2020-2030

Documents to support are:

Open Spaces Strategy

Playing Pitches Strategy

Sports Facilities Strategy

## **NATIONAL PLANNING POLICY FRAMEWORK Feb 2019**

Paragraph 91 states that planning policy and decisions should aim to achieve healthy, inclusive, safe and accessible places which promote social interaction and enable and support healthy lifestyles

Paragraph 96 states that access to a network of high quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities and planning policies should be based on robust and up-to-date assessments of the needs for open space and recreational facilities and opportunities for new provision.

Executive Summary says ----- Open space is important because of its valuable contribution to quality of life ,health and the local economy.

1. The Strategy covers the quality, accessibility, quantity and value.
2. To identify the needs of Towns
3. Providing recommendations

There are many tables in the Strategy

Quality has been judged against Green Flag standards (The awards given to Parks)

Excellent 1 Very Good 15 Fair 46 Poor 14

All sites should achieve above 70%

At present across LDC

High 23 Medium 17 low 70

Open Spaces for Peacehaven 60.31 Hectares Area for Children 1.29

Telscombe 85.47 Hectares 0

Green corridors / Cycleways

13 Sites - 7.13 ha identified

5 mentioned of which 3 are in Lewes , 1 Newhaven and 1 Seaford.

Peacehaven the Firle Rd Walkway has a HIGH RATING

FULL DOCUMENT CONTAINS A LOT OF INFORMATION AND IS A START.

Cathy Gallagher March 2021

# **LEWES DISTRICT COUNCIL PLAYING PITCH STRATEGY NEEDS ASESMENT**

(JULY 2020)

## **Prepared by Global**

**AIM To provide a clear evidence base and guide to future provision and management of new sports pitches/ outdoor sports facilities**

### **To support new Local District Plan**

In the context of National Policy and Local Development criteria

A holistic analysis of sports facilities == a set of recommendations based on needs of local residents.

### **Content**

Up to date assessment of supply and demand

Playing pitches (grass and artificial)

Outdoor sports

#### **SPORTS COVERED**

Football (PTC)

Rugby Union

Cricket

Hockey

Athletics

Stool ball

Outdoor Tennis

Outdoor Bowls (PTC)

#### **SPORTS NOT COVERED**

Cycling (PTC)

Parkrun (PTC)

Skateboarding (PTC)

Swimming

#### **NOT COVERED POTENTIAL INDOOR SPORTS**

Boxing, Climbing Walls, PT & Movement, Badminton, squash.

#### **NATIONAL POLICIES NPPF) paragraphs 96/97**

Linked to health improvements, increased participation and appropriate levels of provision of facilities to meet local needs.

**PROTECT ENHANCE PROVIDE (quality, accessibility and management)**

**New facilities, fit for purpose and the future.**

**Increased infrastructure.**

### **COASTAL BAND (CB)**

Covers Telscombe/ Peacehaven/ Newhaven / Seaford

Most increase in density of population in the CB

63.7% of people Active (engaged in sport ?)

### **FIVE OUTCOMES IDENTIFIED BY DEPARTMENT OF CULTURE , MEDIA and SPORT**

Physical wellbeing

Mental wellbeing

Individual development

Social and Community Development

Economic Development

**Government funding will go towards organisations who show they are achieving outcomes.**

### **PRINCIPLES**

**“More people from every background regularly and mean fully” taking part in sport and physical activity, volunteering and experiencing live sport” .**

### **FOOTBALL**

Artificial Green Pitches referred to as AGP's

**AIM to Develop Sustainable Football Facilities.**

3G , AGP and Turf Pitches

Changing rooms, pavilions and clubhouses

Improved grass pitches

Better indoor and outside spaces

**Ensure that all projects are aligned and delivered against FA National game strategy targets.**

Quality

Sustainability

Inclusivity

Engagement

Participation

16 years + 5.1% participate in football in a week. 10.1% in a year

31.9 % school year aged children play football once a week.

Across the District

Increase in mini- soccer (1512)

Youth Male (415)

Reduction in Male Teams ( 1,268)

#### **SECTION 3.4.2 District Survey revealed**

Additional 3G – AGP’s needed to accommodate training demand and some junior pitches.

Shortage of Youth 11 v 11 pitches (47% Managed by Local Authorities.)

Many schools facilities open for Community Use.

Not in Peacehaven. Peacehaven Community School facilities not available for Community.

#### **SIGNIFICANT DEMAND IN COASTAL BAND**

Supply of additional pitches are based on calculations of population.

Growth not included?

7000 projected growth across District of which 1500 to 2500 in Peacehaven.

#### **SIGNIFICANT DEMAND - DEFICIT OF SUPPLY**

#### **SUMMARY**

Mobile Goals being used

Deficit, Mini 5 vs 5

Demand for more mini soccer

Demand for more 3 G Training Pitches

### **Peacehaven & Telscombe Football Club**

Comment 3.10.16

Outgrown facilities. 3 Ladies teams planned. Changing facilities needed improvements.

The report contains a number of maps including deprivation. Significant amounts in North and East Peacehaven

Notes compiled by Cathy Gallagher. March 2021.



Site Name and Reference		Local Green Space Criteria					Local Community Space
		Beauty	History	Recreation	Tranquility	Wildlife	
1	Epina Park Peacehaven			X		X	X
2	The Oval	X	X	X	X	X	X
3	Shepherds Down			X		X	X
4	The Sports Park	X		X		X	
5	Millenium Park	X		X		X	X
6	Meridian Park		X	X	X	X	X
7	The Joff			X			X
8	The Dell	X		X	X	X	X
9	Howard Peace Park	X		X	X	X	X
10	Cornwall Avenue Allotments			X		X	X
11	Ashington Road East Park			X		X	X
12	Cliff Tops - Peacehaven	X				X	
13	Plot 21 Valley Road	X?				X	
14	Plot 35 Valley Road	X				X	
15	Recreational East Peacehaven				X	X	
16	Fox Hill			X		X	X
17	Mitchell Dean			X		X	X
18	Peacehaven Golf	X		X		X	
19							
20	Chatsworth Park Telscombe Cliffs			X	X	X	
21	The Copse				X	X	X
22	Robert Kingan			X			X
23	Telscombe Playing Fields	X		X	X	X	
24	Telscombe Tye	X	X	X		X	
25	Esplanade - West Clifftop	X	X		X	X	
26	Esplanade - Clifftops	X	X		X	X	
27							
28							
29							
30							
31							

<b><u>AGENDA ITEM</u></b>	12
<b><u>COMMITTEE</u></b>	Amenities & Civic Centre
<b><u>REPORT FROM</u></b>	Bianca Buss, Amenities Officer
<b><u>MEETING DATE</u></b>	22 <sup>nd</sup> March 2021
<b><u>SUBJECT</u></b>	To consider replacement basket swing at Robert Kingan Playground

## 1. INTRODUCTION

A recent playground inspection highlighted a high risk problem at Robert Kingan playground, where the basket swing had become damaged with links broken. It has been removed for safety reasons.



## 2. INFORMATION

I contacted the manufacturer of this specific piece of equipment, Sutcliffe Play, for a price to replace the basket swing and they have quoted us a price of **£1,433.25 plus VAT** to supply a new seat with chains and delivery. Fitting is not included.

## 3. RECOMMENDATION

It is recommended we replace this item and consideration be made to take the funds from the Town Council's CIL monies.

## 4. ENVIRONMENTAL IMPACT

Playgrounds have a positive impact on health and wellbeing and encourage outdoor play.

## 5. FINANCIAL IMPLICATIONS

The current Earmarked Reserve for CIL monies is £16,904.63 and, provided we do not spend anything in the meantime, at the beginning of the 2021/22 financial year when the total payments received this year of £3,448.68 have been added, it will stand at £20,348.31.

If it is decided not to go ahead with this as a CIL project, the monies can come from playground spare parts which currently has a remaining budget of £1,400.

<b><u>AGENDA ITEM</u></b>	13
<b><u>COMMITTEE</u></b>	Amenities & Civic Centre
<b><u>REPORT FROM</u></b>	Bianca Buss, Amenities Officer
<b><u>MEETING DATE</u></b>	22 <sup>nd</sup> March 2021
<b><u>SUBJECT</u></b>	To consider the terms of reference for the Chatsworth Park Working Group

## **1. INTRODUCTION**

Councillor Clarkson, as Chair of the Chatsworth Park Working Group, has created a 'Terms of Reference' document (attached), to clarify what is to be taken to the working group and what comes through to the Amenities & Civic Centre Committee.

## **2. INFORMATION**

The Terms of Reference document confirms going forward the role of the working group, their responsibilities and who can attend, as well as its role within this Committee.

## **3. RECOMMENDATION**

It is recommended the Committee consider the Terms of Reference document.

## **4. ENVIRONMENTAL IMPACT**

None.

## **5. FINANCIAL IMPLICATIONS**

None.

# TERMS OF REFERENCE

## CHATSWORTH PARK WORKING GROUP

### 1. Introduction

The Chatsworth Park Working Group (CPWG) is an advisory group only to work closely with Telscombe Town Council (TTC) to suggest recommendations for consideration on matters concerning Chatsworth Park including the Copse (CP)

It will seek:

- a) To ensure that CP is accessible, safe and enjoyable for everyone to use.
- b) To support and assist TTC in implementing an effective Management Plan
- c) Encourage local residents and users to take an active interest in CP and to participate in keeping the area in good condition.

### 2. Terms of Reference

- a) The CPWG will be formed from local residents and elected members of TTC.
- b) The CPWG will liaise and work closely on issues with TTC and residents.

### 3. Responsibilities

The CPWG will:

- a) Arrange and hold regular meetings.
- b) Consider any suggestions and concerns raised by residents and park users.
- c) To provide any recommendations to TTC in advance of the bi-monthly Amenities & Civic Centre (ACC) Committee meeting
- d) Work together for the benefit of the community and to encourage any relevant activities within CP
- e) Any decisions taken by the working group will be carried forward if the majority is in favour

### 4. Meetings

- a) The CPWG will aim to meet every 4- 6 weeks and minutes will be kept of the meeting
- b) Meetings will normally be held at 7.30pm in Telscombe Civic Centre or via Zoom during the COVID 19 restrictions
- c) All meetings are open and may be attended by residents.

<b><u>AGENDA ITEM</u></b>	14
<b><u>COMMITTEE</u></b>	Amenities & Civic Centre
<b><u>REPORT FROM</u></b>	Bianca Buss, Amenities Officer
<b><u>MEETING DATE</u></b>	22 <sup>nd</sup> March 2021
<b><u>SUBJECT</u></b>	To consider weekly mother and baby class in Chatsworth Park

## **1. INTRODUCTION**

The Town Clerk has been contacted by a member of the public who would like to run a weekly mother and baby class in Chatsworth Park.

## **2. INFORMATION**

The class aims to bring mothers and babies into nature to practise mindfulness together and benefit from the rich environment of being in a woodland space. The classes will be 90 minutes long on Wednesday mornings, starting in June. The resident does not have a specific place in mind, but somewhere in the middle of the park with a bench nearby on the periphery of a woodland patch would be ideal.

The member of the public has confirmed she has a full risk assessment and public liability insurance, which she can provide to the Town Council if we agree to the classes.

## **3. RECOMMENDATION**

It is recommended the Committee consider the request for a weekly mother and baby class to be run in Chatsworth Park.

## **4. ENVIRONMENTAL IMPACT**

The classes will help local residents enjoy the large green open space within Chatsworth Park.

## **5. FINANCIAL IMPLICATIONS**

None.

<b><u>AGENDA ITEM</u></b>	15
<b><u>COMMITTEE</u></b>	Amenities & Civic Centre
<b><u>REPORT FROM</u></b>	Bianca Buss, Amenities Officer
<b><u>MEETING DATE</u></b>	22 <sup>nd</sup> March 2021
<b><u>SUBJECT</u></b>	To ratify clearance of footpaths in Chatsworth Park

## **1. INTRODUCTION**

At Full Council on 20<sup>th</sup> January, Cllr Clarkson advised that he had received a complaint from some elderly residents who were having trouble walking through the park due to mud. It was agreed to organise contractors to clear the pathways in question and the Town Clerk should authorise the work if it fell within her delegated spending power.

## **2. INFORMATION**

Quotations were obtained from three companies, for removing the mud from pathways from the north of the park, near to the memory garden and the two pathways leading down, as follows:

Countrywide Grounds Maintenance quoted £650 plus VAT

HR Goodwin & Sons quoted £505 plus VAT

Countrymans Contractors Ltd quoted £440 plus VAT

As Countrymans Contractors Ltd provided the cheapest price, they were instructed to carry out the works to the pathways. This was actioned two days later.

## **3. RECOMMENDATION**

That the works carried out by Countrymans Contractors Ltd to the value of £440 plus VAT is ratified.

## **4. ENVIRONMENTAL IMPACT**

The Town Council should encourage local residents to walk and enjoy the open spaces available.

## **5. FINANCIAL IMPLICATIONS**

We have £2,000 remaining in the grounds maintenance budget and £20,000 in an earmarked reserve.

<b><u>AGENDA ITEM</u></b>	16
<b><u>COMMITTEE</u></b>	Amenities & Civic Centre
<b><u>REPORT FROM</u></b>	Bianca Buss, Amenities Officer
<b><u>MEETING DATE</u></b>	22 <sup>nd</sup> March 2021
<b><u>SUBJECT</u></b>	To consider replacement of small section of footpath in Chatsworth Park

## 1. INTRODUCTION

When Countrymans Contractors Ltd undertook works to the pathways in Chatsworth Park, they brought to our attention that the tree roots on the pathway next to Chatsworth Park North Playground at Kirby Drive had lifted. This resulted in the surface are cracking and the membrane below showing up (picture provided below):



## 2. INFORMATION

I initially contacted three contractors for prices to replace the pathway in this area, but only received an estimate from one. The Admin Assistant then contacted seven other companies; a mix of larger organisations and small ground care and gardening contractors. Two advised that it was not the kind of work they could undertake. Sussex Driveways confirmed they could arrange an appointment with one of their surveyors in April to take forward. Unfortunately, the others did not respond.

The one quotation received to date is from Countrymans Contractors Ltd to repair the damaged section and to lay membrane. They have quoted to install wooden retaining boards either side of the existing path to create a ramp over the roots. They have also advised that this issue may arise again in 5-10 years.

### **3. RECOMMENDATION**

I recommend that a decision be delayed until we receive the Access Survey report from Access Matters (due beginning of April) and Sussex Driveways have quoted. Once we have Access Matter's report, I will obtain further estimates if necessary, to be brought back to the next Committee meeting for consideration.

### **4. ENVIRONMENTAL IMPACT**

The Town Council have a responsibility for the safety of members of the public within Chatsworth Park.

### **5. FINANCIAL IMPLICATIONS**

Not known at this stage.



<b><u>AGENDA ITEM</u></b>	17
<b><u>COMMITTEE</u></b>	Amenities & Civic Centre
<b><u>REPORT FROM</u></b>	Bianca Buss, Amenities Officer
<b><u>MEETING DATE</u></b>	22 <sup>nd</sup> March 2021
<b><u>SUBJECT</u></b>	To ratify successful tender for the café concession in Chatsworth Park

## **1. INTRODUCTION**

At the Amenities & Civic Centre Meeting in January, it was agreed that the Chatsworth Park Café Concession Working Group meet with both café concession applicants and be given delegated authority to make a decision on the successful candidate.

## **2. INFORMATION**

The Working Group arranged Zoom meetings with both applicants on 3<sup>rd</sup> February and following discussion, agreed to give the concession to Wander Coffee.

Cllr Clarkson confirmed that when speaking with owner, the working group were very impressed by her knowledge, experience and entrepreneurship. Although it is a fairly new business, started in November 2020, the candidate has a long career in catering. She had visited the park and confirmed the best location for her pitch with strong business case for her decision. She had clearly thought about how to make the concession successful and with her partner were committed to working long hours to find the most successful operating times. Her coffee and cakes come from local suppliers and she provides vegan options. Her coffee machine runs on gas so there is no noisy generator. Her cups are bio-degradable and she offers discounts for customers with reusable cups. She understood the parks need to offer facilities and was keen to engage with plans to increase activity in the park including working in to the evenings during the summer months.

Following this decision, the Working Group asked that the terms and conditions for the concession be amended, which was agreed at an extra-ordinary meeting held on 25<sup>th</sup> February 2021.

Wander Coffee have asked the Town Council to investigate the facility of a portable toilet within the park, so that they have access to these facilities when running the concession. Prices have been obtained and we have asked our insurance company for the cost of insuring this as it will be our responsibility on a long-term hire. A start date will be agreed following the outcome of this enquiry.

## **3. RECOMMENDATION**

I recommend that the decision to use Wander Coffee as the Café Concession within Chatsworth Park is ratified.

#### **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.

#### **5. FINANCIAL IMPLICATIONS**

The agreed Terms and Conditions confirm that the licence is issued for free for the first 6 weeks and that the Town Council can negotiate a licence fee following this period.