



TELSCOMBE TOWN COUNCIL

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

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
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21st September 2021

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **Amenities & Civic Centre Committee** at Telscombe Civic Centre on **Monday 27th September 2021** at 7.30pm for the purpose of transacting the following business:-

Yours faithfully

Stella Newman
Town Clerk/RFO

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions relevant to the Committee at the commencement of the meeting for a period of fifteen minutes.
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To approve minutes of the meeting held on Monday 26th July 2021 – *see attached*
5. To receive action list – *see attached*
6. To note Income & Expenditure to 31st August 2021 – *see attached*
7. To review the Business Plan – *see attached*
8. Update on the Memorial Policy – *see attached*
9. To consider works to trees adjacent to properties bordering Chatsworth Park – *see attached*
10. To consider consultation responses and agree a new piece of playground equipment at Robert Kingan Playground – *see attached*
11. To note progress on Local Green Spaces report for the Neighbourhood Plan and reports received regarding Chatsworth Park and agree works – *see attached*
12. To consider the draft Chatsworth Park and Copse Management Plan and Boundary Policy – *see attached*
13. Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces
14. Update on Chatsworth Park South playground gates and agree way forward – *see attached*
15. To agree to progress with Welcome back fund event – *see attached*
16. To agree costs and continuation for café/concession at Chatsworth Park – *see attached*
17. To consider carbon footprint calculator for the Civic Centre – *see attached*
18. To agree estimates for work required at Civic Centre following fire risk assessment – *see attached*
19. Future Events – *see attached*



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

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

Date for next meeting of the Committee – 29th November 2021



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Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 26th July 2021** in Telscombe Civic Centre at 7.30 pm.

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, C Gallagher *Chairman*, D Judd *Mayor & Vice-Chairman*, L O'Connor, B Page, C Robinson *Deputy Mayor*, A Selby, I Sharkey and A Smith

Also Present: Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)
2 members of the public
Cllr J Harris

The meeting was adjourned for public question time.

1422. PUBLIC QUESTION TIME

Two members of the public were present to discuss the negative impact the pine trees in Chatsworth Park are having to their properties. Mr John Moore and Mr Adrian Gill, who were both happy to have their names recorded in the minutes, had previously provided the Town Council with photos showing excessive pine needles coming into their garden, drains and guttering. These pictures were displayed on a screen to the Committee via a PowerPoint presentation created by the Town Clerk.

Mr Moore advised that he had lived in his property since 1987 and seen Chatsworth Park evolve from fields behind his property, to the trees being planted and finally up to the size they are now. He has had to remove his decking due to the amount of pine needles falling into the garden. Mr Moore confirmed that the Town Council had previously removed two pine trees adjacent to his property a few years ago and is requesting that the nearest trees to his property are removed, or at least have the nearest branches cut away. The Amenities Officer informed Mr Moore that the Town Council had asked an Arborist to visit the location for an assessment of the group of pine trees, as well as the impact of removing those closest to the property. This is hoped to be completed very shortly.

Cllr Sharkey arrived at the meeting at 7.44pm.

Mr Gill stated that a fire had occurred in the park a few years ago and was concerned this could happen again. The pine trees are very close to this residential area and it would only take a little spark for a fire to spread quickly.

Cllr Gallagher advised that she met with the two residents in question and one other to discuss their responses from the consultation forms they completed last year. Mr Moore advised that the third resident was not in attendance as they had raised issues with general tree branches and vegetation encroaching their property and that a particular tree branch bangs on their conservatory. This was now being resolved by the Town Council. Cllr Gallagher asked the Amenities Officer how the complaint was progressing and the Amenities Officer advised she had visited the location, observed encroaching tree branches and vegetation, obtained quotations, and a purchase order had been issued by the Town Clerk under her delegated powers for the tree branches and vegetation to be cut back 1 metre from the property fence line.

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1422. Public Question Time (Contd)

Mr Moore finalised by advising that the park had changed so much and he felt there had been times when Chatsworth Park had not been looked after. Residents had helped by clearing the vegetation where they could. Mr Gill advised that the park is a wonderful amenity on our doorstep, but a balance must be struck. He felt it had not been managed well and the Council need to take a more proactive approach. Cllr Gallagher confirmed that the Town Council are putting a management plan together and she will keep both residents informed of any updates.

The meeting reconvened at 7.54pm and the two residents left the meeting.

1423. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies. Cllr Sharkey apologised for her arriving late, which was due to a local emergency road closure and no buses running, so she had to walk.

1424. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

There were no declarations of interest.

1425. TO APPROVE MINUTES OF THE MEETING HELD ON 24th MAY 2021

Cllr Smith reported that the Action List on the previous minutes were not clear, as some items were shown as completed, but there was still work to be undertaken. The Amenities Officer advised that the items show as completed if a new agenda item has been raised. Cllr Gallagher had also raised this as an issue and the Amenities Officer confirmed that all future Action Lists, as had been done for this meeting, will state "Please see new agenda item" to clear any uncertainty.

It was proposed by Cllr Page, seconded by Cllr Sharkey and unanimously **RESOLVED** that the minutes of the meeting held on Monday 24th May 2021 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1426. 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 for time being due to current situation.</i>	Sept 2021
27.01.20	Min 1250, p 3129 – To agree estimate for new Mayors Board	SN/IS	Cllr Sharkey's partner is currently painting a picture of the Civic Centre directly onto the Mayors Board.	Sept 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>	Sept 2021

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1426. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	LDC approved works in Copse bordering a property but works to be undertaken following bird nesting season.	Sept 2021
30.11.20	Min 1351, p 3303 – To discuss updates and outcomes following the Chatsworth Park working group meetings	CCL	Cllr Clarkson has prepared a draft management plan & boundary policy to be considered alongside results from ecological survey and access report.	Sept 2021
25.01.21	Min 1365, p 3339 – Business Plan update	BB CR	An agenda item has been added to this meeting to note the recent annual playground inspection reports. The costs to run a rainwater harvesting system at the Civic Centre are too expensive so closed for time being.	Please see new agenda item Complete
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	A purchase order has been issued to Aspen Treecare for works to the tree which will be completed after bird nesting season.	Sept 2021
22.03.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	A purchase order has been issued for the works which will be completed after bird nesting season. Resident informed.	Sept 2021
22.03.21	Min 1389, p 3386 – To agree ongoing maintenance of the Memory Garden and review Memorial Policy	SN BB	Revised layout of the Memorial Policy taken to Full Council on 21.7.2021 for adoption. Memorial Policy to be reviewed at the end of the summer.	Complete Sept 2021
22.03.21	Min 1398, p 3389 – Urgent Matters	BB	An agenda item has been added to this meeting concerning adding locks to the gates at Chatsworth Park South Playground.	Please see new agenda item
24.05.21	Min 1401, p 3427 – To consider Wander Coffee's request to sell alcohol from Chatsworth Park	BB	An agenda item has been added to this meeting with an update on the progression of the concession, including the selling of Pimms.	Please see new agenda item
24.05.21	Min 1402, p 3428 – To consider the progression of the café concession at Chatsworth Park	SN/BB/ CCL	An agenda item has been added to this meeting with an update on the progression of the concession.	Please see new agenda item

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1426. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
24.05.21	Min 1408, p 3432 – To review the Business Plan	SN	The Business Plan has been updated with the new details confirmed for the café concession.	Please see new agenda item
24.05.21	Min 1409, p 3432 – To agree a way forward with litter bin issues	BB BB BB/SN	Agenda item added to this meeting regarding Civic Centre bin & details concerning the amount of waste in Chatsworth Park bins. Resident informed we will not add a bin at Fairlight Avenue twitten. Working group was formed to discuss drafting a litter bin policy & draft subsequently completed.	Please see new agenda item Complete Please see new agenda item
24.05.21	Min 1410, p 3432 – To discuss the outcome of the Access Report on Telscombe Town Council's green spaces	BB	An agenda item has been added to this meeting concerning high priority items from the report.	Please see new agenda item
24.05.21	Min 1412, p 3433 – Update on damaged section of footpath in Chatsworth Park	BB	Purchase Order issued to Countrymans Contractors Ltd.	Sept 2021
24.05.21	Min 1413, p 3433 – To agree a way forward for requests to run classes and groups in Chatsworth Park	BB SN	Informed groups they can use the park without a hire charge and requested ins details. SN drafted Park Use Policy.	Complete See new agenda item
24.05.21	Min 1415, p 3433 – To consider installing a new piece of playground equipment at Robert Kingan Playground	BB	An agenda item has been added to this meeting to ratify a consultation flyer.	Please see new agenda item
24.05.21	Min 1417, p 3434 – To ratify Fire Risk Assessment, note report and agree actions required at the Civic Centre	SN	SN to obtain estimates/progress work to be undertaken following receipt of the Fire Risk Assessment.	Please see new agenda item
24.05.21	Min 1418, p 3434 – To ratify Electrical Installation Inspection, note report and agree actions required	SN	Cobb Electrical undertook agreed works to the Civic Centre on 21-23 July 2021.	Complete
24.05.21	Min 1419, p 3434 – To agree a way forward for the opening of the Civic Centre following the lifting of lockdown restrictions	SN	Agreed for SN to make a decision on opening up of Civic Centre based on the current government guidelines.	Ongoing

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1426. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
24.05.21	Min 1421, p 3435 – Urgent Matters	CCL	Monthly litter picks arranged and information added onto social media pages and website. CCL is drafting a plan to make the Town Council carbon neutral by 2030 and will take to the joint Climate Working Group for further discussion. Fly tipping signs placed next to bins in Chatsworth Park & an article added to the Town Crier newsletter asking people not to fly tip their green waste.	Complete
		CCL		Complete
		SN		Complete

Cllr O'Connor noted that some tree works will be carried out after bird nesting season and asked when this is likely to go ahead. The Amenities Officer advised it will be approximately early September.

1427. TO NOTE INCOME & EXPENDITURE TO 30th JUNE 2021

It was unanimously **agreed** that the income and expenditure figures for Amenities of £6,513 expenditure and income of £358 and Civic Centre expenditure of £10,747 and income of £4,186 at 30th June 2021 be accepted as correct.

1428. TO REVIEW THE BUSINESS PLAN

The updated plan was noted. Cllr Smith asked that the future work with the Park Management Plan is added to the Business Plan.

Cllr Robinson asked if the joint Climate Change Working Group should continue in its current format as many of the concerns raised are for Peacehaven Town Council only. Following discussion, it was proposed by Cllr O'Connor, seconded by Cllr Clarkson and **RECOMMENDED** that the meetings continue to take place with an agenda item specifically for Telscombe Town Council and that the continued participation is reviewed at the next Full Council meeting. Cllr Gallagher abstained and advised she would add a report and the working groups' minutes for Full Council.

1429. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES

The Amenities Officer's report was noted which provided an update on the 22 high priority recommendations from the Access Report via a spreadsheet. Cllr Clarkson thanked the Officers for all their work and highlighted the wonderful maps drawn up by the Admin Assistant for the website. Cllr Clarkson also asked that if any work is not carried forward, this should be updated on the spreadsheet so the public are aware that the Council have considered all suggestions.

One of the recommendations asked that the Town Council work with highways to explore the option of installing a controlled crossing from the housing side of Kirby Drive to the park side.

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1429. Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces

East Sussex Highways (ESH) advised that they do not have the resources to install a controlled crossing at present, but encouraged the Town Council to apply for match funding to deliver additional projects relating to the highway. The Amenities Officer recommended that the Town Council do not investigate the crossing further as it comes under ESH's remit and the cost to us, even if successful with match funding, would be too high. Cllr Robinson asked that this item is in fact taken to the next Strengthening Local Relationships (SLR) meeting to obtain the point of view from the Traffic & Safety Manager. Cllr O'Connor agreed, citing that the crossing is beyond our scale and we need to pass responsibility to Highways. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Amenities Officer writes a formal letter to ESH and ask they take the request forward as the Town Council do not have any financial resources and that it is also raised at the next SLR meeting.

1430. TO CONSIDER ADDING LECTERNS TO KEY POINTS OF ENTRY WITHIN CHATSWORTH PARK

The Committee considered the Amenities Officer's report, which provided prices and details for information boards, as recommended in the Access Report. The Committee also noted that the Access Report raised this same recommendation for Telscombe Tye. As the report was lengthy and there were lots of items to consider, it was proposed by Cllr Smith, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that a working group is set up consisting of Cllr's Gallagher, Sharkey, Smith, the Amenities Officer and Town Clerk, to make a decision on what lectern and design option the Town Council will go forward with for both Chatsworth Park and Telscombe Tye and how many information boards are required for both locations. Cllr Clarkson also suggested that the information boards include a QR code so that members of the public are directed to our website, which can provide more information and updates.

1431. TO NOTE THE ANNUAL PLAYGROUND INSPECTION REPORTS

The annual playground inspection reports were discussed by the Committee. The reports highlighted that most items were deemed low risk, although there were several highlighted as grade 10, which are on the cusp of being moderate. These were in relation to trampolines in Chatsworth Park South Playground and Robert Kingan Playground and the climbing frame at Chatsworth Park South Playground. The Amenities Officer advised she would investigate prices for these items first, as well as other equipment and bring back to future meetings for consideration. A further report will also be provided in 6 months' time, to include the two most recent weekly playground inspection reports, for the Committee to consider. This was **noted** by the Committee.

Cllr Gallagher raised concerns with the play value inspections, which recorded serious weaknesses under play opportunities for disabled children and inclusion of disabled children for all three playgrounds, toilet/changing facilities for the two playgrounds in Chatsworth Park and ball games for Chatsworth Park North Playground. Cllr Robinson asked that toilet and changing facilities are further investigated to see if they are a legal requirement. Cllr Smith confirmed that the Chatsworth Park Café Concession working group met that morning and discussions had taken place concerning adding a toilet to the park as a priority. Cllr Gallagher advised she would check the legislations on adding toilet facilities with the Senior Project Officer at Peacehaven Town Council who is investigating something similar.

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1432. UPDATE ON CHATSWORTH PARK SOUTH PLAYGROUND GATES AND CONSIDER WAY FORWARD

The Amenities Officer's report highlighted the investigations with regards to the complaint about the gates at Chatsworth Park South playground. Advice had been sought with the Senior Specialist Advisor at Lewes District Council (LDC) who confirmed that the gates met the relevant standards and he would not recommend adding a latch. Prices had been obtained for new gates with latches to be fitted from three companies, but these started at a minimum cost of £2,335 plus VAT, plus installation costs.

Further enquiries had been undertaken for placing barriers on the grass verge outside the playground opposite the northern gate. ESH confirmed the Town Council would need to apply for two licences at a minimum cost of £459.75. In addition, the work would need to be carried out by an ESH approved contractor who had not provided their costs as yet. Barrier prices range from £115 to £150 plus VAT for one barrier 2000mm in length. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Council place safety barriers in front of the gate at the northern entrance. Cllr Smith thanked Cllr Gallagher for her work in ensuring the safety of the children in the playground.

1433. TO CONSIDER A TREE SURVEY FOR CHATSWORTH PARK AND THE COPSE

The Amenities Officer's report was considered by the Committee. Four arboriculturists had quoted for the proposed annual tree survey and provided recommendations within their estimates. The Committee agreed that a more intensive report should be provided for the investment of the two locations and to carry forward for the future. It was proposed by Cllr Judd, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the quotation from Aspen Treecare be accepted, which included a visual tree assessment of all trees over 75mm diameter at 1.5m from ground level, a short written report on the sites, highlighting trees with defects, a detailed survey for zoned areas on approximately 130 trees in the two locations, suggestions for maintenance including next to property boundaries and specification for reduction, at a cost no higher than £1,500 plus VAT.

1434. TO AGREE THE DRAFT PARK USE POLICY

The Committee considered the draft Park Use Policy from the Town Clerk and it was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to agree the content and take the policy to Full Council for adoption.

1435. TO AGREE THE DRAFT LITTER BIN POLICY

A working group had been formed to create a policy for litter bins and the Town Clerk had since drafted a document for consideration. It was proposed by Cllr Smith, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree the policy and take it to Full Council for adoption.

1436. UPDATE ON LITTER BIN ISSUES

At the previous Amenities & Civic Centre meeting, it was agreed to reinstall the litter bin outside the Civic Centre and that the contractor be asked to empty the bin twice a week based on the cost of emptying the park bins at a cost of £2 per empty. The contractor was contacted, however, they quoted £5 per empty, which is more expensive.

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1436. Update on litter bin issues (Contd)

They explained the cost of £2 was based on them obtaining the grounds maintenance contract. Other contractors were also asked to quote, but they came in at a more expensive price. The Committee were emailed and asked if they would be happy for the bin outside the Civic Centre to be emptied once a week at a cost of £5 per empty. Six Councillors replied yes and 1 replied no. As this was a majority response, Countrymans Contractors Ltd were instructed to carry out the Civic Centre litter bin empty as of 2nd August. It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously agreed to **RATIFY** this decision.

Countrymans Contractors Ltd also undertook a report for two weeks at the end of June to see how much rubbish was placed in the Town Council bins at Chatsworth Park. The report confirmed that bin number 3, south of Chatsworth Park North playground, was recorded as half full. All other bins were recorded as full and three bins also had household waste fly tipped next to them. This was **noted** by the Committee.

1437. UPDATE ON THE CHATSWORTH PARK CAFÉ CONCESSION

The report from the Amenities Officer provided an update on the progression of the café concession in Chatsworth Park. Cllrs Gallagher and Judd, the Town Clerk and the Amenities Officer had joined the working group and a meeting had taken place that morning. Cllr Clarkson informed the Committee that the first meeting had been productive. A feasibility study had been provided from Chris Bibb at LDC for the café at Shinewater Park, Eastbourne, but the group decided they did not want to proceed with a similar study and for the Town Council to gain more information. They will, however, undertake a site visit and have invited Chris Bibb to attend. Cllr O'Connor will obtain information from LDC concerning the shipping containers for the community hub at Newhaven and Cllr Gallagher will investigate account costs for the Gateway Café at Peacehaven.

Cllr Clarkson confirmed that LDC had advised they could provide a report for each area of the park to see if there are restrictive covenants preventing building. The Town Clerk and Committee Chair had agreed a cost of £480 under their delegated spending authority for a report to be issued on the southern section as this is the favoured position for the café. It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously agreed to **RATIFY** this cost of the report.

Cllr Clarkson also re-raised the request from Wander Coffee, who asked if they could fix signs to the playground railings advertising the concession opening hours, location and items for sale. This had been taken to the Committee for consideration via email, where the majority were against the request. Cllr Clarkson asked the Committee to reconsider the request and advised that the proposed signs will be A2 size in correx, with a line at the bottom advising that the sign has been agreed by Telscombe Town Council. Cllr Judd did not agree to this request, stating that he thought the signs would be unsightly and that the decision had already been made via email. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Smith and **RECOMMENDED** by a majority that signs be allowed on the railings; Cllrs Gallagher, Judd, Page and Sharkey were against the decision.

The Amenities Officer confirmed that at the last meeting it was recommended not to charge a licence fee to Wander Coffee but to review it at this meeting instead. Cllr Clarkson asked that the licence fee is considered once more is known concerning Wander Coffee's accounting details.



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1437. Update on the Chatsworth Park Café Concession (Contd)

The Committee also reviewed the selling of Pimms by the concession. Due to poor weather, only two weekends had previously been arranged and take up was not high. Wander Coffee have five additional licences available for Pimms weekends and they have asked if they could continue with these additional events during the summer holidays. It was proposed by Cllr Clarkson, seconded by Cllr Selby and **RECOMMENDED** by a majority that Wander Coffee be allowed to use their additional five licences over the summer holidays. Cllrs Judd, Page and Smith abstained.

1438. TO CONSIDER PLACING BEE HIVES ON TELSCOMBE TOWN COUNCIL LAND

The Committee considered the Amenities Officer's report concerning placing bee hives on Telcombe Town Council land. The Brighton and Lewes Beekeepers group advised that they could visit specific locations and check suitability, as well as supplying the bees and maintaining the hives free of charge. Cllr Selby raised concerns on the environmental impact; that honey bees can compete with native bees for nectar and pollen and asked that this is factored in when choosing a site. It was proposed by Cllr Clarkson, seconded by Cllr Smith and unanimously **RECOMMENDED** that the Amenities Officer carries out a site visit with the Brighton and Lewes Beekeepers group for potential locations in the Copse and the old car park at Chatsworth Park (north of Kirby Drive), taking into consideration the environmental impact and the outcomes be provided at the next meeting.

1439. TO RATIFY DECISION TO HOLD A SUMMER HOLIDAY COMMUNITY PICNIC AT CHATSWORTH PARK

Helping Out CIC asked the Town Council's permission to hold a summer holiday community picnic in Chatsworth Park on Friday 6th August between 11am and 3pm. Due to timing restraints, Committee members were emailed to ask if they were in agreement for this event to take place. 7 out of 9 Committee members replied with a positive response and Helping Out CIC were advised that their request had been granted. It was proposed by Cllr Robinson, seconded by Cllr Page and unanimously agreed to **RATIFY** this decision.

1440. TO RATIFY CONSULTATION FLYER WITH REGARDS TO A NEW PIECE OF PLAYGROUND EQUIPMENT AT ROBERT KINGAN PLAYGROUND

At the last Amenities & Civic Centre Committee meeting, it was agreed that the Amenities Officer draft a consultation flyer to gain the views of local residents on what type of playground equipment they would like to see in Robert Kingan Playground. A copy of the drafted flyer was provided to the Committee, who were advised to inform the Amenities Officer if they required any changes by Friday 16th July 2021. It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously agreed that the consultation flyer be **RATIFIED**. Cllr O'Connor thanked the Amenities Officer for her work on the flyer.

1441. UPDATE ON ACTIONS FOLLOWING THE FIRE RISK ASSESSMENT AND AGREE ESTIMATES

The Committee considered the Town Clerk's report, which provided an update on actions following the fire risk assessment. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the following actions

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1441. Update On Actions Following The Fire Risk Assessment And Agree Estimates (Contd)

be agreed; (i) further estimates are obtained for the escape route fire door works (ii) Securitel undertake the required work as suggested in the report at a cost of £690 plus VAT and that they quote for the additional detectors to ensure our system meets the requirements of a manual system and (iii) that once estimates are received for the emergency lighting in the report, that the Town Clerk proceeds with the best estimate if it is within her/the Committee Chairman's delegated spending authority.

1442. TO APPROVE USE OF CIVIC CENTRE AS A POLLING STATION

The report from the Town Clerk advised that LDC had requested use of the Civic Centre on a permanent basis as a polling station at a proposed fee of approximately £600. It was proposed by Cllr Connor, seconded by Cllr Selby and unanimously **RECOMMENDED** that the Civic Centre is used as a polling station.

1443. FUTURE EVENTS

The Town Clerk's report confirmed that a working group meeting had been set up for the end of July for consideration of future events. She asked that the Committee consider if the Mayor's bingo fundraising evening can recommence, and if agreed, that the format is amended slightly to take into consideration Covid measures. Following consideration, it was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that a decision on when to restart the bingo evenings be taken to the working group and that authorisation be given for the volunteer, Stan Newman, to continue to use the Council owned laptop and equipment so that he can undertake the bingo calling and any other events as required.

1444. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Clarkson confirmed that the future volunteer litter picks will take place on 8th August, 12th September and 10th October 2021.

Cllr Gallagher reported that two professional gardeners had been in contact with her to volunteer their services. One had offered to assist with the memory garden and another would like to carry out work within the Copse. Cllr Gallagher also hopes to make further contact with the Friends of Chatsworth Park volunteer group to see if they would be interested in undertaking any volunteer gardening of the green spaces.

Cllr Gallagher also confirmed that Saltdean Community Charity have asked Aspen Treecare to provide a report on where best to place blossom trees and other plants that can give Chatsworth Park a splash of colour. She confirmed that a lot is coming together quickly and they can hopefully have some volunteers helping with any works that need carrying out.

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

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 27th September 2021 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List
27th September 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>Was on hold due to Covid but possible to now proceed.</i>	Jan 2022
27.01.20	Min 1250, p 3129 – To agree estimate for new Mayors Board	SN/IS	Cllr Sharkey's partner has painted a picture of the Civic Centre directly onto the Mayors Board and delivered to the Civic Centre.	Completed
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>Was on hold due to Covid but possible to now proceed</i>	Jan 2022
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	Works bordering a property in the Copse have now been undertaken	Completed
30.11.20	Min 1351, p 3303 – To discuss updates and outcomes following the Chatsworth Park working group meetings	CCL	An agenda item has been added to this meeting to discuss a draft management plan & boundary policy.	Please see new agenda item
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	A purchase order has been issued to Aspen Treecare for works to the tree, which is due to be completed on 30/09.	Oct 2021
22.03.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	Works to be carried out w/c 20/09, providing there are no nesting birds.	Oct 2021
22.03.21	Min 1389, p 3386 – To agree ongoing maintenance of the Memory Garden and review Memorial Policy	BB	An agenda item has been added to review the Memorial Policy.	Please see new agenda item
24.05.21	Min 1412, p 3433 – Update on damaged section of footpath in Chatsworth Park	BB	The footpath has been repaired but side boards not added. Bianca to liaise direct with Countrymans.	Nov 2021
24.05.21	Min 1419, p 3434 – To agree a way forward for the opening of the Civic Centre following the lifting of lockdown restrictions	SN	The Civic Centre is open to members of the public at reception and hirers, but parties are still on hold. Agreed for Town Clerk to make decisions.	Complete
26.07.21	Min 1422, p 3464 – Public Question Time	BB	An agenda item has been added to this meeting for an assessment of the group of pine trees next to properties bordering Chatsworth Park.	Please see new agenda item

Agenda Item 5 - Amenities and Civic Centre Action List
27th September 2021

26.07.21	Min 1428, p 3468 – To review the Business Plan	SN SN	SN will add future work with Park Management Plan to the Business Plan after mtgs held in September. The continued participation with PTC on the joint Climate Change Working group was agreed at Full Council on 15.09.2021.	Nov 2021 Completed
26.07.21	Min 1429, p 3468 – Update on high priority items on the access report for Telscombe Town Council's green spaces	BB	An agenda item has been added to this meeting confirming the updated list of high priority works.	Please see new agenda item
26.07.21	Min 1430, p 3469 – To consider adding lecterns to key points of entry within Chatsworth Park	BB	BB asked for more volunteers for working group as previous meetings cancelled due to lack of availability.	Nov 2021
26.07.21	Min 1431, p 3469 – To note the annual playground inspection reports	BB BB CG	BB to investigate prices for trampolines in RKP and CPS and the climbing frame at CPS. A further report will be provided in 6 months' time, to include the two most recent weekly playground inspection reports. CG is looking into legislations on adding toilet facilities.	Nov 2021 Jan 2022 Nov 2021
26.07.21	Min 1431, p 3470 – Update on Chatsworth Park South Playground gates and consider way forward	BB	An agenda item has been added to this meeting with an update on placing safety barriers in front of the gate at the northern entrance.	Please see new agenda item
26.07.21	Min 1433, p 3470 – To consider a tree survey for Chatsworth Park and the Copse	BB	A PO has been issued to Aspen Treecare, to provide a tree survey for zoned areas on approx. 130 trees in the two locations at a price of £1,450 plus VAT.	Nov 2021
26.07.21	Min 1434, p 3470 – To agree the draft Park Use Policy	SN	Policy agreed and taken to Full Council 15.9.21 for adoption.	Complete
26.07.21	Min 1435, p 3470 – To agree the draft Litter Bin Policy	SN	Policy agreed and taken to Full Council 15.9.21 for adoption.	Complete
26.07.21	Min 1437, p 3471 – Update on the Chatsworth Park Café Concession	BB/SN /CL	Wander Coffee informed posters can be added to playground railings. Licence fee for Wander Coffee to be considered once more is known about their accounting details. Wander Coffee informed that they can continue with their 5 remaining licences for Pimms weekends over the summer holidays.	Completed Please see new agenda item Completed

Agenda Item 5 - Amenities and Civic Centre Action List
27th September 2021

26.07.21	Min 1438, p 3472 – To consider placing bee hives on Telscombe Town Council land	BB	BB carried out site visit with beekeepers group. The Copse is not supportive as too many trees & limited access. Old car park at Chatsworth Park a possibility & the association will discuss further at their next meeting, undertake another site visit & provide us with their findings by end Sept. They also adv that honey bees access different parts of flowers for pollen to other bees & competition has only been an issue in inner cities.	Nov '21
26.07.21	Min 1440, p 3472 – To ratify consultation flyer regarding new piece of equipment at Robert Kingan Playground	BB	Consultation ended and agenda item added for this meeting.	See new agenda item
26.07.21	Min 1441, p 3473 – Update on actions following the fire Risk Assessment and agree estimates	SN	SN to obtain further estimates for the escape route fire door works – <i>despite trying, no alternative estimates obtained.</i> Securitel to undertake the required work suggested in the report for £690 plus VAT and they quote for the additional detectors to ensure our system meets the requirements of a manual system. <i>Works undertaken 16/17th Sept. Further quote awaited.</i> SN to proceed with the best estimate for the emergency lighting if it is within her/the Committee Chairman's delegated spending authority. <i>Estimates received – item placed on this agenda.</i>	Ongoing Complete Jan '22 See new agenda item
26.07.21	Min 1442, p 3473 – Approve use of Civic Centre as Polling Station	SN	SN advised LDC we are happy for use of Civic Centre as Polling Station. LDC subsequently confirmed agreement & fee of £635.	Complete
26.07.21	Min 1443, p 3473 – Future Events	BB/SN	Bingo re-started end of Aug.	Complete

<u>AGENDA ITEM</u>	6
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk & RFO
<u>MEETING DATE</u>	27 th September 2021
<u>SUBJECT</u>	To Note Income & Expenditure to 31 st August 2021

1. INTRODUCTION

Detailed income and expenditure sheets are attached.

2. INFORMATION

The figures at 31st August are as follows:-

Amenities - Income of £433 and expenditure of £10,063.

Civic Centre – Income of £4,498 and expenditure of £15,332

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

Amenities

4363-105 Town entertainments – payments made for various licences (i.e., TV and music).

4908-201 Play equipment replacement – we have committed to put £13,765 into an ER at year end

4328-201 Joint litter/dog bin emptying – this is now incorporated in the new grounds maintenance contracts, but the amount of £832 is a residual amount outstanding from 2020/21

1065-202 Income miscellaneous – donation of £253 from Wander Coffee towards a park picnic bench

4351-202 Seats and notice boards – £915 was for purchase of 3 new picnic benches in Chatsworth Park.

Civic Centre

4412-301 Water and sewage – this is paid twice per year in April and September.

4414-301 Gas – SSE are now invoicing us monthly for gas usage.

4060-302 loan accounts – the loan payments for the Civic Centre are made twice a year in May and November.

3. RECOMMENDATION

I recommend that the figures are noted.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Room hire income is low, but hirers are now returning to the Civic Centre. Unfortunately, there are one or two regular hirers that have not returned and as yet we are not taking large function/party hires due to the Covid implications.

Detailed Income & Expenditure by Budget Heading 31082021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Amenities</u>							
<u>105 Town Events</u>							
1054 Income entertainment	0	30	100	70			30.0%
Town Events :- Income	0	30	100	70			30.0%
4363 Town Entertainments	350	507	1,000	493		493	50.7%
4365 Entertainment consumables	0	0	100	100		100	0.0%
4366 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
Town Events :- Indirect Expenditure	350	507	2,600	2,093	0	2,093	19.5%
Net Income over Expenditure	(350)	(477)	(2,500)	(2,023)			
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098 PlayEquipment Replacement	0	1,433	16,000	14,567	13,765	802	95.0%
4100 Playgrounds Spare Parts	0	12	2,000	1,988		1,988	0.6%
4101 Grounds Maintenance	865	2,369	8,000	5,631		5,631	29.6%
4104 Works contract 1, playgrounds	690	3,081	7,850	4,769		4,769	39.3%
4105 Works contract 2 -trees/hedges	0	1,025	2,600	1,575		1,575	39.4%
4106 Small maint. works contract 3	0	345	1,800	1,455		1,455	19.2%
4107 Playground inspections	195	1,207	2,700	1,493		1,493	44.7%
4328 Joint litter/dog bin emptying	0	(832)	0	832		832	0.0%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	1,750	8,640	40,950	32,310	13,765	18,545	54.7%
Net Expenditure	(1,750)	(8,640)	(40,950)	(32,310)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	0	1,150	1,150			0.0%
1063 Income memory garden plaques	15	150	300	150			50.0%
1065 Income miscellaneous	0	253	0	(253)			0.0%
Amenities General :- Income	15	403	1,450	1,047			27.8%
4351 Seats and Notice Boards	0	915	1,500	585		585	61.0%
4357 Memorial benches	0	0	1,150	1,150		1,150	0.0%
4358 Memory garden plaques	0	0	300	300		300	0.0%
Amenities General :- Indirect Expenditure	0	915	2,950	2,035	0	2,035	31.0%
Net Income over Expenditure	15	(512)	(1,500)	(988)			
Amenities :- Income	15	433	1,550	1,117			27.9%
Expenditure	2,100	10,063	46,500	36,437	13,765	22,672	51.2%

Detailed Income & Expenditure by Budget Heading 31082021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Civic Centre							
<u>301 Civic Building</u>							
1000 Income Civic Centre -room hire	285	1,162	10,000	8,838			11.6%
1002 Income - C Centre FIT payments	0	1,684	4,800	3,116			35.1%
1003 Income - C Centre mast rental	0	1,653	6,615	4,962			25.0%
Civic Building :- Income	285	4,498	21,415	16,917			21.0%
4401 General Repairs	325	675	2,000	1,325	1,325		33.8%
4402 Consumable Supplies	198	302	850	548	548		35.5%
4403 Equipment Maintenance	178	849	2,000	1,151	1,151		42.5%
4404 External/Internal Decorating	0	0	1,000	1,000	1,000		0.0%
4406 Refuse collection	0	398	850	452	452		46.8%
4407 Equipment	90	257	1,250	993	993		20.5%
4411 Rates	1,205	6,036	15,000	8,964	8,964		40.2%
4412 Water and Sewage	0	822	1,900	1,078	1,078		43.3%
4413 Electricity	0	261	2,200	1,939	1,939		11.9%
4414 Gas	3	1,001	2,850	1,849	1,849		35.1%
4419 Internal/external works	0	0	2,000	2,000	2,000		0.0%
Civic Building :- Indirect Expenditure	1,999	10,600	31,900	21,300	0	21,300	33.2%
Net Income over Expenditure	(1,714)	(6,102)	(10,485)	(4,383)			
<u>302 Civic Building Loan</u>							
4060 Loan Accounts	0	4,731	9,600	4,869		4,869	49.3%
Civic Building Loan :- Indirect Expenditure	0	4,731	9,600	4,869	0	4,869	49.3%
Net Expenditure	0	(4,731)	(9,600)	(4,869)			
Civic Centre :- Income	285	4,498	21,415	16,917			21.0%
Expenditure	1,999	15,332	41,500	26,168	0	26,168	36.9%

Detailed Income & Expenditure by Budget Heading 31082021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
<u>910 Earmarked Reserves</u>							
9011 Park Refurbishment	0	0	89,182	89,182		89,182	0.0%
9012 Civic Centre Maintenance	0	4,535	19,550	15,015		15,015	23.2%
9013 Information Technology	0	4,111	4,691	580		580	87.6%
9014 Telscombe Tye	0	0	50,365	50,365		50,365	0.0%
9018 Tye Signage Expenditure	0	0	1,743	1,743		1,743	0.0%
9020 Youth Projects Expenditure	0	0	3,018	3,018		3,018	0.0%
9021 Election Expenses	0	0	9,929	9,929		9,929	0.0%
9023 Street Lighting Expenditure	0	0	18,461	18,461		18,461	0.0%
9026 Councillor training	0	0	3,500	3,500		3,500	0.0%
9027 Burial fees	0	0	3,000	3,000		3,000	0.0%
9028 Bus shelters	0	7,332	12,795	5,463		5,463	57.3%
9029 Street furniture	0	0	3,000	3,000		3,000	0.0%
9030 CCTV	0	0	2,110	2,110		2,110	0.0%
9032 Website	0	0	1,420	1,420		1,420	0.0%
9033 Telephones	0	0	4,751	4,751		4,751	0.0%
9035 Grounds maintenance	0	3,740	17,605	13,865		13,865	21.2%
9036 Coastal Management	0	0	30,000	30,000		30,000	0.0%
9037 CIL monies	0	0	20,348	20,348		20,348	0.0%
9038 Neighbourhood Plan	275	1,927	5,082	3,155		3,155	37.9%
9039 Clifftop fencing	0	0	2,711	2,711		2,711	0.0%
9040 Community cafe	177	654	3,985	3,331		3,331	16.4%
9041 Tye management	0	140	3,553	3,413		3,413	3.9%
Earmarked Reserves :- Indirect Expenditure	452	22,439	310,799	288,360	0	288,360	7.2%
Net Expenditure							
	(452)	(22,439)	(310,799)	(288,360)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	452	22,439	310,799	288,360	0	288,360	7.2%

AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th September 2021
SUBJECT	To review the Business Plan

1. INTRODUCTION

It has been 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

Part I - AMENITIES & CIVIC CENTRE COMMITTEE							
Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date	
1	Tree Survey	To survey the trees in Chatsworth Park and the Copse.	Arrange annual tree survey and report to be taken to A/CC committee meeting.	TC & AO	Yearly	ACC	Ongoing
2	Tree Works	Tree works to continue as required by the survey reports in Chatsworth Park and the Copse.	Reports to ACC. Works agreed 30.11.20 & will be undertaken shortly.	TC & AO		ACC	Ongoing
3	Establish a maintenance programme for the play equipment in the play spaces in Chatsworth Park & Robert Kingan	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

2020 -2021

2021 -2022

2022 -2023

V2.2 16/06/21

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

Part I - AMENITIES & CIVIC CENTRE COMMITTEE

Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
4	Look at ways of increasing income at Civic Centre	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
4a	Increasing Income ideas to be included	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> BUDGET IMPLICATIONS	TC	6 monthly	ACC	November 2021
5	Keep Robert Kingan playground and Chatsworth Park clean and tidy	Organise periodic litter picks in Chatsworth Park & Robert Kingan using members, staff and volunteers.	AO, staff and members and volunteers	6 monthly	ACC	Ongoing

2020 -2021

2021 -2022

2022 -2023

V2.2 16/06/21

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

6	New Café in Chatsworth Park Project	Examine the feasibility of building a new café in Chatsworth Park	<p>Volunteer litter picks taking place monthly when possible in Chatsworth Park.</p> <p>Litter picking of Chatsworth Park & all playgrounds included in new 3-year contract which commenced on 1st April 2021.</p> <p>Small working group set up & subsequently agreed at committee to trial a café concession to test market. Concession started April 2021 – need to monitor & review.</p> <p>Covenants for Park to be examined by LDC lawyer. Additional Cllrs & staff to join working group to take project forward</p> <p style="background-color: #808080; color: white; padding: 2px;">BUDGET IMPLICATIONS</p>	AO & TC	Ongoing	ACC	<p>April 2021 when new grounds maintenance contract starts</p> <p>May 2023</p>
7	Declared Climate Change Emergency - Activity for ACC and FC	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	TC & AO	6 monthly	ACC & FC	<p>Summer 2021</p>

2020 -2021

2021 -2022

2022 -2023

V2.2 16/06/21

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

			<p>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. BUDGET IMPLICATIONS</p> <p>Single Use Plastics Policy adopted at Council meeting on 16.9.20. Rainwater harvesting to be investigated. Joint working party set up with PeacehavenTC.</p>	CR	ACC & FC	2022
7a	Explore the possibility of adding cycle routes in Chatsworth Park	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. BUDGET IMPLICATIONS Long term plans for cycle route throughout	AO & TC	ACC	Yearly 2022

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

8	New Council Contracts – Contract specification to pay the living wage to employees	<p>Peacehaven & Telscombe Cliffs.</p> <p>Examine the tender requirements of the new contract and encourage quality over price outcomes</p> <p>- New contracts agreed, x 3 separate, went out for tender and contractors agreed at A/CC. Contract for 3 years commencing 1.4.21.</p> <p style="background-color: #4B0082; color: white; text-align: center; padding: 2px;">BUDGET IMPLICATIONS</p>	TC & AO	Renewal of contracts due April 2024 – start new tender process in April 2023	ACC & FC	Complete
9	Youth Services	<p>Early appraisal of grounds maintenance contract renewal due in 2021. Examine potential to combine all existing contracts.</p> <p style="background-color: #4B0082; color: white; text-align: center; padding: 2px;">BUDGET IMPLICATIONS</p>	<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 & ESCC, but put on hold due to Covid-19</i></p> <p style="background-color: #4B0082; color: white; text-align: center; padding: 2px;">BUDGET IMPLICATIONS</p>			

2020 -2021

2021 -2022

2022 -2023

V2.2 16/06/21

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27 th September 2021
<u>SUBJECT</u>	Update on the Memorial Policy

1. INTRODUCTION

At the Amenities & Civic Centre meeting in March, the Committee agreed to alter the layout of the Memorial Policy so that the benches and memory garden are separated to make it clearer and the section headed 'Maintenance General' be amended to 'Mementos.' It was also agreed to review the situation at the end of the summer in view of the fact that the Council had enforced the element regarding no mementos being left at the memory garden.

2. INFORMATION

The amended Memorial Policy was adopted at Full Council in July.

I have carried out regular visits to the Memory Garden and a few items were removed in March and April. Since then, the garden has not had mementos placed on the posts.

3. RECOMMENDATION

It is recommended that the Memorial Policy remain unaltered and be reviewed in July 2024, as agreed at Full Council in July.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

None.

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27 th September 2021
<u>SUBJECT</u>	To consider works to trees adjacent to properties bordering Chatsworth Park

1. INTRODUCTION

At the last Amenities & Civic Centre Committee meeting, two residents were in attendance to discuss the negative impact the pine trees in Chatsworth Park were having to their properties. Pictures via a PowerPoint presentation were provided to the Committee and I advised that we had asked an arborist to visit the location for an assessment of the group of trees and the impact of removing those closest to the properties.

2. INFORMATION

Aspen Treecare, who carried out the inspection, detailed their findings via the attached report. There were five actions recommended, as follows:

- Fell and remove Radiata pine tree nearest to properties (Tree 1)
- Reduce the height of the adjacent Radiata pine tree to the west of Tree 1 by 2-3 cm's
- Fell and remove additional Radiata pine tree near to the boundary of one of the properties (Tree 2)
- Fell and remove a 1 metre wide strip of the Elder tree next to the fence of one of the properties
- Fell and remove the Alder tree next to one of the properties

We contacted three other contractors and asked for a price based on the specifications laid out. Two responded with prices for the five actions as follows:

EH Treecare: Quoted **£1,830 plus VAT** (specification attached)

Aspen Treecare: Provided a price within their report for the suggested works of **£2,430 plus VAT**.

Countrywide Contractors Ltd: Quoted **£2,600 plus VAT** (specification attached)

Residents from both properties contact the Town Council regularly with concerns of encroachment of vegetation, tree branches and pine needles.

3. RECOMMENDATION

I recommend that the quote from EH Treecare in the sum of £1,830 plus VAT be accepted.

I also recommend consideration be given to Aspen Treecare's suggestion of planting new trees where the others have been removed.

4. ENVIRONMENTAL IMPACT

Although the removal of trees has a negative environmental impact, we must balance this with the needs of the residents whose properties border the park.

5. FINANCIAL IMPLICATIONS

We have £5,600 remaining in the general grounds maintenance budget and £13,800 in earmarked reserves. However, payment for agreed tree works and other maintenance items in Chatsworth Park are yet to be carried out and paid for totalling just over £8,000.

Report & quote from Aspen Treecare

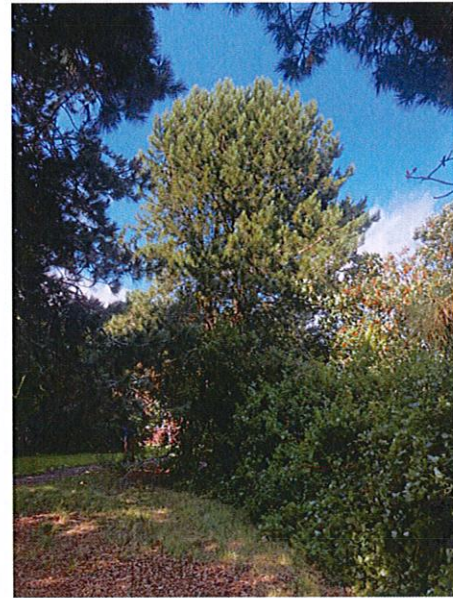
Following a site visit to 14 Manor Drive Telscombe yesterday, I can make the following observations and recommendations:

There is a group of mature Pinus Radiata, growing approx 20m from adjacent properties 12 and 14 Manor Drive. Trees in this group average 14-18m.

There have been two trees removed from the group, which were growing closer to the two properties mentioned. This has left a significant gap in the eastern side of the group, the remaining crown mostly on a single tree - see below.



Pic 1: Radiata 1, adjacent to 12/14 Manor Drive.



Pic 2. Radiata2.

The trees as a group shed pine needles, which due to the prevailing wind, fill the gutters and the garden of these neighbouring properties, primarily no 14.

These residents object to the nuisance of the needles, and find clearing them from gutters expensive, time consuming and, where they choose to do this themselves, dangerous. They advise they have tried fitting mesh to the gutters, but this didn't resolve the problem. They also find the pines imposing. And they have lived at the property before the time the trees were planted, so have not moved to the property with the knowledge these trees were growing near to their home.

There is another radiata, adjacent to the rear garden of 14 Manor Rd. See pic 2 above. This tree is much closer to the property - approx. 4m from the boundary, and will continue to grow approx. 300-600mm per year. It has reasonable form but will soon dominate the western elevation of the adjacent gardens.

Recommendation.

I suggest both Radiata trees are removed.

In my opinion, the dominance of Radiata 2 to the adjacent gardens will elicit significant, sustained pressure for removal or continued pruning, which will reduce the amenity value of this tree, as the species does not reduce particularly well. Better to remove before costs for removal increase.

I also recommend removing Radiata 1, although this is a more marginal decision.

The crown of Radiata 1 forms a significant component of the Eastern crown of this group, following the removal of the other two adjacent trees. Removing this tree will open the group up further to the effects of a storm from the east - although these are not frequent. To mitigate against an easterly storm causing other tree failures in the group, I recommend reducing the height of the adjacent Radiata to the west of T1 by 2-3m.

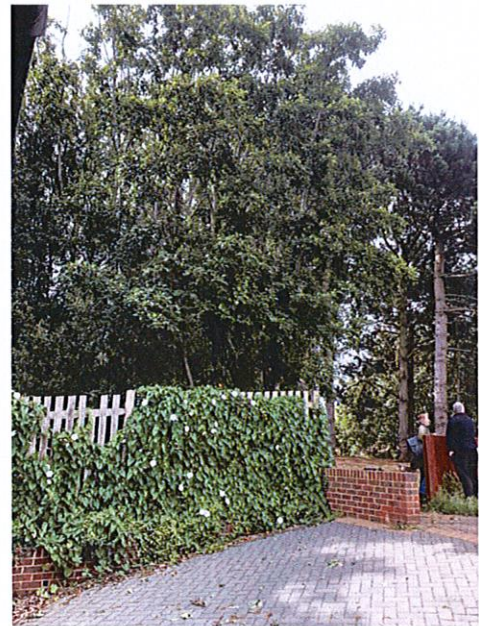
Also replacing the lost trees with three birch trees, either *betula pendula*; *betula utilis var jaquemontii* or *betula albenosenisis*.

Additional works.

Cllr Gallagher also requested a quote for removing a 1m wide channel along the boundary fence adjacent to 14 Manor Drive, to be maintained at this width once a year. See pic 3 below.



Pic 3. Elder at southern end of strip to be maintained adjacent to fenceline of 14 Manor Drive.



Pic 4 Alder over no 12 Manor Drive

Whilst on site, I also noticed an Alder tree which grows over no 12 Manor Drive, which, in my opinion, should be removed now whilst works are occurring in the area, before it develops and becomes a larger nuisance. See pic 4.

Costs.

Fell and remove Radiata 1. £750 plus VAT.

Fell and remove Radiata 2. £850 plus VAT.

Reduce adjacent Radiata by 2-3m £350 plus VAT.

Fell and remove 1m wide strip adjacent to western fenceline of 14 Manor Drive. £400 plus VAT.

Fell and remove Alder adjacent to 12 Manor Drive. £80 plus VAT.

Specification for Tree Work in Chatsworth Park adjacent to 12 and 14 Manor Drive – August 2021

In Chatsworth Park there is a group of mature Pinus Radiata growing approximately 20m from adjacent properties 12 and 14 Manor Drive. Trees in this group average 14-18m.

Fell and remove Radiata 1, adjacent to 12/14 Manor Drive – *picture 1* £ 700 plus vat

To reduce the height of the adjacent Radiata to the west of T1 by 2-3m – *picture 1* £ 300 plus vat

There is another Radiata adjacent to the rear garden of 14 Manor Drive approximately 4m from the boundary.

Fell and remove Radiata 2, near the boundary of 14 Manor Drive – *picture 2* £ 500 plus vat

An Elder at the southern end of the strip is growing adjacent to fence line of 14 Manor Drive.

Fell and remove a 1m wide strip adjacent to the western fence line of 14 Manor Drive – *picture 3* £ 180 plus vat

An Alder tree is growing over 12 Manor Drive.

Fell and remove the Alder tree adjacent to 12 Manor Drive – *picture 4* £ 150 plus vat

Please provide a copy of your appropriate current liability insurance certificate(s) with your quotation

Declaration

Signed: *Ed Haunton*

Date: 10.08.2021

Name: Ed Haunton

On behalf of:-

E H Treecare Ltd

**Specification for Tree Work in Chatsworth Park adjacent to
12 and 14 Manor Drive – August 2021**

In Chatsworth Park there is a group of mature Pinus Radiata growing approximately 20m from adjacent properties 12 and 14 Manor Drive. Trees in this group average 14-18m.

Fell and remove Radiata 1, adjacent to 12/14 Manor Drive – *picture 1* £ 700

To reduce the height of the adjacent Radiata to the west of T1 by 2-3m – *picture 1* £ 450

There is another Radiata adjacent to the rear garden of 14 Manor Drive approximately 4m from the boundary.

Fell and remove Radiata 2, near the boundary of 14 Manor Drive – *picture 2* £ 700

An Elder at the southern end of the strip is growing adjacent to fence line of 14 Manor Drive.

Fell and remove a 1m wide strip adjacent to the western fence line of 14 Manor Drive – *picture 3* £ 400

An Alder tree is growing over 12 Manor Drive.

Fell and remove the Alder tree adjacent to 12 Manor Drive – *picture 4* £ 350

Please provide a copy of your appropriate current liability insurance certificate(s) with your quotation

Declaration

Signed: Dan Lillywhite

Date: 21/8/20121

Name:

On behalf of:-

Countrywide Contractors

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27 th September 2021
<u>SUBJECT</u>	To consider consultation responses and agree a new piece of playground equipment at Robert Kingan Playground

1. INTRODUCTION

Responses have now been received for the proposed new piece of playground equipment at Robert Kingan Playground, as discussed at the last Amenities & Civic Centre Committee meeting.

2. INFORMATION

Cllrs Gallagher, Robinson and I visited the playground separately and asked park users to fill in the forms. Two other forms were provided online. We also received emails from two local residents in close proximity to the park. They both raised concerns with noise levels if the music stations were to be added to the park. One of the residents was also against the ball wall as they were worried balls would hit the parked cars in the local area.

The attached spreadsheet shows that the most popular first choice item were the sensory play stations, followed by the 4 seat see saw. When adding the first and second choices together, the three most popular items were the sensory music station, the 4 seat see saw and the sensory playstation. It should be noted that the sensory playstation will also provide some noise with two drum play panels and a spin maracas play panel.

Saltdean Residents Association had previously raised a ball wall as a potential option, which was only marked down as a first or second choice from 3 of the 15 consultee responses.

Prices for the play options from Playsafe Playgrounds Ltd were previously considered by the Committee. All prices include delivery, site set up, installation and surfacing as follows:

- 3 x Sensory play panels with 'SafaGrass' safety mat surfacing laid over the existing ground level at a price of £4,019 plus VAT
- 2 x Sensory music stations with 'SafaGrass' safety mat surfacing laid over the existing ground level at a price of £4,491 plus VAT
- 4 seat see-saw in robina timber with 'SafaGrass' safety mat surfacing laid over the existing ground level at a price of £4,146 plus VAT

- Sensory play station with 'SafaMulch' safety surfacing at a price of £10,356 plus VAT.
- Target Ball Wall with 'Matta' surfacing at a price of £6,563 plus VAT.

Payment from our CIL earmarked reserve for a new piece of playground equipment at Robert Kingan playground was taken to Full Council in July. It was agreed to undertake a consultation and costings be taken back to Full Council for consideration.

3. RECOMMENDATION

I recommend that the Committee agree the 4 seater see saw option, due to the noise concerns raised from two local residents and that CIL monies for this project be considered at the next Full Council meeting.

4. ENVIRONMENTAL IMPACT

Playgrounds encourage physical activity and increase motor development skills.

5. FINANCIAL IMPLICATIONS

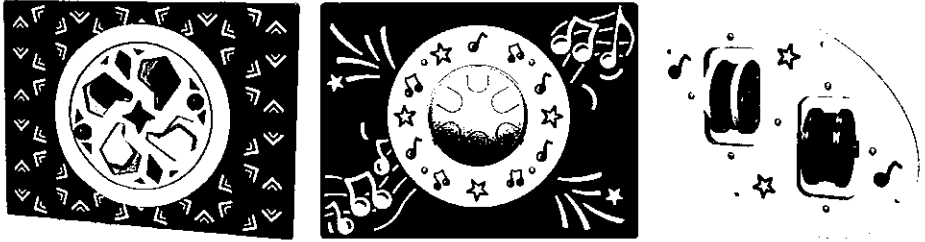

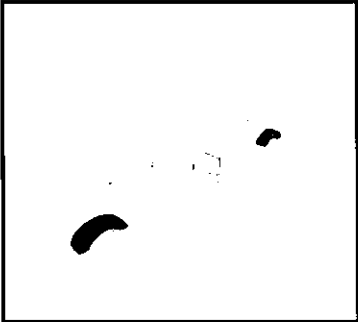


The current CIL Earmarked Reserve is £20,348, but payment of £5,242 has been agreed towards a new bus shelter in Bannings Vale which will leave £15,106. Consideration of payment for a new gate and barriers at Chatsworth South playground from our CIL ER is on the agenda for this meeting, as well as for this piece of new equipment, to be taken to the next Full Council meeting if agreed.

	Q1	Q2	Q3	Q4	Q6	Q7	Q8	
Consultee number	How often do you visit	How many adults in group	How many children under 12yrs in group	How many children 13 yrs + in group	Main reason for visiting	First choice of equipment	Second choice of equipment	Comments
1	Infrequently	1 or 2	1	0	To go on slide	Sensory Playstation	Sensory music station	Trampolines that work
2	Every week	1	2	0	It's quiet	Sensory music station	4 seat see saw	Park needs more than two new items. More for toddlers to climb and play on
3	Once a month	2	1	0	Play	Sensory Playstation	Sensory stand alone play panels	Concerns about noise impact on the surrounding neighbours
4	Once a week	1	2	0	Local	4 seat see saw	Target ball wall	
5	3 times a week	1	1	0	Play on equipment & see other children	Sensory music station	4 seat see saw	
6	Twice a month	2	2	0	Quiet & good for young children	Sensory music station	Sensory playstation	
7	Once a week	1	1	0	To entertain my 3 year old	4 seat see saw	Target ball wall	
8	Twice a month	1	2	0	Child development & entertainment	Sensory music station	Sensory playstation	Lovely local park
9	1-2 times a week	2	2	0	Fresh air, running, climbing, sensory play	Sensory stand alone play panels	Sensory playstation	
10	3 times a week	2	2	0	Play	Sensory music station	4 seat see saw	More shade

11	Weekly	1-2	2-4	6-9	Local park	4 seat see saw	Target ball wall	Something more to encourage group sport/games
12	Twice a month	2	2	0	Exercise and fresh air	Sensory music station	Sensory playstation	
13	Twice a week	2	2	0	Play equipment	Sensory music station	4 seat see saw	
14	N/A	N/A	N/A	N/A	N/A	4 seat see saw	Sensory playstation	Lives opposite the park and works nights. Opposed to anything musical or sound related. Also concerns with target wall could have balls coming over and hitting cars
15	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Live opposite the park and strongly object to the proposal of congo drums and calypso chimes. Please make consideration of the residents regarding installing noise polluting equipment.

TOTALS

2+ a week - 4	1 - 6	1-4	0 - 12	Sensory play panels - 1	Sensory play panels - 1	2
1 a week - 4	2+-7	2 - 8	3 + - 1	Sensory music station - 7	Sensory music station - 1	8
2 a month - 3	N/A - 2	3+ - 1	N/A - 2	4 seat see saw - 4	4 seat see saw - 4	8
1 a month - 1	N/A - 2	N/A - 2		Sensory Playstation - 2	Sensory Playstation - 5	7
Rarely - 1				Target ball wall - 0	Target ball wall - 3	3
N/A - 2				N/A - 1	N/A - 1	2

A		<p>3 x Sensory 'stand-alone' play panels</p> <p>These panels encourage sensory skill development through interaction</p>
B		<p>2 x Sensory 'music stations'</p> <p>The Calypso chimes and conga drums will combine playability with high energy, a wonderful sound and visual appeal</p>
C		<p>4 Seat See Saw</p> <p>This see saw is designed for four children to play together and also enables adults to sit with a child to help them balance</p>
D		<p>Sensory Playstation</p> <p>A mini shelter complete with overlap boarded roof and seating with a kaleidoscope play panel, tongue drum play panel, spin maracas play panel and conga drum play panel</p>
E		<p>Target Ball Wall</p> <p>Single sided Target Ball Wall manufactured in timber</p>

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Cllr Cathy Gallagher, Committee Chair
<u>MEETING DATE</u>	27 th September 2021
<u>SUBJECT</u>	To note progress on Local Green Spaces report for the Neighbourhood Development Plan and reports received regarding Chatsworth Park and agree works

1. INTRODUCTION

Neighbourhood Development Plans aim to make best use of the land in the plan area for the benefit of the Community. The Councils of Peacehaven and Telscombe Towns agreed to produce a joint Neighbourhood Development Plan (NDP) in 2013 but the work began fully in late 2017 when members of the Steering Group were elected.

The Local Green Spaces Assessment is a very important part of the process, designating land to be protected for the use of the public for sports, leisure and general amenity. In order to gather evidence an audit has been taken of the facilities available in each space, ownership records checked and potential enhancements and improvements considered.

2. BACKGROUND

The reports for the NDP show that the spaces for protection have been assessed as being of significant value in terms of: - Beauty, Wildlife, History, Tranquillity or as a Local Community Space. During recent months it has been recognised that a Green Infrastructure Report is needed to continue to map connectivity and enhancements needed for the environment and well-being of all.

The NDP report and planning policies for Peacehaven is complete in first draft form and has begun to be released for consultation at both Councils and other statutory consultees.

In order to assess the Green Spaces, segmentation of the categories of green space to prioritise the most important. The main Green Spaces are identified at the moment as:

- Chatsworth Park
- The Copse
- Telscombe Sports and Recreation Grounds
- The Dell
- Howard Peace Park
- Centenary Park, including Sports Park
- The Oval
- Meridian Park
- Epinay Park

- The Joff field
- Cornwall Avenue allotments
- Lake Drive
- Shepherds Down
- Some smaller areas will probably be identified as Pocket Parks

There are a series of existing policies protecting some areas. Howard Park and The Dell are included in the Cliff Top policy set out in the old 2003 Local Plan which has yet to be fully replaced. The Cliff Top Policy 2003 known as Policy PT12 & PT13 set out that the cliff top and foreshore between Longridge Avenue and Friars Bay is protected as public amenity value. Howard Peace Park and the area behind the pub are also protected as a local nature reserve.

3. INFORMATION

It is worth repeating that Peacehaven and Telscombe has been identified in the reports prepared for Lewes District Council as having a deficit of greenspaces including children and young people's play areas and sports facilities. Accessibility to enable all members of the public to benefit from the open spaces has also been highlighted as being a problem for many.

An access report has been delivered by Access Matters covering shortfalls identified as needed to be considered in line with Equality Act of 2010 and the Disability Discrimination Act 1995.

Saltdean Community Association (SCA), the community charity for Saltdean and neighbouring areas, have commissioned a report to cover improvements to the southern section of Chatsworth Park. The attached report, which has been professionally produced by Duncan Armstrong L4Arb, Tech ArborA, and BSc Hons. (Aspen Tree Care), has concentrated on planting and creating a pathway. Existing trees, flora and fauna have been surveyed and documented. The report looks to introduce new trees, flowers and bushes, to introduce colour, blossoms and planning for growth for the future. The SCA Charity have paid for the report and set aside funds to pay for labour and plants to make a start to enhance Chatsworth Park by Spring 2022.

Additionally, a professional landscaper has come forward offering help and a plan to improve and enhance the memory garden (attached). This autumn, working within the restrictions of the sensibilities of the residents who have planted in the mound, gradual supervised improvement and change should take place. The SCA Charity has offered to cover costs involved with initial works, the attached plan has already been amended.

4. CONCLUSIONS

The evidence gathering is almost complete. The final Local Green Spaces report from the NDP will inform the Management Plan for Chatsworth Park and the Copse.

Volunteers will be needed to help with the labour to care for the Copse and Chatsworth Park.

By using social media groups "Friends of Chatsworth Park" and "Telscombe Town Tree Wardens", community participation can be encouraged which will have health benefits, both mental and physical.

5. RECOMMENDATION

I recommend that work continues on the Local Green Space and Green Infrastructure Plan, to enable a sustainable, strategic Management Plan to be produced.

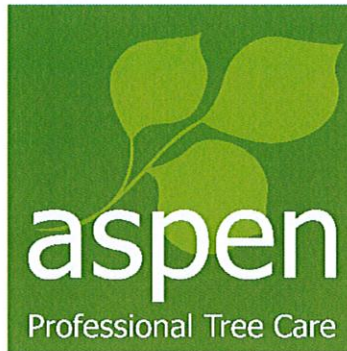
I also recommend that the Committee agree to the progress of the suggested works to Chatsworth Park from the projects provided by the Saltdean Community Charity and from the volunteer gardener.

6. ENVIRONMENTAL IMPACT

There will be a positive environmental and climate impact.

7. FINANCIAL IMPLICATIONS

N/A.



Preliminary Planting Recommendations

Chatsworth Park, Telscombe Cliffs

Client details:	Saltdean Community Charity
Site:	Chatsworth Park, Ambleside Avenue, Telescombe Cliffs, Peacehaven, BN10 7LN
Date	01.07.2021
Report Author	Duncan Armstrong L4Arb, Tech ArborA, BSc Hons

T: 07789 557787
E: duncan@aspentreecare.co.uk

3 Heath Stables, Spital Rd
Lewes, East Sussex
BN7 1LS

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1 Introduction

- 1.1 Saltdean Community Charity have expressed an interest in enhancing the amenity of the park.
- 1.2 The focus in this report is solely on a planting brief for the southern third of the park.
- 1.3 This report looks to generate ideas and give a clear outline of objectives for planting, species and location. Methodology for planting, timing, landscaping such as paving, seating and beds will not be covered in detail.
- 1.4 Ongoing maintenance, tree and shrub removal will be mentioned but not comprehensively examined – further assessment of this may be required.

2 Objectives

- 2.1 The charity has commissioned access and ecology reports which make several recommendations, specifically to:
- Provide more seating.
 - Generate more volunteering opportunities.
 - Improve biodiversity through planting an understory in wooded areas, creating meadows, connecting hedgerows and planting bulbs.
- 2.2 This report will look to synthesise these goals within an overall design looking to:
1. Improve amenity, biodiversity, access, and community involvement.
 2. Create a series of botanical features; possibly forming part of a local arboretum.
 3. Create an avenue of blossoming trees, with seating areas set within a walkway.
 4. Prairie style walkway of scented perennials, selected for low water requirements.
 5. Designing the re-stocking of existing hedges to include species which enhance biodiversity, but are also simple to plant, so community groups can get involved with the planting process.

2.3 Plants have been selected for specific characteristics:

2.3.1 Native species have been selected for:

- Visual interest and appropriateness within the landscape.
- Appropriate size for location.
- Able to thrive within native soil.
- Where possible, will provide flowers and fruit for wildlife.
- Will attempt to include all species recommended within ecologist's report.

2.3.2 Non-native species have been selected for:

- Visual interest and appropriateness within the landscape.
- Able to thrive within native soil.
- Flowers and fruit for wildlife
- Can form an interesting group as start of a local arboretum.

3. Blossom Avenue.

3.1 An avenue of several species of trees, selected for spring blossom, autumn colour and moderately small size is suggested as a strong feature to run centrally adjacent to and protected by the existing wooded area to the east.

3.2 This should work as a draw to the park, for its visual amenity; encourage and sustain bird and insect biodiversity; and provide a natural framework through which a low impact footpath with seating every 50-100m can be set.

3.3 Below the trees, hardy, drought tolerant perennials, grasses, and native bulbs to be planted alongside a new path.

3.4 This feature can also be tailored to be easily accessible for the disabled.

3.5 Blossoming Tree species selected for:

- Visual impact and appropriateness within the landscape – will the group look good together?
- Will the flowering and autumn colour progression work visually?
- Flower shape, size, longevity.
- Soil type.
- Species diversity.

3.5.1 Where an avenue is planted, there are two problems which can damage its visual impact and amenity.

1 – A tree dies, creating a gap.

2 – A pest or disease affects the primary species within the group.

Building in a diversity of species mitigates for these potential problems.

3.6 Selected Species suggested as follows:

Prunus Padus watererii – vigorous, very long white flowers.

Prunus sargentii - abundant single, pink flowers. Orange and crimson autumn colour. Less likely to be affected by birds stripping blossom.

Prunus shimidsu Sakura – Moonlight cherry. Small with wide crown – great shade tree. Double pink then white flowers on long stalked clusters. Good autumn colour orange/yellow/red.

Malus Evereste. Red buds, profuse white flowers. Fruit excellent winter food for birds. Extended autumn foliage of orange/yellow.

Pyrus calleryana Red spire – Columnar pear, excellent hardiness, white flowers in spring, vibrant rich red autumn colour, with long autumn leaf period due to glossy leaves.

Sorbus acuparia *Asplenifolia* – cut leaf version of native rowan.

Sorbus acuparia *Vilmorinii* – small rowan, with fern like leaf, turning purple in autumn.

3.6.1 Consultation with stake holders on relative numbers and positions of these species is advised, before a final plan is presented.

4 Blossom Avenue under planting with herbaceous plants and native bulbs.

4.1 Species to be selected for

- Visual impact and appropriateness within the landscape
- Hardiness.
- Drought tolerance.
- Persistence. Species which produce profuse, viable seeds and or resilient rooting to be favoured.
- Tolerance to native soils.
- Flowering season, colour and longevity.

4.2.1 Further consultation with stake holders will be required before a final species choice is put together for this area, as there are several variables which need to be discussed, namely:

- Colour palate
- Which trees, in which pattern are to be planted, dictating degree of shading.
- Budget.
- Dimensions of the walk – how long, how wide.

5 Native Bulbs:

5.1 Three distinct areas along the western edge of the park grassland are identified as suitable for creating shaded seating areas, surrounded by flowering trees and native bulbs. See Sketch Map 1.

Bulbs would also be planted through the blossom avenue.

Species selection, as recommended in the ecologist's report:

Snowdrop

Native bluebells

Ransoms

Wood anemone

Wild daffodil

Lesser Celandine

6 Re-profile and re-stock western hedge.

6.1 A 2-4m wide privet hedge runs north-south along the western boundary of the park. Indicated on Sketch Map 1 as '*'. This provides screening and habitat for birds and privet moths amongst other natives.

6.2 However, it has not established well in areas to the south, where it is dying back and thinning. Where it has established, in parts it is causing a nuisance to residents neighbouring the park, where it overhangs and shades.

It also requires maintaining or will reach a height where it will start to naturally split out and create gaps.

6.3 Recommendation would be to reduce this hedge, or replant where dead/dying and re-stocking with a mix of species to achieve a dense, flowering, native hedge which sustains a more biodiverse range of species. Also, an excellent planting project for local community groups.

6.4 Re-stocking species:

Euonymus europaea 'Spindle'. Native ancient woodland indicator species. Flowering.

Acer campestre. Hardy deciduous hedgerow tree. Excellent winter colour.

Viburnum opulus. Gelder Rose. Fabulous white flower, native to downs.

Viburnum Lantana 'Wayfaring tree'. White flowers, red berries. Local to downs. Excellent food source for birds.

Prunus Spinosa 'Blackthorn'. Profuse white flowers late winter. Sloes in summer. Excellent shelter for birds as dense and thorny, with food in summer.

7 Preparatory vegetation removal and plants in specific park areas.

7.1 To implement this plan, various sections of the park will require trees and vegetation to be cut back or removed. Park sections referred to below, e.g., D6 or D7 correspond to Sketch Map 1, below.

7.2 Section E6.

7.2.1 Fell Thorn. Plant Ginkgo. Thorn is ivy clad, unsuitable for position adjacent to path. Visual amenity would be significantly improved.

7.2.2 Plant *Amalanchia*, *Crataegus* and *Euonymus* as flowering, native trees within existing gorse. Gorse to be cut back as necessary to include these trees.

7.2.3 Plant *Cornus kousa*, *Davidia involucrata*, *Parrotica Persica* as non-natives, with exceptional flowering interest and/or autumn colour. To form part of the arboretum. Again, vegetation to be cut back as necessary to include these trees.

7.3 Section D6 – E6.

7.3.1 The area straddling D6-E6 is a flat, roughly triangular section of thorn, grass and scrub which would make an excellent, wide, potentially shaded seating area adjacent to the main pedestrian through route across the centre of the park.

7.3.2 This would be the northern end of the blossom walk, and should a café become a feature, a great place to install seating for public to enjoy the café fare.

7.4 Recommend stripping out and scarifying the existing grassed area. Some persistent perennials and scrub may need treating with targeted applications of herbicide. This can be optional if herbicides against local authority policy. Seeding with a summer meadow mix of grasses and perennials. Installing seating, running the blossom path through this, with the perennials running from here south.

7.5 Section E7.

7.5.1 Fell dead/dying Elder. Allow to regenerate.

7.5.2 This area has lost a large ash and has potential to host a large amenity tree, as part of a group.

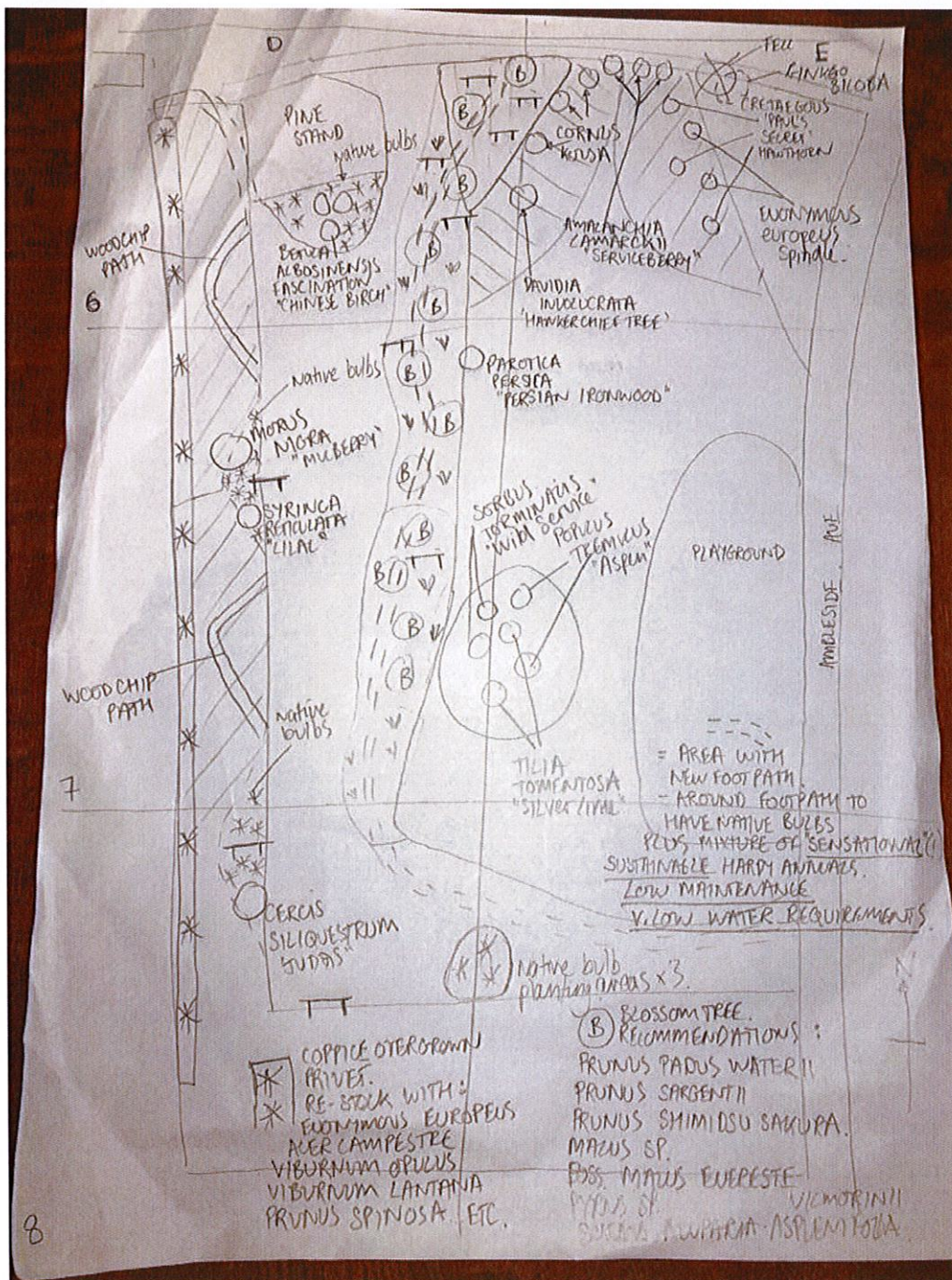
7.5.3 Incorporating large trees should be encouraged, to provide visual interest and as important element in sustaining/increasing the volume of photosynthetic canopy within the region.

7.5.4 In this respect, *Tilia tomentosa* 'Silver Lime' is suggested. Will reach 20m+. Drought and aphid tolerant. Silver undersides of leaves visually interesting, with excellent autumn colour.

7.5.4 For the remainder of the group, suggest:

- *Sorbus torminalis* 'Wild Service Tree'. This is a native, of interest, profuse berries for birds.
- *Populus tremulus* 'Aspen'. Fast growth. Bark and foliage provide visual interest.

8 Sketch Map 1.



9 Pictures



Pic 1: Section straddling D/E. Proposed location for a shaded seating area adjacent to the main pedestrian through route across the centre of the park. This would be the northern end of the blossom walk, and should a café become a feature, a great place to install seating for public to enjoy the café fare.



Picture 2: Looking South, from proposed seating area, along proposed route of blossom walk.



Picture 3: Looking south, continued view of area for proposed walkway, along left side of park, adjacent to the existing woodland, which would help protect trees during establishment.



Picture 4: Section 7E. Proposed area for new tree group, including Silver Lime.



Picture 5: Section 8D, proposed area for planting *Cercis siliquastrum* with seating, surrounded by native bulbs.



Picture 6: Section 7D. Proposed area for Mulberry – *Morus nigra*, and Lilac, surrounding seating, underplanted with native bulbs.

Chatsworth Park Memorial Garden

Telscombe Town Council

18 August 2021

The 'Brief' is to help the council improve the appearance of the memorial garden through weeding, pruning, relocation of plants and planting. Initial brief is to tackle the weeds and grass which are growing on the central mound, cut back the overgrown plants and fill in some of the ending with low hedging.

The bed has been planted by visitors to the park. Many, if not, plants have been planted in memory of a loved one. As a result, special sensitivity is required and all purposeful plants need to stay, where possible.

I would recommend planting a purple Berberis hedge. They can be purchased inexpensively as bare root plants in the Winter at around £2-3 per plant. The radius of the bed is 3.4m. I would also suggest planting 30-40cm in from the brick paving to allow for growth and spread. From my calculations that's a circumference of around 19m. At 4 plants per metre the plants would cost £228 for the plants. It would need to be pruned each year to keep it at a height of 50cm.



Considerations or issues

I took some photos of some particular issues.

In this one there are two shrubs which can grow quite large and are planted too close together. The one on the left is a Hibiscus. It could be moved more centrally in winter time as it's deciduous. The other plant is a camelia. That's normally best moved in the Autumn. It could be moved but normally

grows quite large. So, did you want to move it elsewhere or move it more centrally and keep pruned?



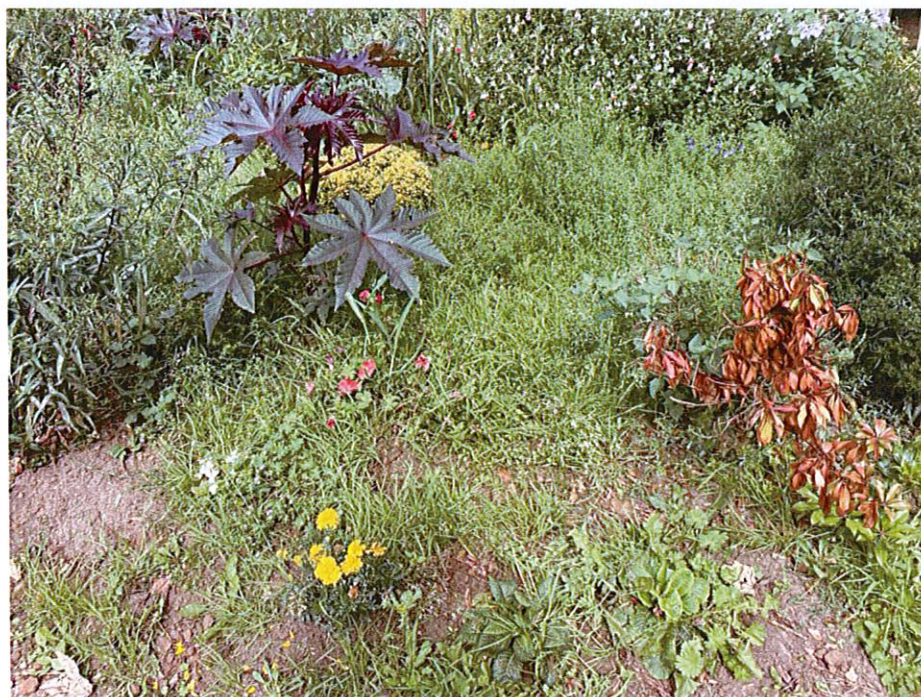
There are Asters here at the front. They could be moved fairly easily in Autumn. Probably best moving the smaller plants, such as the primrose, to the front. Agree?



Did you want to keep these Castor Oil plants (red with large leaves)? It's a good-looking plant, but fairly toxic if eaten. [ricinus-communis](#)



Again, it should be ok to move small plants forward. Their a plant here called a Pieris which looked dead (brown leaves), but it's alive at the base. OK to prune this?



I think this is a Rock Rose. Its roots are very close to the edge of the border, so in the way of any hedge. Prune and move?



This rose is large and unruly and in the way of any hedge. I could try and move it, but if you move it more centrally it'll still probably get out of hand unless pruned properly and regularly. What would you want to do here?



There are a few questions about the above plants that would need addressing. In terms of timing, I would say, weed and prune over the coming weeks, move herbaceous and evergreen plants in Autumn to create space for the hedging, then move the Hibiscus and plant the hedging in winter.

I hope this is helpful.

James,

the greensmith

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27 th September 2021
<u>SUBJECT</u>	To consider the draft Chatsworth Park Management Plan and Boundary Policy

1. INTRODUCTION

In August 2020 residents who border Chatsworth Park and The Copse were consulted on issues that affect the border to their properties. An access report and environmental survey have also been undertaken this year.

2. INFORMATION

The results from the two reports and the information provided from the residents were incorporated within a draft management plan created by Cllr Clarkson. The document is lengthy so has not been included within the papers, but has instead been emailed to Committee members.

Cllr Clarkson also requested that a Boundary Policy is created and the Chair of this Committee drafted a document which is attached.

The Town Council receive many reports from residents who border these two locations, complaining of overgrown vegetation and loss of light from the trees. Future works must also be considered alongside the draft boundary policy, management plan and the imminent tree survey being provided by Aspen Treecare.

3. RECOMMENDATION

I recommend that the Committee consider the draft Management Plan and Boundary Policy before being taken to Full Council for adoption.

4. ENVIRONMENTAL IMPACT

The Town Council are taking proactive steps to protect our important green spaces, vegetation and the wildlife that live there.

5. FINANCIAL IMPLICATIONS

There will be financial implications for suggested works as recommended in the Boundary Policy. The Management Plan recommends works to be completed by volunteers, but this may incur costs if they cannot be recruited.



BOUNDARY POLICY

A boundary of approximately 1 metre will be maintained between residential fences and walls surrounding Chatsworth Park and The Copse and above ground level undergrowth, bushes and trees.

Gates opening onto the amenity spaces are not permitted.

In exceptional circumstances where the Boundary Policy cannot be achieved, the circumstances will be documented and be subject to an agreement on maintenance between the owner and Telscombe Town Council.

AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th September 2021
SUBJECT	Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces

1. INTRODUCTION

As previously agreed, the Council Officers are currently dealing with the 22 high priority recommendations from the Access Report.

2. INFORMATION

The attached spreadsheet provides an update on all urgent items for consideration by this Committee. Any recommendations that come under Telscombe Tye will be taken to the Policy & Resources Committee.

The Admin Assistant has added maps to the website, including bus information, parking details and steepness of terrain. The Town Clerk has previously informed the Committee of this piece of work by email.

It was also agreed at the last meeting to arrange a Lectern Working Group, consisting of myself, the Town Clerk and Councillors Gallagher, Sharkey and Smith. Due to lack of Councillor availability, we have had to cancel two meetings and I have contacted members of this Committee to ask for more volunteers. To date, Cllr's Robinson and O'Connor have agreed to join.

3. RECOMMENDATION

I recommend the Committee note the information on the attached spreadsheet and that additional volunteers join the working group.

4. ENVIRONMENTAL IMPACT

The Town Council's green spaces need to be accessible for everyone.

5. FINANCIAL IMPLICATIONS

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

No. & Element	Current Situation	Recommendation	Update	Status
1.1 Online – website accessibility & usability	There is no information about the accessibility of the website on the Town Council website. Assessing the accessibility and usability of a website is a specialist area. It is important to ensure the website is as user-friendly as possible to a wide audience.	The accessibility and usability of the website to be reviewed by specialists and the recommendations acted on. The website should aim to meet Level AA of the W3C Web Accessibility Guidelines. The review process should include usability testing with an experienced group of users, particularly those who use screen readers or Easy Read text.	The Town Council website has been updated to make it accessible for all users. An accessibility statement has been added under our Policies section.	Completed
1.2 Online – information about access	There is no information about the accessibility of each of the sites on their respective pages. In research carried out by the Sensory Trust 42% of respondents said the main reason for not visiting their local park was lack of information.	Some information about the accessibility of each of the sites, in the form of a Visitor Guide, to be included on the webpages with photos and an illustrative map would be particularly helpful to disabled people who may be thinking of visiting. Include images of a diverse population to show that everyone is welcome. Information to include: <ul style="list-style-type: none"> • Parking and transport information • Location and access information • about WCs, refreshment facilities. • And other facilities • Range of activities available • Opening times or any restrictions (such as at Telscombe Tye where they may be cattle grazing) • Information on guided tours or events Map to include elements such as accessible parking opportunities, location of bus stops, location of level access and step-free routes (where they exist), information about path surfaces, widths and steepness (if steep), and provision of resting places and nearest toilets.	The Admin Assistant has completed this piece of work - details found on TTC website	Completed

2.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled visitors.	Ensure that information about parking near the Park (i.e. street parking near the more accessible routes) and the location of any bus stops is made available in the Visitor Guide online.	As per 1.2	Completed
2.2 Arrival	There are several key points of entry around the park. An information board at these entries would help orientate people and inform their decision about where to go in the park. This should include a park map with the accessible features on it (as described in 1.2 above). At the moment there is one noticeboard at an entrance off Ambleside Avenue but this is information about TTC meetings etc.	Provide a map at the main entrances (near bus stops and in the car park and at other key entrances) to the park which shows the key features of the park such as steps, location of resting places, toilets and other facilities (where applicable), steepness of slopes, surface of paths, distances etc.	More volunteers required for working group to discuss lectern details.	Ongoing
3.2 North Playground entrance from Kirby Drive	This entrance is opposite a well populated housing estate but there is no controlled crossing for residents crossing the road to the park.	Work with highways to explore the option of installing a controlled crossing from the housing side of Kirby Drive to the park side. This then will need to connect up with a route into the park (preferably as step-free one).	ESH have advised they do not have the resources to install a controlled crossing at present but encouraged us to apply for match funding to deliver additional projects relating to the highway. Agreed to be discussed at next SLR Meeting.	Ongoing
3.9 North Playground top entrance	The slope down from this entrance is steep which is a barrier for a step-free approach.	See 3.1. It is recommended that the mainstep-free route is changed as in 3.1.	The costs involved will be high. Officers to investigate funding and grant options	Officers yet to investigate
3.12 Car Park entrance via Park Avenue	There is a small car park for the Park at the entrance off Park Avenue on the south west side of the Park. The surface of the car park is very uneven.	Carry out remedial work to the car park to create a firm and even surface. This surface also to be regularly maintained throughout the year.	This work was completed following the site visit for the Access Report but prior to receiving the report	Completed

3.13 Car Park entrance via Park Avenue	There are no designated accessible bays here. This may mean that Blue Badge holders are excluded from parking here on occasions.	Once the surface is level and even, mark out accessible parking bays as per guidance. The number of accessible bays should be min. 6% of the total number of spaces. Allocated bays to be as close as possible to pedestrian route(s) which have a firm and even surface.	Disabled parking sign now fixed to a post. Investigations to now take place with painting white lines for allocated space	Ongoing
4.1 Path surfaces	Many of the path surfaces around the Park are uneven or cracked in places, which can be a significant barrier to access for some people.	Carry out a rolling programme of improvement and maintenance of path surfaces around the Park starting with the most frequented routes such as the route across from Park Avenue to Ambleside Avenue. Path surfaces to be firm and even and well drained. They should be flush with any adjoining paths (for example the path alongside Ambleside Avenue).	Work has started with the path north of Chatsworth Park North Playground due to be repaired. A yearly ongoing programme will need to take place, future reports to come to this Committee	Ongoing
4.2 Path widths	Most of the surfaced paths are approximately 1200 – 1500 mm wide, some slightly more or less. The resurfacing of paths provides an opportunity to widen them, where feasible.	Aim for a path width of 1800 mm on key routes, preferably 2000 mm. This allows two wheelchair users to pass each other or two pedestrians to walk side by side. A width of 1500 mm allows for a wheelchair user and a pedestrian to be alongside each other. A width of 1200 mm allows space for a wheelchair only. Where paths are necessarily narrower than 1800 mm ensure there are regular passing places. These should be 2000 mm long and 1800 mm wide and located within direct sight of another passing place or at a maximum distance of 25 m – whichever is closer.	A rolling programme will need to be investigated alongside item 4.1	Ongoing
5.2 Resting places elsewhere	There are some seats at different points within the Park, but not that many. These tend to be plain benches or, in the Memorial Garden, seating with backrests and armrests.	Together with the seating beside the main paths, explore other areas around the Park to install seating. This is something that could be done in consultation with local community groups. Consider locations for their sensory interest such as views, sounds, planting as well as some with shade and some with sun. The locations may have soft landscaping on the approach to complement the seating beside the paths.	Three benches have since been added to the grassed area by the car park, near to the café concession.	Completed

8.1 Events and activities	These need to be as inclusive as possible.	When designing and promoting events or activities, ensure that the accessibility of the event or activity has been considered and prepared for. This element can also be promoted and a telephone number given for anyone who may have queries about the accessibility of the activity or event.	Accessibility will be considered in the future, when arranging events or activities.	Ongoing
9.2 Volunteers	There is a significant element of maintenance and monitoring that needs to be carried out at the Park on a regular basis.	Recruit volunteers (if not already in place) to carry out essential maintenance tasks at the Park and in doing so they also act as monitors of the Park. The tasks to include maintenance (sweeping) of paths, removal of any temporary obstacles, cleaning of playground equipment, pruning shrubbery back from the paths, carryout out remedial work to any damaged seats or signs etc.	Most of these items are listed under our grounds maintenance contracts, although we may wish to consider utilising volunteers further to help with monitoring of the park.	Completed
9.3 Staff training	Any Council Staff who manage activities or deal directly with the public regarding the Park need to be disability confident.	Provide disability confidence training for all front facing staff. This should be provided by an experienced trainer who is themselves disabled and who works from the Social Model of Disability.	Town Clerk to investigate training options	Officers yet to investigate
9.4 Feedback	Getting ongoing feedback about the Park and its accessibility is important for the Council and assists the Council in meeting its duties to disabled people at the Park.	Consider increasing the ways in which people can give feedback about the Park so that it is as easy as possible. Use a variety of methods to give people options and ensure that those who have given feedback are given feedback from the Council on their ideas. Ways of giving feedback include social media, 1-1 questionnaire at events, community focus groups etc.	Questionnaire to be designed and provided to residents when holding events or providing updates on the park via our website. Updates have been made on social media concerning maps.	Ongoing
11.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled parents/carers wishing to use the Playground with their children.	Ensure that information about parking near the Playground (i.e. street parking) and the location of any bus stops and public toilets is made available in the information online.	As per 1.2	Completed

AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer & Stella Newman, Town Clerk & RFO
MEETING DATE	27 th September 2021
SUBJECT	Update on Chatsworth Park South playground gates & agree way forward

1. INTRODUCTION

At the last Amenities & Civic Centre meeting it was agreed to place safety barriers in front of the northern entrance to Chatsworth Park South playground, to provide additional security.

2. INFORMATION

Prices had previously been investigated for obtaining new gates with latches. To confirm, the costings provided are as follows:

Easy Gate confirmed that the cost for two brand new gates including latches would be £690 for a single gate plus £1,505 for the maintenance/combination gate and £140 for delivery, totalling £2,335 plus VAT. We would need to pay for the old gates to be removed and a contractor to install the new gates.

Playsafe estimated that it would cost approximately £7,000 plus VAT for two brand new gates, removal of the old gates, site set up, installing new gates and making good of the fence. I have contacted them to ask for a separate price for each gate and am currently awaiting their response.

Jacksons Fencing quoted for two new gates with a slide catch at a price of £1,686 for the single gate plus £2,009 for the double gate, totalling £3,695 plus VAT to include delivery and installation. However, we would need to pay for a skip and the price quoted is also a budget price and depends on a site visit, so they would need to carry this out before providing a full estimate.

If we were to add barriers on the grass verge outside the playground to prevent direct access to the road we would need to apply through East Sussex Highways (ESH) as it will be on Highways land. They confirmed that we would need to apply for a 171 licence – to make an excavation in a street at a cost of £399.61 or 10% of estimated works cost, whichever is greater. We would also need to apply for a 115 licence to erect a structure on the highway at a cost of £60.14. This would bring the minimum total fees from ESH to £459.75.

The Town Clerk had previously investigated barrier prices, which are approximately £175 plus VAT for one barrier 2000mm in length. There is a discount for multiple purchases.

In addition, we would also need the work to be carried out by an ESH approved contractor. We have now received a price (attached) from M Jacques Groundworks Ltd, who have quoted £625 plus VAT to install one set of railings. If we wanted to increase the barriers to two or three, the price would increase by £625 for each barrier.

Alternatively, we could install the barriers on the edge of the park boundary. However, this will block the current public footpath so we would need to put a pathway either side of the bollards.

3. RECOMMENDATION

It is recommended that we:

- a. Purchase a new gate with lock at the northern entrance only and agree a monetary limit of how much to spend of £2,500.
- b. Purchase two barriers at an estimated cost of £350-£400 plus ESH fees at a cost of £459.75, plus installation costs by the approved ESH contractor at a cost of £1,250, totalling £2,000.75 plus VAT.

4. ENVIRONMENTAL IMPACT

There may be an environmental impact depending on how we wish to proceed.

5. FINANCIAL IMPLICATIONS

Although we have £89,000 available in earmarked reserves for play equipment replacement, we could use our CIL funds to pay for this work which is estimated to be in the £4,500. This would need to be taken to full Council for agreement.

Our CIL earmarked reserve (CIL ER) is £20,348. However, we have agreed a payment of £5,242 towards a new bus shelter in Bannings Vale which reduces it to £15,106. We will also be taking a request to full Council to pay for a new piece of equipment at Robert Kingan playground at a cost of £4,150, which will reduce the CIL ER to £10,956. If the recommended work in 3 above is carried out and our CIL ER used, it will leave us with £6,456.

We have received £560 CIL money in April from LDC which will be added to the CIL ER at year end and we are due another payment in October, but we do not know how much that will be.

AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	27 th September 2021
SUBJECT	To agree to progress with Welcome Back Fund event

1. INTRODUCTION

We were notified in April 2021 by Lewes District Council (LDC) of Government measures to support a safe and successful re-opening of high streets and seaside towns via a 'Welcome Back Fund.'

We were advised that the fund could be used by Councils to:-

- Boost the look and feel of their high streets by investing in street planting, parks, green spaces and seating areas to make high streets as beautiful as possible
- Run publicity campaigns and prepare to hold events like street markets and festivals to support local businesses and
- Improve high streets and town centres by planting flowers or removing graffiti.

Any activity needs to be linked to an action plan or an agreed strategy and needs to be a response to the COVID-19 situation. Funding can only be sought for temporary measures as a direct response to the pandemic. It must address the consequences of the pandemic and seek to draw visitors back to our safe and well cared for towns and seafronts.

2. INFORMATION

Cllr Gallagher mentioned the fund at the Policy & Resources meeting in May and I subsequently emailed all Councillors attaching the Guidance and FAQ's about the fund and asked for suggestions regarding a project(s).

At full Council on 19th May 2021 Cllr Gallagher advised we could apply for funds to erect a marquee for exhibitions etc in Chatsworth Park along with seating and extra portable toilets and it was unanimously agreed that she assist me to submit a request to LDC. An application was submitted along the lines previously stated for a total sum of £5,536.51 to cover the following:- purchase of a 6m x 12m marquee, 15 deckchairs, 2 'A' frames, foamex boards, a container for storage, 4 street planters to be used as spacing barriers, printing of posters and hire of 3 extra portable toilets for 3 months. LDC subsequently confirmed that our project was eligible for funding.

3. RECOMMENDATION

In order to progress with an event, it is suggested that a working group is set up to agree what type of activity we actually want to put on in Chatsworth Park, etc. If we are to get an event organised, we will need to progress quickly with this.

4. FINANCIAL IMPLICATIONS

I have spoken with the person at LDC who is overseeing the Welcome Back Fund. She requires 3 quotes for each item of expenditure, not just a price from a website, to be submitted to her, she will then approve one of the quotes and we can then place an order. All invoices are to be made out to LDC and they will make payment, we do not pay anything. The fund ends in March 2022.

<u>AGENDA ITEM</u>	16
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk & RFO
<u>MEETING DATE</u>	27 th September 2021
<u>SUBJECT</u>	To agree costs and continuation for café/concession at Chatsworth Park

1. INTRODUCTION

At the Amenities & Civic Centre (ACC) meeting on 23rd September 2019 it was agreed to set up a café working group (Cllrs Clarkson, O'Connor, Page and Smith) and that the group be given delegated authority to spend a maximum of £1,000 for investigating the initial stages of a café in Chatsworth Park.

2. INFORMATION

The working group met and thought a concession for the park to allow soft market testing before committing to progressing a café further would be a good idea. Things then progressed as follows:-

- ACC meeting 23.3.20 - The Committee agreed to a café concession with the caveat that it should be postponed due the Covid 19 pandemic and the concession advertised later in the year to commence in the summer of 2021.
- Sept '20 - The concession was advertised with closing date of 8.1.21 - we had 2 applicants.
- ACC meeting 25.1.21 - The working group was given delegated authority to interview the applicants and make a decision as to which one to progress with.
- Extra Ordinary ACC meeting 25.2.21 - Amendments to the Terms & Conditions for the café concession agreed.
- ACC meeting 22.3.21 – Committee ratified working group's decision to offer concession to Wander Coffee for the summer. Committee noted portable toilet to be ordered by TTC and to be paid for from £1k investigatory costs agreed at ACC on 23.9.19.
- ACC meeting 24.5.21 –
 - 1) Committee ratified cost of £40 pw for portable toilet and purchase of 3 picnic benches at cost of £915 agreed by Committee Chairman & Town Clerk/RFO under their delegated spending authority - (funds came from seats & notice boards budget.) Wander Coffee gave donation of £253 towards one bench.
 - 2) Committee agreed for LDC to download up-to-date land registry entries for Chatsworth Park North and South at a cost of £147 (later reduced to £117).

- 3) Committee agreed for additional members to be added to working group – Cllr Gallagher, Amenities Officer and Town Clerk added.
 - 4) Committee agreed not to charge Wander Coffee a licence fee (was free for first 6 weeks) and review at next meeting.
- ACC meeting 26.7.21 –
 - 1) Committee ratified decision to instruct LDC’s solicitor to produce report on Covenants for Chatsworth Park South for £480.
 - 2) Committee agreed to review concession licence fee once Wander Coffee’s accounting details received.
 - Working group meeting 8.9.21 –
 - 1) Agreed to extend Wander Coffee’s concession period to end of March 2022 if ACC Committee are in agreement, with the proviso that Wander pay £40 per week as a fee which would cover the portable toilet hire.
 - 2) Agreed that Town Clerk should do a report for Full Council meeting in November regarding progressing further with a café for Chatsworth Park.

3. FINANCIAL IMPLICATIONS

The costs so far are as follows:-

Loo hire May	£188.55
LDC fee for document downloads	£117.00
Loo hire June	£171.45
Loo hire July	£177.13
LDC fee for Covenant report	£480.00
Loo hire August	<u>£177.13</u>
TOTAL	<u>£1,311.26</u>

We had an earmarked reserve for the café of £3,985 and following payment of the above, it will stand at £2,674, less portable toilet hire for September of approximately £175 = balance £2,499.

4. RECOMMENDATION

It is recommended to:-

- agree the payments listed above which are £311.26 over the initial agreed cost of £1,000 for investigations and also a cost of approximately £175 for hire of the portable toilet for September.
- Agree to extend Wander Coffee’s concession to the end of March 2022, with the proviso that they pay a fee of £40 per week which would cover the portable toilet hire from October. TTC to invoice them monthly.

5. ENVIRONMENTAL IMPACT

Wander Coffee recycle as much as possible including cups and coffee grinds and their coffee machine is run by gas.

<u>AGENDA ITEM</u>	17
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Cllr Ciarron Clarkson/Stella Newman, Town Clerk
<u>MEETING DATE</u>	27 th September 2021
<u>SUBJECT</u>	To considered Carbon Footprint Calculator for the Civic Centre

1. INTRODUCTION

As advised at the meeting in May 2021, Cllr Clarkson is to draft a plan to make the Town Council carbon neutral by 2030.

2. INFORMATION

As part of that process Cllr Clarkson asked if we could undertake a carbon footprint calculation for the Civic Centre. This was done via the Carbon Trust website by inputting the Civic Centre's gas and electricity bills from June 2020 to June 2021. The results are attached with total emissions being 10,392 kgCO₂e.

For information, the CO₂ saved in kg's from our solar panels for the same period was 5,941.

3. RECOMMENDATION

It is recommended that this is taken to the climate change working group for consideration as to a way forward.

4. ENVIRONMENTAL IMPACT

TTC has declared a climate change emergency and are to work towards carbon offsetting.

5. FINANCIAL IMPLICATIONS

N/A

<u>AGENDA ITEM</u>	18
<u>COMMITTEE</u>	Amenities & Civic Centre (ACC)
<u>REPORT FROM</u>	Stella Newman, Town Clerk & RFO
<u>MEETING DATE</u>	27 th September 2021
<u>SUBJECT</u>	To agree estimates for work required at Civic Centre following fire risk assessment

1. INTRODUCTION

Earlier in the year we had a Fire Risk Assessment carried out, which highlighted several items that needed attention. It was agreed at the ACC meeting in March that I obtain estimates for the work required and consideration of the estimates was made at the ACC meeting in July.

2. INFORMATION

Unfortunately, we have been unable to obtain further estimates for repairs/replacement to fire doors. We had previously received one estimate covering all the doors and one who just quoted for the Council Chamber doors. The details were as follows:-

J Fire Safety:-

Replace Exhibition Area doors with fire doors - £2,650 plus VAT
 Replace downstairs west side fire door - £1,090
 Replace Council Chamber doors - £2,590
 Replace upstairs north side fire door - £1,090

The prices include repairs to door frame and door furniture where required, but the doors are only finished with 1 coat of primer and will need 2 further coats.

Danfire:-

Replace Council Chamber doors - £1,624.92
 Cost to include door furniture but doors will need staining/painting

Securitel have undertaken the additional work suggested in their report being the addition of smoke detectors for £690 and I am awaiting their estimate for additional detectors to ensure our system meets the requirements of a manual system. If the price is within my and/or the Chairman's delegated spending authority, I will progress with this and report back to the next meeting.

Following the 3 hour discharge of the emergency lighting system it highlighted the exact works required to the system and I obtained estimates. Only 2 companies have quoted and their estimates are attached, Cobb Electrical for £2,350 plus VAT and Westview Electrical for £1,740 plus VAT.

3. RECOMMENDATION

Fire doors:-

I would recommend that we try and obtain further quotes and if they come in cheaper than those already received, I be authorised to progress with their replacement. If I cannot get any more quotes I would:-

- a) recommend accepting Danfire's quote of £1,624.92 to replace the Council Chamber doors.
- b) recommend accepting J Fire Safety's quote to replace the downstairs west fire door and upstairs north fire doors for £1,090 each.
- c) recommend getting further quotes to replace the Exhibition Area internal doors with fire doors.

Emergency lighting:-

I recommended that the estimate from Westview Electrical in the sum of £1,740 plus VAT for works to the emergency lighting be accepted.

4. ENVIRONMENTAL IMPACT

TTC has declared a climate change emergency and are to work towards carbon offsetting.

5. FINANCIAL IMPLICATIONS

The recommended works total just over £5,500. We have a remaining budget of £1,325 for general repairs, £1,151 for equipment maintenance and an earmarked reserve of £15,015 for Civic Centre maintenance.

AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th September 2021
SUBJECT	Future Events

1. INTRODUCTION

The Events working group met at the end of July and provided some suggestions for the forthcoming year.

2. INFORMATION

The following events were considered by the working group and details are as follows:

Bingo will continue to run on the last Friday of the month with the Office taking bookings.

Macmillan Coffee Morning: This event was due to take place last week and an update will be provided at this meeting. The Breast Cancer Support group agreed to run the kitchen for us.

Councillors Surgery: At the last Full Council meeting it was agreed to restart the Councillor Surgery as of 2nd October 2021, but due to Covid the TRA coffee morning does not take place as well.

Halloween: Helping Out CIC were contacted and suggested setting up a 'Treasure Trail' during half term with autumnal information about Chatsworth Park, similar to their Easter Trail. This would be an independent exercise for residents to attend throughout the week. They also suggested an event at dusk on Friday 29th October where children would be encouraged to dress up and bring a torch to do some guided star gazing. This could be led by Helping Out CIC with Councillor volunteers assisting. Wander Coffee could be asked if they would stay late to provide hot chocolate and the Town Clerk has kindly offered to provide some wrapped sweets for the children. We could make a donation to Helping Out CIC if they apply for a grant.

Race Night: The Telscombe Residents Association have confirmed that they will not run the Race Night this year.

Christmas Morning: This will be going ahead and posters have gone out.

Queen's Jubilee: No activities have as yet been advertised by other local Councils, so the Town Council should consider how we would like to mark this occasion.

The working group also discussed other events, which will be investigated soon, including an Easter egg hunt, nerf activity for children in Chatsworth Park, open mike nights, karaoke nights and movie nights.

3. RECOMMENDATION

I recommend the Committee note the above information and decide if they would like to run an event at Halloween.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

This is dependent on what activities we hold, but we have a remaining budget of £493 for town entertainment.