



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
BN10 7ES
Tel: 01273 589777
www.telscombetowncouncil.gov.uk

22nd November 2021

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **Amenities & Civic Centre Committee** at Telscombe Civic Centre on **Monday 29th November 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 27th September 2021 – *see attached*
5. To receive action list – *see attached*
6. To review Income & Expenditure to 31st October 2021 – *see attached*
7. To review the Business Plan – *see attached*
8. Update on high priority items listed on the access report for Telscombe Town Council's green spaces – *see attached*
9. To consider applying for funding for a new route and pathway works next to Chatsworth Park North Playground – *see attached*
10. To consider trampoline and climbing frame works in playgrounds – *see attached*
11. Update on the progress of Telscombe Green Spaces report and progress to completion of a Green Infrastructure Plan – *see attached*
12. To ratify payment to EH Treecare for emergency tree works – *see attached*
13. Update on placing bee hives on Telscombe Town Council owned land – *see attached*
14. To note amenities complaints since last meeting – *see attached*
15. To consider renewable energy options for Telscombe Town Council – *see attached*
16. To consider cancelling the television licence for the Civic Centre – *see attached*
17. Future Events – *see attached*
18. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. 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 – 24th January 2022



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 27th September 2021** in Telscombe Civic Centre at 7.30 pm.

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, C Gallagher *Chairman*, L O'Connor, B Page, C Robinson *Deputy Mayor* & A Selby

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

1445. PUBLIC QUESTION TIME

There were no members of the public present.

1446. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Cllrs Judd & Sharkey sent apologies due to health reasons and Cllr Smith due to another commitment. These reasons were accepted by the Committee. Cllr Page was not present at this time, but arrived late.

1447. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

There were no declarations of interest.

1448. TO APPROVE MINUTES OF THE MEETING HELD ON 26th JULY 2021

It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on Monday 26th July 2021 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1449. TO RECEIVE ACTION LIST

7.35pm Cllr Page arrived and joined the meeting.

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>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

TELSCOMBE TOWN COUNCIL



1449. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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	Work 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	Agenda item added to this meeting for an assessment of the group of pine trees next to properties bordering Chatsworth Park.	Please see new agenda item
26.07.21	Min 1428, p 3468 – To review the Business Plan	SN SN	SN to add future work with Park Management Plan to Business Plan after mtgs held in Sept. Continued participation with PTC on the joint Climate Change Working group agreed at Full Council on 15.9.21.	Nov 2021 Completed

TELSCOMBE TOWN COUNCIL



1449. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
26.07.21	Min 1429, p 3468 – Update on high priority items on the access report for Telscombe Town Council’s green spaces	BB	Agenda item 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	Agenda item 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	PO 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 & adopted.	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 & adopted.	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

TELSCOMBE TOWN COUNCIL



1449. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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 mtg, 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 required work suggested in the report for £690 plus VAT and to 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 agree 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



TELSCOMBE TOWN COUNCIL

1450. TO NOTE INCOME & EXPENDITURE TO 31ST AUGUST 2021

It was unanimously **agreed** that the income and expenditure figures for Amenities of £10,063 expenditure and income of £433 and Civic Centre expenditure of £15,332 and income of £4,498 at 31st August 2021 be accepted as correct.

1451. TO REVIEW THE BUSINESS PLAN

The Business Plan was noted. Cllr O'Connor requested that the next volunteer litter pick prioritises Robert Kingan Playground which has a lot of rubbish needing clearing from the surrounding hedge.

The Amenities Officer confirmed under action point number 7 that East Sussex County Council confirmed bushes are unable to be planted in the local verges due to the amount of services running through them and that wildflower verges are being considered through the Planning & Highways Committee.

1452. UPDATE ON THE MEMORIAL POLICY

It was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the Memorial Policy which was adopted at full Council remain unaltered and be reviewed in July 2024.

1453. TO CONSIDER WORKS TO TREES ADJACENT TO PROPERTIES BORDERING CHATSWORTH PARK

The Committee considered the Amenities Officer's report which included an assessment from an arborist on a group of trees and the impact of those trees closest to the properties. The assessment recommended the following actions; to fell and remove 2 Radiata pine trees and an Alder tree nearest the properties; to reduce the height of another pine tree by 2-3 metres and to fell & remove a 1 metre strip of an Elder tree next to the fence of one of the properties. Estimates had been obtained and following consideration it was proposed by Cllr O'Connor, seconded by Cllr Selby and unanimously **RECOMMENDED** to accept the quotation from EH Treecare in the sum of £1,830 plus VAT to carry out all the recommended works and that the planting of three new trees is budgeted for and considered in 12 months' time.

1454. TO CONSIDER CONSULTATION RESPONSES AND AGREE A NEW PIECE OF PLAYGROUND EQUIPMENT AT ROBERT KINGAN PLAYGROUND

The Committee discussed the consultation responses for a proposed new piece of playground equipment at Robert Kingan Playground. Cllr O'Connor thanked the Amenities Officer for her work but raised concerns that only one piece of equipment could be considered. The Town Clerk confirmed that more than one item could be agreed by the Committee and following consideration it was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that a 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 and a Target Ball Wall with 'Matta' surfacing at a price of £6,563 plus VAT be agreed and that a request be taken to the next Full Council meeting for the use of our CIL monies for this project.



TELSCOMBE TOWN COUNCIL

1455. TO NOTE PROGRESS ON LOCAL GREEN SPACES REPORT FOR THE NEIGHBOURHOOD PLAN AND REPORTS RECEIVED REGARDING CHATSWORTH PARK AND AGREE WORKS

Cllr Gallagher's report discussed the importance of the Local Green Spaces Assessment within the Neighbourhood Plan, which is currently in consultation at Peacehaven and Telscombe Town Councils, as well as other statutory consultees.

Cllr Gallagher also advised that the Saltdean Community Association (SCA) had commissioned a report for Chatsworth Park to encourage residents to enjoy their local open space. Aspen Treecare provided a report to cover improvements to the southern section of Chatsworth Park, specifically the clearance of the large area of nettles located to the side of the path known as Pigs Hill and planting new trees, flowers and bushes within this location. Cllr O'Connor raised concerns with a putting a woodchip pathway in this location. Cllr Gallagher confirmed that the first suggestions for this area include planting of spring bulbs and fruit trees either side of the pathway.

A further report was also considered by the Committee which had been drafted by a local professional landscaper who had volunteered to assist with a plan to improve and enhance the memory garden. The costs for the proposed works were also being covered by the SCA. There was discussion on what type of plants to use and Cllr Robinson asked if evergreen shrubs could be included to support the winter months. Cllr O'Connor requested that a hedge is not placed around the memory garden as it closes the area off and Cllr Gallagher confirmed it was added to stop dogs running through the garden and to stop plants spreading over the pathway. Cllr Gallagher also suggested an article be placed in the next Town Crier to inform residents about the improvements to Chatsworth Park.

Taking all the above into consideration, it was proposed by Cllr O'Connor, seconded by Selby and unanimously **RECOMMENDED** that Cllr Gallagher's report on the Local Green Spaces Assessment be noted, that initial works be undertaken to include the clearance of nettles to the southern location in Chatsworth Park and a hedge be planted around the memory garden and that any future proposed works come back to this Committee for agreement. Cllr O'Connor thanked Cllr Gallagher, the SCA and the two contractors for their work and the excellent reports.

1456. TO CONSIDER THE DRAFT CHATSWORTH PARK AND COPSE MANAGEMENT PLAN AND BOUNDARY POLICY

There was much discussion concerning the draft Management Plan and Boundary Policy. Cllr Gallagher noted that the Management Plan will allow the Town Council to undertake a more proactive approach to managing the boundaries. Cllr Robinson asked that on Page 4 of the Management Plan, more information be provided on the works undertaken by the grounds maintenance contractors.

Cllr O'Connor asked that the Boundary Policy had more information and included a version of the document he had previously seen. Cllr Clarkson agreed, confirming a flow chart had been put together by the Chatsworth Park Working Group. The working group included local residents and he felt that their input should also be considered. Cllr Gallagher advised that the previous flow chart was regarding work on complaints which had now been resolved through the complaints policy, as well as details on antisocial behaviour. Cllr O'Connor asked if a paragraph which started 'The Council should give more weight to its responsibility to maintain

TELSCOMBE TOWN COUNCIL



1456. To consider the draft Chatsworth Park and Copse Management Plan and Boundary Policy (Contd)

a vegetative boundary...'. could be lifted from the Management Plan and added to the Boundary Policy. This would provide more detail and more flexibility. Cllr Selby agreed and felt that the Town Council should retain some flexibility for the residents and the ecology of the park and Copse. Cllr Gallagher responded that the Officers need clear direction on how to action any complaints that come in and felt that the current short policy does not allow any area for doubt. Cllr Page requested that the first sentence in the policy be amended to read 'Ideally a boundary of 1 metre will be maintained...'. The Amenities Officer asked that the word 'over managed' from this paragraph be removed.

Taking all the above into consideration it was proposed by Cllr O'Connor, seconded by Cllr Selby and **RECOMMENDED** that (i) the draft boundary policy be amended with the suggested changes as above, including a map previously provided by Cllr Gallagher, (ii) that the draft Management Plan be amended to include the works undertaken by the grounds maintenance contractors and (iii) that the draft Management Plan and Boundary Policy be taken to the next Full Council meeting for adoption. Cllr Robinson abstained as she did not want to commit until the Boundary Policy wording had been finalised and asked the Amenities Officer to provide her with the agreed new wording after the meeting. The Committee thanked Cllr Clarkson for all his hard work on this huge project.

1457. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES

The Committee noted the updated information with regards to the high priority recommendations from the Access Report. Cllr Clarkson thanked the Admin Assistant for her great work on adding access information to the Town Council's website. Cllr's Clarkson, O'Connor and Robinson agreed to join the lectern working group.

1458. UPDATE ON CHATSWORTH PARK SOUTH PLAYGROUND GATES AND AGREE WAY FORWARD

The Amenities Officer's report was considered by the Committee. Prices had been obtained for replacing the gates with new ones which included latches to the northern entrance at Chatsworth Park South Playground, as well as placing barriers on the grass verge outside the playground to prevent direct access to the road. Following consideration it was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the Town Council purchase two barriers at an estimated cost of £400, pay the East Sussex Highways (ESH) fees of £459.75, plus installation costs by the approved ESH contractor at a cost of £1,250, totalling £2,000.75 plus VAT and that a request be taken to the next Full Council meeting for the use of our CIL monies to pay for this project.

Cllr Gallagher raised concerns that the gates can easily be opened by young children and proposed that new gates with latches were also purchased. The proposal was not seconded and therefore not taken any further. Cllr Robinson thanked the Amenities Officer for her work in obtaining prices.

1459. TO AGREE TO PROGRESS WITH WELCOME BACK FUND EVENT

The Town Clerk's report confirmed that the Town Council had applied to Lewes District

TELSCOMBE TOWN COUNCIL



1459. To Agree To Progress With Welcome Back Fund Event (Contd)

Council for monies from the Welcome Back Fund to erect a marquee for exhibitions in Chatsworth Park, along with seating and extra portable toilets. Payments must be finalised before the fund ends in March 2022 and the Town Clerk advised that we will need to progress quickly if it is decided to go ahead with any events.

Cllr Gallagher suggested purchasing a storage container and the Committee considered different events, including a pet photography event, Forest Schools, Christmas fair and gardening events. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a working group is set up consisting of Cllrs Clarkson, Gallagher, Judd and O'Connor alongside Officers, to progress this further.

1460. TO AGREE COSTS AND CONTINUATION FOR CAFÉ/CONCESSION AT CHATSWORTH PARK

The Committee considered the report from the Town Clerk which provided an analysis of the progression of a café at Chatsworth Park. A breakdown of costs covered so far was provided totalling £1,311.26, plus an estimated cost of £175 for the hire of the portable toilet for September. The Chatsworth Park Working Group were given delegated authority to spend a maximum of £1,000 for investigating the initial stage of a café within the park and it was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** to agree the payments listed of £311.26 and £175 which were over the initial agreed cost of £1,000.

Following discussion it was also proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** to extend Wander Coffee's concession to the end of March 2022 on the proviso that they pay a fee of £40 per week, to be invoiced 4 weekly, to cover the portable toilet hire from October and these terms be incorporated in a new Licence.

1461. TO CONSIDER CARBON FOOTPRINT CALCULATOR FOR THE CIVIC CENTRE

The Committee considered the Town Clerk's report specifying that a carbon footprint calculation for the Civic Centre had been undertaken. The Civic Centre's gas and electricity bills from June 2020 to June 2021 were inputted into a website calculator with total emissions being 10,392 kg/CO₂. The CO₂ saved in kg's from the solar panels for the same period was 5,941. Cllr Clarkson thanked the Admin & Finance Assistant for carrying out this activity and asked if a calculation could be carried out for the Town Council's contractors. It was proposed by Cllr Selby, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the information is taken to the climate change working group for consideration as to a way forward and whether to include calculations for contractors.

1462. TO AGREE ESTIMATES FOR WORK REQUIRED AT CIVIC CENTRE FOLLOWING FIRE RISK ASSESSMENT

The Town Clerk's report advised that it had been difficult to obtain further estimates for repairing/replacing fire doors at the Civic Centre. Due to the difficulties as highlighted in the report it was proposed by Cllr Clarkson, seconded by Cllr Selby and unanimously **RECOMMENDED** that an attempt is made to obtain further quotations for fire doors but if none are received that (i) Danfire's quote of £1,624.92 to replace the Council Chamber doors



TELSCOMBE TOWN COUNCIL

1462. To Agree Estimates For Work Required At Civic Centre Following Fire Risk Assessment (Contd)

is accepted (ii) to accept J Fire Safety's quote to replace the downstairs west fire door and upstairs north fire doors at a cost of £1,090 per door (iii) to obtain further quotations to replace the Exhibition Area internal doors with fire doors and finally (iv) the estimate from Westview Electrical in the sum of £1,740 plus VAT for works to the emergency lighting be accepted.

1463. FUTURE EVENTS

The Committee considered the Amenities Officer's report listing the events for the forthcoming year. Helping Out CIC had been contacted following a recommendation from the working group and they suggested setting up a Treasure Trail during October half term, with autumnal information about Chatsworth Park. 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. Helping Out CIC had applied for a grant of £300 to the Town Council to undertake this work. The Committee felt this was quite high and it was therefore proposed by Cllr Robinson, seconded by Cllr Selby and unanimously **RECOMMENDED** that Helping Out CIC are contacted to ask for a breakdown of the figure requested.

1464. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

None.

There being no further business the meeting closed at 9.58 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 29th November 2021 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List
29th November 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>Put on hold due to Covid but possible to now proceed.</i>	Jan 2022
27.1.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale. <i>Put on hold due to Covid but possible to now proceed.</i>	Jan 2022
25.1.21	Min 1369, p 3340 – To consider obtaining estimates to reduce the height and weight of a tree in Chatsworth Park following storm damage	BB	Work has now been completed by Aspen Treecare for works to the tree.	Complete
22.3.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	Delay to works being carried out. Bianca chasing.	Jan 2022
24.5.21	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 contacted Countrymans, who advised it was not possible due to the roots going underneath the path, but instead used a more expensive tarmac, giving the path longevity.	Complete
26.7.21	Min 1428, p 3468 – To review the Business Plan	SN	Management Plan and Boundary Policy have now been added to the updated Business Plan.	Complete
26.7.21	Min 1430, p 3469 – To consider adding lecterns to key points of entry within Chatsworth Park	BB	Cllrs O'Connor and Robinson volunteered for lectern working group, update provided on min 1457 of action list.	Complete
26.7.21	Min 1431, p 3469 – To note the annual playground inspection reports	BB BB	An agenda item has been added to this meeting concerning the 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	See new agenda item Jan 2022

Agenda Item 5 - Amenities and Civic Centre Action List
29th November 2021

		CG	weekly playground inspection reports. CG will update Committee on legislations on adding toilet facilities.	Jan 2022
26.7.21	Min 1433, p 3470 – To consider a tree survey for Chatsworth Park and the Copse	BB	Aspen Treecare have completed the survey but will not have the report to us prior to this meeting. Will therefore be emailed over to Committee separately once received.	Jan 2022
26.7.21	Min 1438, p 3472 – To consider placing bee hives on Telscombe Town Council land	BB	A new agenda item has been added to this meeting.	See new agenda item
26.7.21	Min 1441, p 3473 – Update on actions following the fire Risk Assessment and agree estimates	SN	Awaiting further quote from Securitel for additional detectors.	Jan '22
27.9.21	Min 1451, p 3513 – To review the Business Plan	SN	Plan updated to show bushes unable to be planted in the verges.	Complete
27.9.21	Min 1453, p 3513 – To consider works to trees adjacent to properties bordering Chatsworth Park	BB	EH Treecare to carry out the recommended in sum of £1,830 plus VAT. Planting of three new trees to be budgeted for and considered in 12 months' time.	Jan 2022
27.9.21	Min 1454, p 3513 – To consider consultation responses and agree a new piece of playground equipment at Robert Kingan Playground	BB/ SN	Committee agreed to go with the 4 seater seesaw and the ball wall. Request taken to Full Council to use our CIL monies and approved.	Jan 2022
27.9.21	Min 1455, p 3514 – To note progress on Local Green Spaces report for the Neighbourhood Plan and reports received regarding Chatsworth Park and agree works	CG	Initial works can be undertaken - clearance of nettles to southern location in Chatsworth Park and a hedge be planted around the memory garden. CG to provide verbal update at mtg.	Jan 2022
27.9.21	Min 1456, p 3515 – To consider the draft Chatsworth Park and Copse Management Plan and Boundary Policy	BB	The amended draft Boundary Policy and Management Plan to be taken to the next Full Council in December for adoption.	Dec 2021
27.9.21	Min 1457, p 3515 – Update on high priority	BB/ SN	Working group investigating prices & their findings will be	Jan 2022

Agenda Item 5 - Amenities and Civic Centre Action List
29th November 2021

	items listed on the Access Report		taken to a future Committee meeting.	
27.9.21	Min 1458, p 3515 – Update on Chatsworth Park South Playground gates and agree way forward	BB/ SN	Committee agreed to purchase two barriers, pay ESH fees and installation by ESH approved contractor. Full Council approved use of our CIL monies to pay for the project.	Jan 2022
27.9.21	Min 1459, p 3516 – To agree to progress with Welcome Back Fund event	AG/ CG	A working group meeting is due imminently to discuss the progression of this event.	Jan 2022
27.9.21	Min 1460, p 3516 – To agree costs and continuation for café/concession at Chatsworth Park	SN	Wander Coffee have signed a licence agreement confirming the concession will run to the end of Mar 2022 & they will pay a licence fee of £40pw to cover portable toilet hire.	Complete
27.9.21	Min 1461, p 3516 – To consider carbon footprint calculator for the Civic Centre	SN	Information on Civic Centre carbon footprint calculation to be taken to the Climate Change working group for consideration as to a way forward. Another meeting yet to be arranged.	March 22
27.9.21	Min 1462, p 3516 – To agree estimates for work required at Civic Centre following Fire Risk Assessment	SN	Westview Electrical have carried out emergency lighting works as agreed. Trying to obtain further fire door replacement estimates.	Complete March 22
27.9.21	Min 1463, p 3517 – Future Events	BB	Helping Out unable to carry out Halloween event due to illness. Committee informed by email on 14.10.2021.	Complete

<u>AGENDA ITEM</u>	6
<u>REPORT TO</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk & RFO
<u>MEETING DATE</u>	29 th November 2021
<u>SUBJECT</u>	To Review Income & Expenditure to 31 st October 2021

1. INTRODUCTION

Detailed income and expenditure sheets are attached for both the Amenities and Civic Centre Committees and also the Earmarked Reserves.

2. INFORMATION

The actual year to date figures at 31st October 2021 are:-

Amenities - Income of £638 and expenditure of £14,163.

Civic Centre – Income of £9,603 and expenditure of £20,551.

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).

4098-201 Play equipment replacement – we have committed to put £14,000 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 and £160 from Wander Coffee for their licence fee for the café concession.

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

Civic Centre

1000-301 Income Civic Centre Room Hire – due to Covid and the closure of the Civic Centre, income is down on the budget.

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

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

4419-301 Internal/external works – we have recently had work carried out as recommended following the fire risk assessment earlier in the year which will use the remainder of this budget and some of the ER for Civic Centre maintenance.

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

Earmarked Reserves

9012-910 Civic Centre maintenance – payment for the NICEIC electrical inspection and subsequent required electrical works.

9013-910 IT – payment for the new Server.

9028-910 Bus shelters – payment for painting and repairs of our Council owned bus shelters.

9035-910 Grounds Maintenance – this was for the Access Report £1,875 and Ecological Report £1,865.

9037-910 CIL monies – payment for ESCC licence fee for new bus shelter at northern end of Bannings Vale.

3. RECOMMENDATION

It is recommended to note the figures.

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 two or three regular hirers that have not returned and as yet we are still not taking large function/party hires due to the Covid implications.

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities							
<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	0	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	0	507	2,600	2,093	0	2,093	19.5%
Net Income over Expenditure	0	(477)	(2,500)	(2,023)			
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098 PlayEquipment Replacement	0	1,433	16,000	14,567	14,000	567	96.5%
4100 Playgrounds Spare Parts	0	12	2,000	1,988		1,988	0.6%
4101 Grounds Maintenance	0	2,369	8,000	5,631		5,631	29.6%
4104 Works contract 1, playgrounds	670	4,479	7,850	3,371		3,371	57.1%
4105 Works contract 2 -trees/hedges	1,025	2,545	2,600	55		55	97.9%
4106 Small maint. works contract 3	165	815	1,800	985		985	45.3%
4107 Playground inspections	195	1,792	2,700	908		908	66.4%
4328 Joint litter/dog bin emptying	0	(832)	0	832		832	0.0%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	2,055	12,613	40,950	28,337	14,000	14,337	65.0%
Net Expenditure	(2,055)	(12,613)	(40,950)	(28,337)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	0	1,150	1,150			0.0%
1063 Income memory garden plaques	30	195	300	105			65.0%
1065 Income miscellaneous	160	413	0	(413)			0.0%
Amenities General :- Income	190	608	1,450	842			41.9%
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	128	300	172		172	42.7%
Amenities General :- Indirect Expenditure	0	1,043	2,950	1,907	0	1,907	35.4%
Net Income over Expenditure	190	(435)	(1,500)	(1,065)			
Amenities :- Income	190	638	1,550	912			41.2%
Expenditure	2,055	14,163	46,500	32,337	14,000	18,337	60.6%

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Civic Centre</u>							
<u>301 Civic Building</u>							
1000 Income Civic Centre -room hire	769	2,765	10,000	7,235			27.6%
1002 Income - C Centre FIT payments	0	3,532	4,800	1,268			73.6%
1003 Income - C Centre mast rental	0	3,306	6,615	3,309			50.0%
Civic Building :- Income	769	9,603	21,415	11,812			44.8%
4401 General Repairs	0	850	2,000	1,150		1,150	42.5%
4402 Consumable Supplies	226	528	850	322		322	62.1%
4403 Equipment Maintenance	0	998	2,000	1,002		1,002	49.9%
4404 External/Internal Decorating	0	0	1,000	1,000		1,000	0.0%
4406 Refuse collection	219	642	850	208		208	75.5%
4407 Equipment	0	257	1,250	993		993	20.5%
4411 Rates	1,205	8,446	15,000	6,554		6,554	56.3%
4412 Water and Sewage	822	1,644	1,900	256		256	86.5%
4413 Electricity	269	530	2,200	1,670		1,670	24.1%
4414 Gas	99	1,236	2,850	1,614		1,614	43.4%
4419 Internal/external works	0	690	2,000	1,310		1,310	34.5%
Civic Building :- Indirect Expenditure	2,840	15,819	31,900	16,081	0	16,081	49.6%
Net Income over Expenditure	(2,070)	(6,216)	(10,485)	(4,269)			
<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	769	9,603	21,415	11,812			44.8%
Expenditure	2,840	20,551	41,500	20,949	0	20,949	49.5%

10/11/2021

Telscombe Town Council

09:27

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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	1,203	20,348	19,145		19,145	5.9%
9038 Neighbourhood Plan	330	2,470	5,082	2,612		2,612	48.6%
9039 Clifftop fencing	0	0	2,711	2,711		2,711	0.0%
9040 Community cafe	171	1,483	3,985	2,502		2,502	37.2%
9041 Tye management	0	140	3,553	3,413		3,413	3.9%
Earmarked Reserves :- Indirect Expenditure	501	25,013	310,799	285,786	0	285,786	8.0%
Net Expenditure							
	(501)	(25,013)	(310,799)	(285,786)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	501	25,013	310,799	285,786	0	285,786	8.0%

AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	29 th November 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 up-to-date 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.	AO, TC	Yearly	ACC	Ongoing
2	Tree Works	Tree works to continue as required by the survey reports in Chatsworth Park and the Copse.	AO, TC	Yearly	ACC	Ongoing
3	Establish a maintenance programme for play equipment in the play spaces in Chatsworth Park & Robert Kingan	Keep the new play equipment in a safe and good condition.	AO, TC & ACC	6 monthly	ACC	Ongoing

2020 -2021

2021 -2022

2022 -2023

V2.3 28/10/21

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	Increase Council hire income	TC	6 monthly	ACC	November 2021
4a	Increasing income ideas to be included	Working group to explore options with TC	TC	6 monthly	ACC	November 2021
		<p>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.</p> <p>Was put on hold due to Covid so now need to arrange further working group meeting to progress.</p> <p style="background-color: #800080; color: white; padding: 2px;">BUDGET IMPLICATIONS</p>				

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

5	Keep Robert Kingan playground and Chatsworth Park clean and tidy	Carry out regular inspections of park & play spaces	Litter picking of park and playground included in new 3-year grounds maintenance contracts which commenced 1.4.21. Undertake periodic litter picks in Chatsworth Park & Robert Kingan using members, staff and volunteers in addition to contractors.	AO, staff and members and volunteers	6 monthly	ACC	Ongoing
6	New Café in Chatsworth Park Project	Examine the feasibility of building a new café in Chatsworth Park	Small working group set up & subsequently agreed at committee to trial a café concession to test market. Concession started April 2021 and agreed at ACC in Sept '21 to extend to March '22. Covenants for Park examined by LDC lawyer & report received. Additional Cllrs & staff joined working group to take project forward. Report being taken to Council in November re feasibility study for more permanent structure. BUDGET IMPLICATIONS	AO & TC	Ongoing	ACC	May 2023

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

7	Declared Climate Change Emergency - Activity for ACC and FC	Aim for TTC to become carbon neutral by 2030.	TC & AO	ACC & FC	Complete
		<p>Proposed Tree Planting scheme with residents unable to proceed due to underground services & same applies to planting of bushes as an alternative. See item 7 in Part III.</p> <p>Replace any tree cut down as part of Chatsworth Park maintenance.</p> <p>Advertise the solar panels savings in CO2 and clean energy generation in quarterly newsletter.</p> <p>Explore the opportunities to provide EV charging point(s) at Civic Centre & rainwater harvesting.</p> <p>BUDGET IMPLICATIONS</p> <p>Single Use Plastics Policy adopted at Council meeting on 16.9.20.</p> <p>Joint working party set up with PeacehavenTC, as well as TTC's own separate committee.</p>	Ongoing	ACC & FC	2023
			Complete		2023
			Ongoing	ACC/FC	2023

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

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 Peacehaven & Telscombe Cliffs.	AO & TC	Yearly	ACC	n/a
8	New Council Contracts – Contract specification to pay the living wage to employees	Early appraisal of grounds maintenance contract renewal due in 2021. Examine potential to combine all existing contracts.	Examine the tender requirements of the new contract and encourage quality over price outcomes - New contracts agreed, x 3 separate, went out for tender and contractors agreed at A/CC. Contract for 3 years commencing 1.4.21. BUDGET IMPLICATIONS	TC & AO	Renewal of contracts due April 2024 – start new tender process in April 2023	ACC & FC	Complete
9	Chatsworth Park and The Copse Management Plan	To provide clear guidelines for park management.	Draft Management Plan and Boundary Policy agreed at ACC in Sept '21 to be taken to full Council in Nov'21 for adoption. BUDGET IMPLICATIONS	CCLK		ACC/FC	January 2022

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

9	Youth Services	Look at expanding opportunities to provide youth services support in the Towns	Report to Committee members to inform the discussion on exploring new opportunities to work with The Joff (Peacehaven) Youth Centre. Joint project agreed with Peacehaven TC & ESCC, put on hold due to Covid-19. Await revised details from ESCC.	TC & CR	ACC	April 2022
---	----------------	--	---	---------	-----	------------

BUDGET IMPLICATIONS

This is a dynamic plan and by this it is meant that new work can be added and existing work or that completed or found not to be viable or necessary can be removed.

Abbreviations

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

AGENDA ITEM	8
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	29 th November 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 investigating the 22 high priority recommendations from the Access Report.

2. INFORMATION

The attached spreadsheet provides an update on the 16 urgent items for consideration by this Committee. Any recommendations that come under Telscombe Tye will be taken to the Policy & Resources Committee.

Of these 16 items, 8 have been completed, 3 are currently being explored (listed as ongoing) and 2 will be undertaken once we have a planned event in the park. A separate agenda has also been added to consider pathway works next to Chatsworth Park North Playground.

Items 4.1 and 4.2 recommend that we carry out a rolling programme of improvement and maintenance of path surfaces around Chatsworth Park, starting with the most frequented routes. We will need to aim for a path width of 1800-2000mm on key routes. The costs to undertake these works will be high and we will need to consider how we would like to fund this and proceed.

3. RECOMMENDATION

I recommend the Committee note the information on the attached spreadsheet and a decision be made on how to proceed with the recommendation for works to the paths in Chatsworth Park.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

There will be financial implications to progress items in 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.	<p>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: • Parking and transport information • Location and access information</p> <p>about WCs, refreshment facilities. And other facilities</p> <ul style="list-style-type: none"> • 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 <p>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.</p>	The Admin Assistant has completed this piece of work - details found on TTC website	Completed

No. & Element	Current Situation	Recommendation	Update	Status
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.	Lectern working group set up and recommendations due to be taken to A&CC meeting in Jan 2022.	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.	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.	Meeting to be arranged with ESCC Traffic & Safety Manager	Recommendation in separate agenda item
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

No. & Element	Current Situation	Recommendation	Update	Status
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. White lines unable to be painted due to surface.	Completed
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 at this meeting repaired. A yearly ongoing programme will need to take place, future reports to come to this Committee	To be considered
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	To be considered at this meeting

No. & Element	Current Situation	Recommendation	Update	Status
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 when we hold an event	To be considered
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 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 is investigating training options	Ongoing

No. & Element	Current Situation	Recommendation	Update	Status
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. To be considered alongside 8.2 (low priority).	To be considered when we hold an event
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	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	29 th November 2021
SUBJECT	To consider applying for funding for a new route and pathway works next to Chatsworth Park North Playground

1. INTRODUCTION

There are several recommendations from the Access Report concerning the approaches to Chatsworth Park North playground.

2. INFORMATION

The recommendations list 1 high priority item, which is that the slope into the playground from the northern entrance is steep. They suggested that a new step-free route with firm surface be created from further up Kirby Drive from the top west corner of the park, parallel to the road but on the park side of the hedge, to meet up on the level landing outside other yellow gate to the playground (picture of location below).



In addition, there are 5 medium priority items concerning the steps and handrails. Recommendations include the creation of an extra step at the bottom of the second set of steps, carry out remedial works to the timbers that form the nosings & treads, to provide a handrail to the left side of the steps ascending and to replace the current handrail with one that meets the recommended guidance as listed in the report.

Although the steps and handrails are listed as medium priority, it would be beneficial for all works concerning these items to be completed at the same time. The pathway

(pictures below) in particular would need full replacement to make it easily accessible for all park users.



The costs for this work would be high and I have investigated the option of funding. The National Lottery have a Community Fund which provides a larger amount (over £10,000) for organisations and funds projects that work to make positive changes in the community. Applications are accepted from Town Councils but there is currently a high demand for requests due to the ongoing pandemic, so we may not be successful. If it is decided to place an application with the National Lottery, we would need to obtain quotations for the above suggested works so we know how much money to ask for. We will also be required to provide the date our accounts end each year and how much income we have. Once we have applied for the project, the application will be passed to a funding officer, who will assess the proposal.

3. RECOMMENDATION

I recommend that I start the process of applying for funding by obtaining estimates for the suggested works as advised by Access Matters and that further details be brought back to a future meeting.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

Not known at this stage.

AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	29 th November 2021
SUBJECT	To consider trampoline and climbing frame works in playgrounds

1. INTRODUCTION

At a previous Amenities & Civic Centre meeting, the Committee were provided with annual playground inspection reports for our three playgrounds; Chatsworth Park South, Chatsworth Park North and Robert Kingan.

The annual playground inspections highlighted three items as grade 10 risk, which are on the cusp of being moderate. These were in relation to the following:

Robert Kingan Playground:- The trampolines needed tightening and rubbish to be cleared out from the bottom.

Chatsworth Park South Playground:-

- a) The trampolines needed tightening, rubbish to be cleared out from the bottom and there were also some damaged springs, (the springs have been replaced by the caretaker).
- b) The climbing frame needed sanding down as it had splinters and there is rust showing through that needs to be treated. There were also gaps opening between the surfacing and the edging surrounding the joints in the surfacing.

2. INFORMATION

I will obtain estimates to undertake the work to the climbing frame as our caretaker has advised it is too big a job for him

Although trampoline springs had been replaced in Chatsworth Park South playground, more continue to break. Due to the problems with the springs and there being gaps opening between the edging of the trampolines in Chatsworth Park, I contacted four companies for prices to fully replace the trampolines in both Chatsworth Park South and Robert Kingan playgrounds. Two responded as follows:

Playsafe Playgrounds Ltd advised that the trampolines at Robert Kingan need replacing and the trampolines in Chatsworth Park just need repairing and cleaning. Their attached quote is £11,652 plus VAT for works to the two trampolines at Chatsworth Park South and £12,624 plus VAT for total replacement of the two trampolines at Robert Kingan, total **£24,346** plus VAT. Their prices include supply, fit and removal of waste.

Sutcliffe Play, who installed the original trampolines, quoted £15,921.36 plus VAT for replacement of all springs, jumping mats and surrounding edges to all 4 trampolines in both locations including delivery (quotation attached). They advised it would cost £700 if we would like them to install the trampolines over two days, bringing the total price to **£16,621.36** plus VAT.

Sutcliffe Play also provided us with a second quote, attached, for the replacement springs for all 4 trampolines in both locations, (the ones we obtained were not commercial grade) and 1 replacement rubber plate as a side panel had become loose at Robert Kingan Playground. The amount is £3,239.52 including delivery. Sutcliffe Play advised it would cost £350 for installation on one day, bringing the total price to **£3,589.52** plus VAT.

3. RECOMMENDATION

To consider which quotation to go forward with in relation to the four trampolines.

4. ENVIRONMENTAL IMPACT

There will be an environmental impact on disposing of the current equipment.

5. FINANCIAL IMPLICATIONS

We have £89,000 available in earmarked reserves for play equipment replacement.



PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,
Midhurst, West Sussex. GU29 0JS
Tel: 01730 815472 Fax: 01730 815872
E-mail: info@playsafeplaygrounds.co.uk

Bianca Buss
Amenities Officer
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road,
Telscombe Cliffs,
BN10 7ES
Tel: 01273 589777

Ref: 42821

29th October 2021

QUOTATION – Trampoline repair / replacement

Quotation Summary Sheet

General Site

- Health and safety, site welfare and security

Chatsworth Park South playground trampolines

- Replacement parts and safety surface repairs

Robert Kingham playground trampolines

- Replacement trampolines and safety surface repairs

Quote Total = £24,346 + VAT

See detailed works and price breakdown below

All prices are excluding VAT and valid for 21 days.
MCD has been included unless otherwise stated.
Terms: To be confirmed at point of order



Please contact us
for details of our
FSC® certified
products.
The mark of
responsible forestry
FSC® C007915

General Site

Provide site specific health and safety documentation prior to carrying out any works.
Provide site security and welfare on site for the duration of the works.

Clear site on completion of the works.

Chatsworth Park South playground

Remove existing jumping mats and springs
Clear bottom of the trampoline pits of all debris

Supply and fit 2.No XL jumping mats to existing surrounds c/w 124.No replacement springs

Repair trampoline surrounding wet pour rubber
Chase cut around trampoline 200mm wide strip of existing EPDM rubber.
Supply and lay 4m² of **standard coloured** EPDM rubber wetpour safety surface at a depth of 40mm

Dispose of all waste to approved waste disposal site

Total: £11,652 +VAT

Robert Kingham playground

Break out and remove 2. No existing trampolines
Clear debris from the bottom of trampoline

Supply and fit 2.No 1250 X 1250mm size trampolines set into concrete foundations

Lay double layer of geotextile membrane,
Lay 10mm shingle inside of trampoline to provide drainage.

Relay existing sport carpet surface to fit new trampolines and adhere into position.
Apply kiln dried sand over the repaired section of surface on completion of the repair.

Dispose of all waste to approved waste disposal site

Total: £12,694 +VAT

General Site

On completion clear site of all surplus materials, waste and security fencing

UV stability of wet pour rubber surfacing

Discolouration of the binder material due to strong UV can be evident, this gives the surface a green shade and effects differing colours with differing effect. A UV resistant binder is used as standard practice, however a UV stable product eliminates this colour change.



AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Cllr Cathy Gallagher
MEETING DATE	29 th November 2021
SUBJECT	Update on the progress of Telscombe Green Spaces report and progress to completion of a Green Infrastructure Plan

1. INTRODUCTION

The compilation of a comprehensive list of Green Spaces has been prepared to enable protections and improvements to be achieved through the emerging Neighbourhood Development Plan and the Management Plan for Chatsworth Park and The Copse which is due to be adopted shortly.

The Draft Neighbourhood Development Plan has been sent forward from both Peacehaven and Telscombe Town Council for Schedule 14 consultation. In the Draft Plan, Telscombe Town green spaces put forward for protection are:

- a. Robert Kingham Park
- b. Chatsworth Park (North and South)
- c. Telscombe Cliffs Recreation Ground

Two spreadsheets have been prepared covering both Peacehaven and Telscombe Greenspaces. The first cover's location, size and any existing protections. There is also a matrix to show the Criteria for inclusion in the list for protection i.e., Beauty, Historic, Recreational Value, Tranquillity, Wildlife.

The second attachment lists the assets within the green space including flora and fauna. Both these documents are live and subject to changes and updates.

2. INFORMATION

The National Planning Policy Framework (NPPF) states on paragraph 96 that "access to a network of high-quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities".

Through the emerging Lewes District Local Plan, the directions from the NPPF are being carried forward guidance and standards are set out in the Lewes District Open Spaces Strategy report of November 2020 and the Lewes Playing Pitch Strategy – Needs Assessment July 2020.

During the period of the research for the Draft Neighbourhood Development Plan, it has become apparent that a "Green Infrastructure Plan "and a "Sports feasibility Study" across the two Towns would be beneficial for forward planning.

Green infrastructure is a term used to describe networks of greenspaces. It can cover cycle and walking path networks as well as air quality, to enable management of the network to increase biodiversity, improve food and energy security, facilitate community development and build resilience to the effects of climate change.

3. RECOMMENDATION

- a. To note the contents of this report
- b. To consider how to proceed with the Green Infrastructure Plan

4. ENVIRONMENTAL IMPACT

The measures put forward as a result of improving and enhancing the greenspaces will have a positive environmental impact.

5. FINANCIAL IMPLICATIONS

None at present, Consultant support through Neighbourhood Development Plan.

	SITE NAME	SERIAL NUMBER	LOCATION	AREA (Ha)	GRID REF	Statutory DESIGNATION	Other Designation	Owner
31	Chatsworth Park				TQ 405017	Open Space?	Biosphere	TTC
32	The Copse				TQ403021	TPO ancient woodland	Biosphere	TTC
33	Robert Kingan							TTC
34	Spine Path							
35	Telscombe Cliffs Playing fields						Biosphere	LDC
	OPEN SPACE NOT INCLUDED							
	Top of ambleside							
	Esplanade cliff tops							
	Telscombe Tye							
	Peacehaven Golf Course							
	Plot 21 Valley Road							
	Plot 35 Valley Road							

SITE NAME **summary of activities** **Access including how close to the community it serves (m)** **Other public rights of way to/across the site** **Important additional features**

Chatsworth Park	Open grassed areas. Formal garden sports	Recreation, open space	Accessibility good, embedded into local community	Pigs Hill	
The Copse	Wooded area	Wooded copse, no activity	Close to houses, footpath only		
Robert Kingan	Formal Playspace				
Spine Path					
Telscombe Cliffs Playing fields					
OPEN SPACE NOT INCLUDED					
Top of ambleside					
Esplanade cliff tops					
Telscombe Tye					
Peacehaven Golf Course					
Plot 21 Valley Road					
Plot 35 Valley Road					

31
32
33
34
35

SITE NAME	Info	Criteria (Fully/Partially/Not)						
		Beauty	recreational	val	Tranquility	Wildlife	proposed as a LGS	
31 Chatsworth Park	2 x childrens play space areas	x	x	x	x	x		Y
32 The Copse					x	x		
33 Robert Kingan		x	x	x		x		Y
34 Spine Path			x		x	x		
35 Telscombe Cliffs Playing fields								
OPEN SPACE NOT INCLUDED								
Top of ambleside								
Esplanade cliff tops								
Telscombe Tye								
Peacehaven Golf Course								
Plot 21 Valley Road								
Plot 35 Valley Road								

Telscombe Town Council Local Green Spaces

Hectares

Playgrounds

Condition

Telscombe Tye (Registered common land, AONB, SSSI status on coastal edge)	85.39	NO	
Chatsworth Park	6.85 in total	See below	
Chatsworth Park Northern Playground		YES (infants, under 12)	New 2018
Chatsworth Park Southern Playground		YES (infants, under 12)	New 2018
Chatsworth Park Memory Garden		NO	
Robert Kingan Playground	0.23	YES (infants, under 12)	Good with some replaced in 2018
The Copse	0.22	NO	

Telscombe Town Council Local Green Spaces

Sports Areas (Over 12)

Which Sports

Open Spaces

Wild Life Areas

Telscombe Tye (Registered common land, AONB, SSSI status on coastal edge)	NO		YES	YES
Chatsworth Park		Football	YES	
Chatsworth Park Northern Playground	NO		NO	NO
Chatsworth Park Southern Playground	NO		NO	NO
Chatsworth Park Memory Garden	NO		YES	NO
Robert Kingan Playground	NO		NO	NO
The Copse	NO		NO	YES

Telscombe Town Council Local Green Spaces

Trees Tree Species Bushes Formal Flower Beds

Telscombe Tye (Registered common land, AONB, SSSI status on coastal edge)	YES (E piece)	Varied	Some hawthorn along funeral track but mainly scrub	NO
Chatsworth Park	YES	Various	YES	NO
Chatsworth Park Northern Playground	NO		NO	NO
Chatsworth Park Southern Playground	NO		NO	NO
Chatsworth Park Memory Garden	YES		YES	Residents can plant their own
Robert Kingan Playground	YES		YES	NO
The Copse	YES	Various	NO	NO

Telscombe Town Council Local Green Spaces

Water Supply

Public Water Supply

Public Toilets

Café Facilities

Telscombe Tye (Registered common land, AONB, SSSI status on coastal edge)	NO	NO	NO	NO
Chatsworth Park	NO	NO	NO	NO
Chatsworth Park Northern Playground	NO	NO	NO	NO
Chatsworth Park Southern Playground	NO	NO	NO	NO
Chatsworth Park Memory Garden	NO	NO	NO	NO
Robert Kingan Playground	NO	NO	NO	NO
The Copse	NO	NO	NO	NO

Telscombe Town Council Local Green Spaces

Pathways DDA Compliant Steps Ramps Walking Paths Cycle Paths Surfaces

Telscombe Tye (Registered common land, AONB, SSSI status on coastal edge)	YES	YES access gates to east & west & also from Telscombe Village	NO	NO	Several Rights of Way	NO	Grass
---	-----	---	----	----	-----------------------	----	-------

Chatsworth Park	YES	?	YES	NO	YES	NO	Grass & tarmac
Chatsworth Park Northern Playground	YES	?	NO	NO	YES	NO	Grass & safety mats
Chatsworth Park Southern Playground	YES	?	NO	NO	YES	NO	Grass & safety mats
Chatsworth Park Memory Garden	NO	?	NO	NO	NO	NO	Grass & paving

Robert Kingan Playground	YES	?	NO	NO	YES	NO	Grass & safety mats
--------------------------	-----	---	----	----	-----	----	---------------------

The Copse	NO	NO	YES	NO	NO	NO	Earth
-----------	----	----	-----	----	----	----	-------

Telscombe Town Council Local Green Spaces

Bins Notice Boards Benches Boundaries Fences Signage

Telscombe Tye (Registered common land, AONB, SSSI status on coastal edge)	YES	YES	YES	YES	YES	YES	4
---	-----	-----	-----	-----	-----	-----	---

Chatsworth Park	YES	YES	YES	YES	YES - some problems	YES	4
Chatsworth Park Northern Playground	YES	YES	?	?	YES	YES	2
Chatsworth Park Southern Playground	YES	YES	?	?	YES	YES	2
Chatsworth Park Memory Garden	YES	YES	YES	YES	NO	NO	3

Robert Kingan Playground	YES	YES	?	?	YES	YES	2
--------------------------	-----	-----	---	---	-----	-----	---

The Copse	YES	NO	NO	NO	YES	YES	4
-----------	-----	----	----	----	-----	-----	---

AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	29 th November 2021
SUBJECT	To ratify the payment to EH Treecare for emergency tree works

1. INTRODUCTION

I received notification at approximately 5.15pm on Wednesday 20th October that high winds had caused a tree in Chatsworth Park, on the edge of Ambleside Avenue to split in two at the bottom of the trunk. This was causing the tree to lean dangerously towards the road.

2. INFORMATION

I went to have a look and Police were on site. They were concerned that the tree would come down across the pavement/road any minute and advised me they would have to remain on site to monitor it and close the road if necessary until I could arrange for a contractor to remove the tree.

I managed to get hold of EH Treecare and Ed went to take a look. Due to the tree being close to phone lines, it was necessary for the top of the tree to be removed first so that it did not take the lines down too. Due to the fact it was an emergency, I authorised him to progress with the work. Ed and his team had to go to their yard and get all the necessary equipment including a hiab crane to reach the top of the tree and a lighting tower as it was then getting dark. They worked through horrendously heavy rain to cut the tree down and make the area safe. The road was closed by the Police whilst the work took place and the Police kindly informed the bus company so that the buses could be re-routed.

EH Treecare's total charge for this was £571.50 and although this is above my normal £500 delegated spending authority, in cases of extreme risk (in accordance with Financial Reg 4.5) I can authorise work up to £3,000.

The following morning we checked the rest of Chatsworth Park and found one small branch high up on a pine tree near Manor Drive that was broken and hanging. I also authorised Ed to cut this off at a cost of £70.

3. RECOMMENDATION

I recommend that the total emergency total cost of £641.50 is ratified.

4. FINANCIAL IMPLICATIONS

We have a budget for general grounds maintenance works.

AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	29 th November 2021
SUBJECT	Update on placing bee hives on Telscombe Town Council land

1. INTRODUCTION

At the Amenities & Civic Centre meeting in July, the Committee considered placing bee hives on Telscombe Town Council land. It was agreed for me to carry out a site visit with the Brighton and Lewes Division of the British Beekeepers Association (B&L BBKA) for potential locations in the Copse and the old car park at Chatsworth Park.

2. INFORMATION

I met with the Chair of the B&L BBKA in August who advised that the Copse is not supportive for apiaries as there are too many trees and limited access. The Chair did express interest in the old car park at Chatsworth Park and advised that he would need to attend the site with other committee members and provide us with their findings.

The B&L BBKA subsequently attended the old car park in Chatsworth Park and agreed that it could be used as a site, but would need vehicular access from Kirby Drive so they could attend to the apiaries. The apiaries would be best placed in the fenced area, but the vegetation would need to be cleared, including to the front, so they could easily park their van. The Chair confirmed that the bees fly 'up and over' rather than to the side, but they have had other land owners raise concerns of bees stinging members of the public etc. To resolve this concern, they have previously placed a 5ft high x 8ft wide netting screen around the hives. They would also make sure the entrances to the hives are facing away from any paths. All of this is dependent on them having a member of the association to take this on as a site manager, who lives no more than 10-15 minutes away. If successful, we will receive £2 of honey per year for the site.

If it is decided to take this forward, the Town Council would need to undertake the clearance of vegetation around the apiaries so that they can be easily accessed. We would also need to replace the gate at the bottom of Kirby Drive (south of the north playground) to make it secure, including a lock and key. Lastly, the B&L BBKA advised that a lease arrangement would need to be drawn up. They have previously drawn up a small agreement in Piddinghoe for a 2 year lease, with either party being able to terminate the lease with 6 months' notice. They have up to £5 million Public Liability Insurance as covered by the BBKA and suggested we ask our lawyers to draw up a legal binding document. They also suggested we contact Peacehaven Town Council (PTC) to see how they set up their previous apiaries in the Big Park. They have offered to meet the Councillors informally to discuss this further.

3. RECOMMENDATION

I recommend that the Committee consider if they would like to proceed with adding apiaries in Chatsworth Park. If it is decided to go ahead, I will contact PTC for their advice.

4. ENVIRONMENTAL IMPACT

There will be minimal environmental impact on adding apiaries to the park.

5. FINANCIAL IMPLICATIONS

There will be costs for the clearance of vegetation and replacement of the gate at Kirby Drive.

AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	29 th November 2021
SUBJECT	To note amenities complaints since last meeting

1. INTRODUCTION

Cllr Gallagher has requested that a list of all amenities complaints are brought to this Committee for noting.

2. INFORMATION

Since our last Committee meeting, three complaints have been raised as follows:

Complaint No 1, received on 12th August 2021 (ongoing)

This complaint was received from a member of the public whose property borders Chatsworth Park, concerning vegetation growing from the park into their garden and ruining their fence. I asked to meet the resident on site and due to family commitments, they could not meet me until 13th October. When I visited the property there were no trees or vegetation encroaching their boundary and their fence was in good condition. They advised they clear the vegetation themselves when the weeds grow over but also raised concerns with a particular weed around the trees in the park that has started growing within the last 18 months and is blocking their sunlight. I contacted Aspen Treecare, who confirmed the particular weed looked to be Russian Vine and they would take a look when next in the park. I have chased for an update and am awaiting his reply.

Complaint No 2, received on 5th November 2021 (ongoing)

A member of the public reported a tree growing out of a wall next to a small car park area in Bridle Way, Telscombe Cliffs. The tree is now growing over their property and they would like it to be removed. I visited the area and there is vegetation and a small sapling between the car parking bay and the resident's property. This is not Town Council owned land and I am not sure whose responsibility it is, so contacted Lewes District Council (LDC) and East Sussex Highways (ESH). LDC confirmed this is not their land and I have chased ESH for their response.

Complaint No 3, received on 8th November 2021 (closed)

This complaint came through the MP's Office from a member of the public. They wanted to complain about the grass outside Homeridge House in E Saltdean as it had not been cut regularly and dog owners use it as an opportunity to not pick up their dog mess, which also causes a smell issue in the summer months. They also raised concerns with the vulnerable adults at Homeridge House slipping when they go outside. I responded to advise the location is a wildflower verge and is cut once in the autumn. I recommended they report any dog fouling to LDC and provided them with the web link. I also asked ESCC if they could add a yellow flower sign on this verge to confirm it is a

wildflower verge but was informed that they are not currently adding signs to designated verges.

3. RECOMMENDATION

I recommend that the Committee note the complaints received. I also recommend the Committee agree that future reports be added to each agenda, which will include updates on an attached spreadsheet.

4. ENVIRONMENTAL IMPACT

The environmental impact will be considered when carrying out any works in response to a complaint.

5. FINANCIAL IMPLICATIONS

None.

AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Cllr Cathy Gallagher
MEETING DATE	29 th November 2021
SUBJECT	Consider Renewable Energy Options for Telscombe Town Council

1. INTRODUCTION

In 2018 through the Neighbourhood Development Plan both Peacehaven and Telscombe Councils were introduced to the idea of creating a Community Energy Scheme which would include a battery storage facility. The possibility of income and savings for the Councils and the decommissioning of the large fossil fuel power plants being the incentive for change.

2. INFORMATION

Dr Mark Earthey was authorised by both Councils to carry out a fact find at no cost to the Council with a view to starting a collaborative community energy scheme.

Through the various initiatives to reduce the dependence on fossil fuels and greenhouse gases, contact has been made with Chris Rowland, Chief Executive Officer of Director of Ovesco. Ovesco is the Ouse Valley Energy Services Company set up in 2007 and it is a pioneering community energy company. OVESCO work closely with Lewes District Council and parishes and Towns in the District. They provide support to Town Councils, advice and direction for grant applications and financing.

Dr Earthey and Chris Rowland have offered support to Telscombe Town Council to examine:-

1. Existing power suppliers, solar panels and boilers to advise on efficiency savings in terms of costs and emissions.
2. Installation of a new system for heating and hot water. Possibly a closed system of power generation, use and storage.

3. RECOMMENDATION

To authorise the Town Clerk to work with Dr Earthey and Chris Rowland as above.

4. ENVIRONMENTAL IMPACT

Renewable energy will generate energy that produces no greenhouse gas emissions from fossil fuels and may reduce some types of air pollution. Diversifying energy supply can also reduce dependence on imported fuels.

5. FINANCIAL IMPLICATIONS

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

AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	29 th November 2021
SUBJECT	To consider cancelling the television licence for the Civic Centre

1. INTRODUCTION

At a recent budget working group meeting, all budget lines were reviewed.

2. INFORMATION

It was noted that the figure for town entertainment includes payment of £159 for a television licence for the Civic Centre. The working group queried why we had a licence and were advised it was because previously we had put on events and streamed programmes such as The Last Night at the Proms and Royal Weddings. The group felt that this was no longer necessary and asked that it be considered at this meeting to cancel the television licence.

For information, the law says you need to be covered by a television licence if you:-

- watch or record programmes as they're being shown on TV, on any channel
- watch or stream programmes live on an online TV service (such as ITV Hub, All 4, YouTube, Amazon Prime Video, Now TV, Sky Go, etc.)
- download or watch any BBC programmes on BBC iPlayer.

This applies to any device you use, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or DVD/VHS recorder.

Whilst the Council no longer undertake any activities above, if we are to cancel the television licence, we will have to ensure that no hirers do either and incorporate it into our room hire conditions.

3. RECOMMENDATION

The budget working group recommend non-renewal of the television licence.

4. ENVIRONMENTAL IMPACT

n/a

5. FINANCIAL IMPLICATIONS

There will be an annual saving of £159.

AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	29 th November 2021
SUBJECT	Future Events

1. INTRODUCTION

The Events working group met in November and discussed events the Town Council would like to take forward for the forthcoming year.

2. INFORMATION

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

February half term: It was suggested that the Town Council run a series of events held in a marquee within Chatsworth Park, in conjunction with the Welcome Back Fund. The Town Council would organise the timetable, with companies being invited to offer sessions to the public, e.g. exercise classes, forest school, etc.

Easter egg hunt: The working group considered this event, as raised at a previous meeting. Helping Out CIC hosted this event in the park in 2020 and the working group asked that consideration be given for them to arrange a similar event for 2021. A decision would need to be made if we would like an event to be run and if it should be arranged through the Town Council or Helping Out CIC. If it is decided to ask Helping Out CIC to run this event, we will also need to decide if the Town Council will pay for their costs.

Movie Night: The working group also discussed holding a movie night when the weather is warmer in April or May.

Summer Fayre: It was suggested that the Town Council run a summer fayre on Saturday 25th June 2022, to include traditional fairground rides, tug of war, Morris Dancers, etc. The Office Staff will investigate this further and will update the Committee regularly. N Emmett has agreed to compere the event and it was also recommended that we incorporate a smaller Dog Show within this event, rather than a stand-alone activity, as arranged in September 2019.

Queen's Jubilee: The group recommended not to hold an event for the Queen's Jubilee.

3. RECOMMENDATION

I recommend the Committee confirm their agreement to the above events being held. The proposed February half term event within Chatsworth Park could be incorporated

within the Welcome Back Fund. Committee will also need to decide how to proceed with the proposed Easter egg hunt.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

We have a remaining budget of £493 for town entertainment.