

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

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17th January 2022

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **Amenities & Civic Centre Committee** at Telscombe Civic Centre on **Monday 24th January 2022** 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 29th November 2021 – *see attached*
5. To receive action list – *see attached*
6. To agree Income & Expenditure figures to 31st December 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. Update on adding lecterns at key entry points within Chatsworth Park – *see attached*
10. To agree annual playground area inspections – *see attached*
11. Update on playground inspection reports – *see attached*
12. To consider quotations for removal of Russian Vine to an area within Chatsworth Park – *see attached*
13. To note amenities complaints since last meeting – *see attached*
14. To consider a water filter or fountain for the Civic Centre – *see attached*
15. To agree estimate for painting Civic Centre downstairs windows – *see attached*
16. To consider whether to continue with gas service contract – *see attached*
17. To agree estimates for replacement fire doors at the Civic Centre – *see attached*
18. To ratify change of date for Town Council summer fayre – *see attached*
19. Future Events – *see attached*
20. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda
21. Exclusion of Press and Public – to consider whether to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

TELSCOMBE TOWN COUNCIL



22. To agree actions contained within the tree survey report for Chatsworth Park – see *attached*

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 – 21st March 2022



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Monday 29th November 2021 in Telscombe Civic Centre at 7.30 pm.

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

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

1465. PUBLIC QUESTION TIME

There were no members of the public present.

1466. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies. Cllr Sharkey has been granted leave of absence until May 2022.

1467. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

There were no declarations of interest.

1468. TO APPROVE MINUTES OF THE MEETING HELD ON 27th SEPTEMBER 2021

It was proposed by Cllr Clarkson, seconded by Cllr Selby and unanimously **RESOLVED** that the minutes of the meeting held on Monday 27th September 2021 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1469. 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>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
27.1.21	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.	Complete

TELSCOMBE TOWN COUNCIL



1469. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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	CLrs 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 CG	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 weekly playground inspection reports. CG will update Committee on legislations on adding toilet facilities.	See new agenda item Jan 2022 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

TELSCOMBE TOWN COUNCIL



1469. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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 items listed on the Access Report	BB/SN	Working group investigating prices & their findings will be taken to a future Committee meeting.	Jan 2022
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

TELSCOMBE TOWN COUNCIL



1469. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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.	Complete

The Amenities Officer confirmed that the works to Chatsworth Park under minute 1386 have now been completed. Cllr Gallagher had visited the site earlier on in the day and taken some pictures of the area, which were shared with the Committee. It was noted that the original report from the surveyor asked that the works be completed to allow the removal of the rubble in the location and the stability of the bank to be considered. It was agreed to contact the surveyor for a further report on the area now clearance has been undertaken.

Cllr Gallagher provided pictures of another site she had visited in Chatsworth Park, where works had now been completed as raised under minute 1453. Both residents bordering this location had been contacted and were happy with the works undertaken. Cllr Smith raised concerns that the trees that had been removed in this location. Cllr Gallagher noted that the upcoming tree survey should help the Town Council see how best to manage the trees.

Cllr Gallagher also provided an update regarding minute 1455 with regards to the works undertaken in Chatsworth Park. At the last Committee meeting it was agreed to clear the nettles to the southern location in Chatsworth Park and a hedge be planted around the memory garden to be paid by the Saltdean Community Association. This had now been completed and pictures were provided to the Committee. Cllr Gallagher confirmed that the volunteer professional gardener had planted a variety of species in the mound at the memory garden. The clearance to the nettles was undertaken by Aspen Treecare and consideration can be made for future works in this location to include white poplar trees, a wood chip pathway and a bench. This will need to be agreed by the Committee.

1470. TO REVIEW INCOME & EXPENDITURE TO 31st OCTOBER 2021

The Town Clerk's report detailing any significant differences between budget and actual spend figures, along with the full income and expenditure list detailing the current budget lines for the Civic Centre and Amenities Committees and Earmarked Reserves were noted. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the income and expenditure figures for Amenities of £14,163 expenditure and income of £638 and Civic Centre expenditure of £20,551 and income of £9,603 at 31st October 2021 be accepted as correct.

TELSCOMBE TOWN COUNCIL



1471. TO REVIEW THE BUSINESS PLAN

The Business Plan was noted. Cllr O'Connor asked that Project number 4, increasing income at Civic Centre, is moved on.

Cllr Smith reported that action point number 7 under climate change emergency discussed proposed tree planting in Chatsworth Park. He felt that Chatsworth Park has a unique arrangement and that the focus should be more on tree preservation rather than tree planting. Cllr Gallagher confirmed that there is a joint climate change working party being held with Peacehaven Town Council on 1st December where tree planting will be discussed. Cllr Clarkson suggested the Business Plan is updated to confirm that the Town Council will not monoculture our green spaces and will invest in diverse species. Cllr Gallagher responded that the upcoming tree survey should include plans on biodiversity.

1472. UPDATE ON THE HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES

The Amenities Officer confirmed that there were 16 high priority items listed in the access report, of which 8 had now been completed. Two items relate to a rolling programme of improvement and maintenance of the path surfaces around Chatsworth Park. The costs to undertake these works will be high and she asked how the Committee wished to proceed.

Cllr O'Connor thanked the Council Officers for their work so far and suggested the website includes pictures of a diverse community using the local facilities. Cllr Gallagher felt that the Town Council should discuss further works to the path surfaces with volunteers and Cllr Smith agreed, asking that the Town Council works with the community to see where the need is most. Following discussion, it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that a survey is drafted for residents to complete and that it be taken to the Committee for agreement via email, before it is advertised out to park users through noticeboards, the Town Council website, Town Crier newsletter, social media and survey monkey. Cllr O'Connor suggested that assistance is sought regarding the wording for the survey.

1473. TO CONSIDER APPLYING FOR FUNDING FOR A NEW ROUTE AND PATHWAY WORKS NEXT TO CHATSWORTH PARK NORTH PLAYGROUND

The Committee considered a further recommendation from the access report concerning the approach to Chatsworth Park North playground. The report 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 the yellow gate to the playground. The Committee raised concerns with a pathway being added at this location. It was therefore proposed by Cllr Selby, seconded by Cllr Smith and unanimously **RECOMMENDED** that investigations be undertaken regarding replacing the current stepped pathway with a slope and that regulations with regards to the slope gradient allowed be checked.

1474. TO CONSIDER TRAMPOLINE AND CLIMBING FRAME WORKS IN PLAYGROUNDS

The Amenities Officer's report gave costs for works to repair and replace the trampolines in Chatsworth Park and Robert Kingan Playground. Prices had been obtained for their full re-

TELSCOMBE TOWN COUNCIL



1474. To consider trampoline and climbing frame works in playgrounds (Contd)

placement and a separate quotation for replacement springs and rubber plate as the side panel on one of the trampolines in Robert Kingan Playground had become loose. Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Smith and unanimously **RECOMMENDED** that the quotation of £3,589.52 plus VAT from Sutcliffe Play be accepted for replacement springs on the four trampolines and a replacement rubber plate at Robert Kingan playground to include delivery and fitting. The Amenities Officer advised she would obtain estimates for the work to the climbing frame at Chatsworth Park South Playground.

1475. UPDATE ON THE PROGRESS OF TELSCOMBE GREEN SPACES REPORT AND PROGRESS TO COMPLETION OF A GREEN INFRASTRUCTURE PLAN

Cllr Gallagher provided an update on the green spaces report and confirmed that the Copse is included within Telscombe's green spaces, even though it had been omitted from the report to this Committee. The green infrastructure plan will be going out for public consultation for 6 weeks in January, which will also include walk ways and cycle routes across Peacehaven and Telscombe. Cllr Smith asked if the report will explain to the public that the Town Council do not have authority for a lot of the land specified in the report. Cllr O'Connor confirmed that the Town Councils are putting this together to secure and protect the space within the towns, which will have some weight with house builds in the area. It was therefore proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to note the report and proceed with the green infrastructure plan.

1476. TO RATIFY PAYMENT TO EH TREECARE FOR EMERGENCY TREE WORKS

The report from the Town Clerk giving details of a tree in Chatsworth Park that had the bottom of one of its trunks split in high winds, necessitating its immediate removal due to its instability and close proximity to Ambleside Avenue was noted. The Town Clerk was notified after close of office hours but managed to contact EH Treecare who agreed to undertake the work that night at a cost of £571.50. Although the charge was over the Town Clerk's delegated spending authority, as it was an extreme risk, she was able to authorise up to £3,000 in accordance with Financial Regulation 4.5. The following morning a check was undertaken of the rest of Chatsworth Park and a branch on a tree near to Manor Drive was found to be broken and hanging. EH Treecare quoted £70 to remove the tree branch and the Town Clerk authorised the work. It was proposed by Cllr Smith, seconded by Cllr Page and unanimously **RECOMMENDED** to **RATIFY** the total emergency cost of £641.50.

1477. UPDATE ON PLACING BEE HIVES ON TELSCOMBE TOWN COUNCIL OWNED LAND

The Committee considered the Amenities Officer's report. The Brighton and Lewes Division of the British Beekeepers Association (B&L BBKA) visited the old car park in Chatsworth Park and agreed it could be used as a site. They would, however, require vehicular access from Kirby Drive so they could attend to the apiaries and the Town Council would need to clear the vegetation so they could park their van. The gate at the bottom of Kirby Drive would need to be replaced and secured with a lock and key. Cllr Smith suggested that the Town Council could



TELSCOMBE TOWN COUNCIL

1477. Update on placing bee hives on Telscombe Town Council owned land (Contd)

use lockable posts instead of replacing the gate, which may be more secure. The B&L BBKA stated that the site being used is dependent on them having a member of the association living nearby, who would be willing to take the site on. They also suggested a legal binding document is drawn up and that we contact Peacehaven Town Council to see how they set up their previous apiaries in the Big Park. It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Town Council proceed with adding apiaries in Chatsworth Park.

1478. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

Cllr Gallagher had requested that a list of all amenities' complaints are brought to the Committee for noting and three were provided. Complaint 1 was concerning Russian Vine growing in an area within Chatsworth Park, which was blocking a bordering resident's sunlight. The Amenities Officer stated she is obtaining prices and Cllr Gallagher confirmed she would also visit the location. Complaint 2 was in relation to a tree and vegetation growing out of a wall next to a car parking bay, next to a resident's property. This location appears to be on unregistered land but East Sussex Highways had agreed to clear back this time. Complaint 3 was raised through the MP's Office, where a resident was unhappy with the length of the grass verge at Crowborough Road. They reported that due to the long length some dog owners were using it as an opportunity not to pick up their dog mess. The Amenities Officer confirmed she wrote back to the MP's Office to confirm that the location is a wildflower verge and is cut once in the autumn. Cllr Gallagher confirmed that she regularly attends to the verge at this site and there have only been a couple of issues with dog mess in this location.

Cllr Smith thanked the Amenities Officer for her work with the complaints and Cllr Gallagher thanked the Admin Assistant for her complaints spreadsheet on all issues, which is taken to the Policy & Resources Committee. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a report on complaints associated with the Amenities/Civic Centre Committee be added to all future agendas, to include any updates on a spreadsheet.

1479. TO CONSIDER RENEWABLE ENERGY OPTIONS FOR TELSCOMBE TOWN COUNCIL

Cllr Gallagher's report noted that the Town Council previously authorised Dr Mark Earthey to carry out a fact finding exercise on a collaborative community energy scheme with Peacehaven Town Council. Contact had also been made with the Ouse Valley Energy Services Company (OVESCO) who work closely with Lewes District Council and provide support to Town Councils on grant applications. It was proposed by Cllr Clarkson, seconded by Cllr Selby and unanimously **RECOMMENDED** that the Town Clerk works with Dr Mark Earthey and OVESCO to examine our existing power suppliers and possible installation of a new system.

1480. TO CONSIDER CANCELLING THE TELEVISION LICENCE FOR THE CIVIC CENTRE

The Town Clerk's report confirmed that the budget working group felt that a television licence was no longer necessary for the Civic Centre. The Town Clerk confirmed that if the television licence is not renewed, hirers should be made aware via our booking conditions. It was proposed by Cllr Judd, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Council do not renew the television licence.



TELSCOMBE TOWN COUNCIL

1481. FUTURE EVENTS

The Committee discussed future events as suggested by the events working group. Proposed events included a programme of activities in Chatsworth Park over February half term in conjunction with the Welcome Back Fund, an Easter egg hunt in Chatsworth Park, a movie night in April or May and a summer fayre at Chatsworth Park on Saturday 25th June 2021. The working group recommended not to hold an event for the Queen's Jubilee.

The Town Clerk asked that if events are put on, then Councillor participation would be needed. She also asked if staff could be paid for their time if they assist at events. Cllr Gallagher advised that Peacehaven Town Council pay their staff under the events budget but the Town Clerk confirmed that the draft budget for town entertainment next year is £1500 and she felt that payment should come from the wages budget.

The Amenities Officer asked if the Town Council would like to run an Easter egg hunt or if they would like to invite Helping Out CIC to run the event. Following consideration, it was proposed by Cllr Judd, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that all the suggested events are held, that proposed payment of overtime for staff is taken to the next Events Working Group meeting for consideration and that the Amenities Officer contacts Helping Out CIC to ask if they would like to run an Easter egg event in Chatsworth Park.

1482. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Clarkson asked if the Town Council would be replacing the tree that fell down in strong winds as discussed earlier on in this meeting. The Town Clerk advised that the tree had several trunks and only one was removed.

The Town Clerk asked if Cllr Page wanted to discuss the option from Lewes District Council regarding a contract for electric charging points as per his email, and it was **agreed** that the Town Council express an interest.

There being no further business the meeting closed at 9.18 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 24th January at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List
24th January 2022

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 increase in Omicron Covid cases.</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>	May 2022
22.3.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	Purchase Order issued to Stapleton Consulting to carry out further survey.	Mar 2022
26.7.21	Min 1431, p 3469 – To note the annual playground inspection reports	BB CG	Agenda item added to this meeting, to include the two most recent weekly playground inspection reports. CG to update Committee on legislations on adding toilet facilities at the meeting.	See new agenda item Complete
26.7.21	Min 1433, p 3470 – To consider a tree survey for Chatsworth Park and the Copse	BB	An agenda item has been added to this meeting.	Complete
26.7.21	Min 1441, p 3473 – Update on actions following the fire Risk Assessment and agree estimates	SN	Additional detectors fitted.	Complete
27.9.21	Min 1453, p 3513 – To consider works to trees adjacent to properties bordering Chatsworth Park	BB	Planting of three new trees to be budgeted for & considered in autumn 2022 and once full tree survey report received.	Mar 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	PO issued to Playsafe for a 4 seater seesaw and ball wall. Awaiting proposed installation date once the works have been scheduled.	Mar '22
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 January for adoption.	Jan '22

Agenda Item 5 - Amenities and Civic Centre Action List
24th January 2022

27.9.21	Min 1457, p 3515 – Update on high priority items listed on the Access Report	BB/SN	Agenda items have been added to this mtg to discuss updates on access report & lecterns in Chatsworth Park.	See new agenda item
27.9.21	Min 1458, p 3515 – Update on Chatsworth Park South Playground gates and agree way forward	BB	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. ESH application sent.	Mar '22
27.9.21	Min 1459, p 3516 – To agree to progress with Welcome Back Fund event	AG/CG	This item has been included within the Future Events agenda item to discuss the progression.	Mar '22
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	Agenda item added for this meeting to agree fire door estimates.	Jan '22
29.11.21	Min 1471, p 3513 – To review the Business Plan	SN	ASM asked that no 7 focuses on tree preservation rather than tree planting. CCL asked for update to confirm TTC will not monoculture their green spaces and will invest in diverse species. SN to update plan following completion of all January's committee meetings.	Feb '22
29.11.21	Min 1472, p 3513 – Update on the high priority items listed on the access report for Telscombe Town Council's green spaces	BB	BB to draft survey for residents to complete & take to Committee for agreement via email, before being advertised out.	Feb '22
29.11.21	Min 1473, p 3513 – To consider applying for funding for a new route and pathway works next to Chatsworth Park North playground	BB	BB to undertake investigation regarding replacing current stepped pathway with a slope and that regulations with regards to the slope gradient allowed to be checked.	Mar '22
29.11.21	Min 1474, p 3513 – To consider trampoline and climbing frame works in playgrounds	BB	PO issued to Sutcliffe Play for replacement springs & rubber plate. Awaiting parts to be delivered/installed.	Mar '22

Agenda Item 5 - Amenities and Civic Centre Action List
24th January 2022

29.11.21	Min 1477, p 3514 – Update on placing bee hives on Telscombe Town Council owned land	BB	Bee Keepers investigating a site manager to take on the site – response due Feb. If can go ahead, BB to contact PTC re their advice on setting up apiaries in the big park and to obtain prices for lockable bollards & steel/tin container.	Mar '22
29.11.21	Min 1478, p 3515 – To note amenities complaints since last meeting	BB	Agreed a report to be taken to all future meetings re complaints associated with the A&CC Committee.	See new agenda item
29.11.21	Min 1479, p 3515 – To consider renewable energy options for Telscombe Town Council	SN	SN to work with Dr Mark Earthey and OVESCO to examine our existing power suppliers and possible installation of a new system.	Sept '22
29.11.21	Min 1480, p 3515 – To consider cancelling the television licence for the Civic Centre	SN	SN will not renew licence once it expires.	Complete
29.11.21	Min 1481, p 3516 – Future Events	BB	A new agenda item has been added to this meeting concerning the ongoing events programme.	See new agenda item
29.11.21	Min 1482, p 3516 – Urgent Matters	SN	SN has advised LDC that TTC interested in electric charging points contract.	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>	24 th January 2022
<u>SUBJECT</u>	To agree Income & Expenditure to 31 st December 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 December 2021 are:-

Amenities - Income of £1,043 and expenditure of £22,823

Civic Centre – Income of £14,112 and expenditure of £28,792

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).

4366-105 Wave Leisure – they did not hold summer school activities this year so no payment has been made to them.

4098-201 Play equipment replacement – we have committed to put £14,000 into an Earmarked Reserve 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 £520 from Wander Coffee for their weekly 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.

1002-301 Income FIT payments – payments are received quarterly, with the final one being due in March.

1003-301 Income phone mast rental – payments are received quarterly, with the final one being due in March.

4406-301 Refuse collection – this is slightly over budget as we are now paying for the litter bin at the Civic Centre to be emptied which was not budgeted for. I could make a virement at year end to cover the over payment if required.

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 some 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.

9039-910 Clifftop fencing – it was agreed at the full Council meeting on 17.11.21 to vire £2,000 to 9038-910 the Neighbourhood Plan to cover the agreed consultants' costs to 31st March 2022.

9040-910 Community café - £244 is the cost of the portable toilet hire. We are now receiving a £40 licence fee from Wander Coffee and the money received up until 31st March 2022 will be transferred into this earmarked reserve at year end.

3. RECOMMENDATION

It is recommended to agree 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 31/12/2021

Month No: 9

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	2,080	8,615	8,000	(615)		(615)	107.7%
4104 Works contract 1, playgrounds	317	6,072	7,850	1,778		1,778	77.4%
4105 Works contract 2 -trees/hedges	0	2,545	2,600	55		55	97.9%
4106 Small maint. works contract 3	70	1,050	1,800	750		750	58.3%
4107 Playground inspections	195	2,377	2,700	323		323	88.0%
4328 Joint litter/dog bin emptying	0	(832)	0	832		832	0.0%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	2,662	21,273	40,950	19,677	14,000	5,677	86.1%
Net Expenditure	(2,662)	(21,273)	(40,950)	(19,677)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	0	1,150	1,150			0.0%
1063 Income memory garden plaques	0	240	300	60			80.0%
1065 Income miscellaneous	200	773	0	(773)			0.0%
Amenities General :- Income	200	1,013	1,450	437			69.9%
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	200	(30)	(1,500)	(1,470)			
Amenities :- Income	200	1,043	1,550	507			67.3%
Expenditure	2,662	22,823	46,500	23,677	14,000	9,677	79.2%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

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	854	4,556	10,000	5,444			45.6%
1002 Income - C Centre FIT payments	1,065	4,597	4,800	203			95.8%
1003 Income - C Centre mast rental	1,653	4,959	6,615	1,656			75.0%
Civic Building :- Income	3,571	14,112	21,415	7,303			65.9%
4401 General Repairs	208	1,193	2,000	807		807	59.6%
4402 Consumable Supplies	125	687	850	163		163	80.9%
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	224	885	850	(35)		(35)	104.2%
4407 Equipment	0	304	1,250	946		946	24.3%
4411 Rates	1,205	10,856	15,000	4,144		4,144	72.4%
4412 Water and Sewage	0	1,644	1,900	256		256	86.5%
4413 Electricity	0	530	2,200	1,670		1,670	24.1%
4414 Gas	271	1,648	2,850	1,202		1,202	57.8%
4419 Internal/external works	0	690	2,000	1,310		1,310	34.5%
Civic Building :- Indirect Expenditure	2,033	19,435	31,900	12,465	0	12,465	60.9%
Net Income over Expenditure	1,538	(5,323)	(10,485)	(5,162)			
<u>302 Civic Building Loan</u>							
4060 Loan Accounts	0	9,357	9,600	243		243	97.5%
Civic Building Loan :- Indirect Expenditure	0	9,357	9,600	243	0	243	97.5%
Net Expenditure	0	(9,357)	(9,600)	(243)			
Civic Centre :- Income	3,571	14,112	21,415	7,303			65.9%
Expenditure	2,033	28,792	41,500	12,708	0	12,708	69.4%

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
910 Earmarked Reserves							
9011 Park/Playground refurbishment	0	0	89,182	89,182		89,182	0.0%
9012 Civic Centre Maintenance	0	6,275	19,550	13,275		13,275	32.1%
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	0	1,085	5,082	3,997		3,997	21.4%
9039 Clifftop fencing	0	2,000	2,711	711		711	73.8%
9040 Community cafe	244	1,903	3,985	2,082		2,082	47.8%
9041 Tye management	0	140	3,553	3,413		3,413	3.9%
Earmarked Reserves :- Indirect Expenditure	244	27,789	310,799	283,010	0	283,010	8.9%
Net Expenditure	(244)	(27,789)	(310,799)	(283,010)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	244	27,789	310,799	283,010	0	283,010	8.9%

AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2022
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. A couple of updates were requested at the last committee meeting at the end of September and the Town Clerk will undertake these, along with any recommendations made by the various Committees, after January's meetings.

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	To survey the trees in Chatsworth Park and the Copse.	Arrange annual tree survey and report to be taken to A/CC committee meeting. Purchase order issued in September '21 – awaiting report from Arboriculturist.	AO, TC	Yearly	ACC	Ongoing
2	Tree works to continue as required by the survey reports in Chatsworth Park and the Copse.	Once report on trees received, take to ACC Committee to agree works to be undertaken.	AO, TC	Yearly	ACC	Ongoing
3	Establish a maintenance programme for play equipment in the play spaces in Chatsworth Park & Robert Kingan	Weekly playground inspections undertaken by LDC. AO/ACC to monitor the inspection reports and authorise repair and maintenance work as needed.	AO, TC & ACC	6 monthly	ACC	Ongoing

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.	TC	6 monthly	ACC	November 2021
4a	Increasing income ideas to be included	<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>BUDGET IMPLICATIONS</p>	TC	6 monthly	ACC	November 2021

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.	AO & TC	Ongoing	ACC	May 2023

BUDGET IMPLICATIONS

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.	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 II. 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 & rainwater harvesting. BUDGET IMPLICATIONS Single Use Plastics Policy adopted at Council meeting on 16.9.20. Joint working party set up with PeacehavenTC, as well as TTC's own separate committee.	TC & AO	ACC & FC	Complete
				Ongoing	ACC & FC	2023
				Complete	ACC/FC	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.	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. BUDGET IMPLICATIONS	TC & CR	ACC	April 2022
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This is a dynamic plan and by this it is meant that new work can be added and existing work or that completed or found not to be viable or necessary can be removed.

Abbreviations

- TC – Town Clerk
- AO – Amenities Officer
- P&R – Policy Resources
- ACC – Amenities/Civic Centre
- P&H – Planning and Highways
- 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	24 th January 2022
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 detailed in 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, 5 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 adding information boards in Chatsworth Park.

3. RECOMMENDATION

I recommend the Committee note the information on the attached spreadsheet.

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	<p>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.</p>	<p>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.</p>	<p>The Town Council website has been updated to make it accessible for all users. An accessibility statement has been added under our Policies section.</p>	Completed
1.2 Online – information about access	<p>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>	<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 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</p>	<p>The Admin Assistant has completed this piece of work - details found on TTC website</p>	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.	A separate agenda item has been added to this meeting for discussion.	Recommendation in separate agenda item
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 arranged with ESCC Traffic & Safety Manager for 19/01/2022. BB to investigate prices - not actioned yet.	Ongoing
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. 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 repaired. A yearly ongoing programme will need to take place, future reports to come to this Committee following consultation of residents through survey.	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.	To be considered when we hold an event
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 shrubby 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 is investigating training options	Ongoing
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

<u>AGENDA ITEM</u>	9
<u>REPORT TO</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th January 2022
<u>SUBJECT</u>	Update on adding lecterns at key entry points within Chatsworth Park

1. INTRODUCTION

This Committee have previously considered adding lecterns at key entry points within Chatsworth Park, as recommended in the Access Report provided last summer. The information boards should help orientate people and inform their decision about where to go. This should include a park map with accessible features on it, for example steps, locations of resting places and other facilities.

2. INFORMATION

The Access Report also recommended adding lecterns on Telscombe Tye so a joint Working Group was set up to include Councillors from both this Committee and Policy & Resources Committee, including myself, the Town Clerk and Councillors Clarkson, Gallagher, O'Connor, Robinson, Sharkey and Smith.

At the last meeting, the working group agreed to add 4 lecterns to Telscombe Tye and 4 lecterns at Chatsworth Park, located at the following points:

- Ambleside Avenue by 'Pigs Hill'
- Kirby Drive by the entrance to the north playground
- Central Avenue car park
- Memory garden

The lecterns would include a QR code, 'you are here' sign, map and design. For the 4 lecterns at Chatsworth Park, 3 frames would have the same artwork, with the only difference being the 'you are here sign'. The 4th frame for the memory garden would also have the same artwork, but would include several additional sentences at the bottom. The wording will be what was previously agreed by TTC for the Telscombe Residents Association (TRA) sign that they are not now proceeding with. , the TRA having advised they will donate £2,000 to us if their wording is included at the bottom.

Regarding the Tye signs, the TRA also wanted to place information signs on the Tye. However, in view of our intention to add information boards with access and other information, the TRA have subsequently agreed to combine their project with ours and to provide us with a donation towards our boards of £2,000, with the understanding that the previously agreed wording for their signs is incorporated within the QR code information. They had also been awarded a grant by the South Downs National Park Authority (SDNPA) of £2,500 for signs at Telscombe Tye, but they would have to pay the invoice first and claim the money back. The TRA are willing to

write to the SDNPA and advise them of our proposed signs and request that the £2,500 donation be transferred to Telscombe Town Council (TTC).

Prices had previously been obtained in July. I also contacted Shelley Designs who the TRA had been in contact with. Prices are as follows:-

Shelley Signs - £1,740 for 4 x A2 lectern frames, £140 for 4 sheets of polycarbonate, £1,455 for map design, £385 for the 1 adapted panel and £125 for delivery, totalling **£3,845 plus VAT** (see attached).

Nature Sign Design's - attached quotation includes the price for Telscombe Tye, but the costs purely for Chatsworth Park would be £1,501 for 4 x A2 standard lectern frames, £285 for additional oak posts (so the lecterns have two posts instead of one), £595 for a bespoke map and £125 for delivery, totalling **£2,506 plus VAT**. (£626.50 per lectern) plus VAT. Their price does not include a polycarbonate cover as their sign panels are extremely durable and have anti-vandal and anti-graffiti properties.

M Evans will be able to install the lecterns at a cost of £35 x 4 lecterns, totalling **£140** (no VAT included) for two legs.

3. RECOMMENDATION

It is recommended that we accept the quote from Nature Sign Design for 2 legs per lectern and for M Evans to fit the lecterns. This recommendation has been agreed by the Policy & Resources (P&R) Committee for 4 lecterns on Telscombe Tye.

Lewes District Council (LDC) have advised us that the Expression of Interest (EOI) round for 2022 for Community Infrastructure Levy (CIL) is open from Monday 24th January to Monday 21st February 2022. It is therefore also recommended we make an EOI application for a percentage of the monies to be paid through LDC's CIL funds before the deadline of 21st February 2022.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

The TRA have kindly offered to donate £2,000 to us for the signs. If they are successful in their request to the SDNPA, we may also get £2,500 for the Tye signs, which will come under the P&R budget.

If the SDNPA do agree to transfer the offer of £2,500 to TTC, the full £2,000 from the TRA can be used towards the Chatsworth Park signs. Three signs would cost £1,984.50, so we would need to find funding for the final sign of £661.50. If the SDNPA to not agree to transfer over the £2,500, we would have the balance of £661.50 from the TRA to pay for the memory garden sign (which is where they originally wanted to install one) and we would have to find £1,984.50, for which we could make a CIL application to LDC. It is therefore dependent on the very kind offer of a donation(s) from the TRA and SDNPA as to how much and where we need to get the funds from.



Shelley Signs Ltd
54, Cartmel Drive
Harlescott
Shrewsbury
Shropshire
SY1 3TB
Tel: 01743 460996
Email: sales@shelleysigns.co.uk
www.shelleysigns.co.uk

Quote ref: 21769 / RSS

Date: 17/12/2021

Ms Bianca Buss
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
E Sussex
BN10 7ES

Dear Bianca

Further to your recent enquiry, we are quoting as follows. Comprehensive details of our products and services can be found at www.shelleysigns.co.uk

- Title:** Chatsworth Park
- Size:** This quote is for four interpretation panels at a size of A2 (594 x 420mm) - 3 to be identical apart from different You Are Here indicators, one will be different with additional text.
- Artwork:** Artwork will be created by the specialist Shelley design team. We create striking graphics that will encourage visitors to engage with the panels. It is understood that you will provide final text, site specific illustrations and logos. We have a large library of natural history watercolour illustrations that can be used at no additional charge. The map will be based on "Style A" - as shown on Page 3 of the 'Shelley Design Service' leaflet attached.
- Proof:** During the design process proofs will be submitted in a PDF format. Prior to the final print you will be asked to sign off a paper version - this is a useful last check of the design and colours before we produce graphics that will last many years. There is no limit on the number of amendments or revisions to the design.
- Printing:** Our Mimaki printer will enhance your design with excellent print quality, crisp text and bright, vibrant reproduction of photographs, water colours and images. This high quality print is supported by a 10 year warranty against fading. It offers eco-friendly printing with zero VOC emissions & little wastage.
- Materials:** Our Encapsulated Glass Reinforced Plastic (GRP) signs are designed for use in public open spaces. They offer exceptional outdoor durability and colour fastness. The finish allows graffiti to be easily cleaned while water ingress is not a problem.
- Finishing:** The sign will be supplied complete with an Oak and Accoya lectern frame. Please refer to Item L4 on the attached Framing Options page, which gives examples of our most popular framing structures. Our price includes supplying each sign with a sacrificial sheet of Polycarbonate, although with our material finishing this is not really necessary.

Quantity & Option	Price (£)
4 off A2 size Oak & Accoya lectern frames	£1,740.00
4 sheets of Polycarbonate	£140.00
Design including map and 3 printed GRP panels	£1,455.00
Design & 1 different panel adapted from the 3 above	£385.00

- Delivery:** To be agreed in the event of an order. All prices are subject to Packing & Carriage at an estimated £125.00 for 4 signs to one address. There will be a saving if 8 are delivered at the same time.
- Terms:** All prices are subject to VAT and are valid for 6 months.
Payment : Nett by 20th of month following date of invoice.

Yours sincerely

Rachel Shelley



Nature Sign Design®

"Minsterley"
16 Fairview Road
Timperley
Altrincham
Cheshire
WA15 7AR

9 December 2021

Quotation number 5896

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

QUOTATION

8 x Size A2 - standard lecterns – 3mm thick solid aluminium sign panel mounted onto 18mm thick marine ply backer, on 1500 x 100 x 100mm solid oak post @ £375.25 each including 5% discount	£3002.00
8 x additional oak posts (total 2 per lectern) @ £71.25 each including 5% discount	£570.00
2 x Bespoke map with interpretation and images @ £595 each	£1190.00
5 x Artwork with change of 'you are here' position	Free of charge
1 x Artwork with amended 'you are here' position and additional text at the bottom	Free of charge
Delivery of 8 lecterns	£250.00
Sub total	£5012.00
Plus VAT @ 20%	£1002.40
Total	£6014.40

VAT Registered Number 886 9389 36

Bank: Nat West Bank
Sort Code: 51-61-11
Account Number: 70589038

t: 0161 980 4883
m: 07900603815
e: info@naturesigndesign.co.uk
w: www.naturesigndesign.co.uk

AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2022
SUBJECT	To agree annual playground area inspections

1. INTRODUCTION

Lewes District Council (LDC) have contacted us, asking if we would like to be included within their annual play area inspections, as recommended within BSEN 1176 Part 7.

2. INFORMATION

LDC will shortly be employing a specialist play inspection company to undertake these inspections, at the following costs:

Main inspection £52.50 per site x 3 = £157.50

DDA (disability discrimination act) inspection £9.95 per site x 3 = £29.85

Play value inspection £9.95 per site x 3 = £29.85

Life expectancy inspection £4.95 per site x 3 = £14.85

These prices are at the same rate as last year. If we want to be included, we must inform LDC by Friday 11th February 2022.

3. RECOMMENDATION

I recommend that all the above inspections are carried out by LDC at a total cost of £232.05.

4. ENVIRONMENTAL IMPACT

Maintenance of the park equipment allows residents and visitors to safely use the playgrounds.

5. FINANCIAL IMPLICATIONS

We have a budget heading for playground inspections for 2022/23 of £2,700 which allows for the weekly inspections by LDC (£195 per month) and the annual inspections.

<u>AGENDA ITEM</u>	11
<u>REPORT TO</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th January 2022
<u>SUBJECT</u>	Update on playground inspection reports

1. INTRODUCTION

At the Amenities & Civic Centre Committee meeting in July, the Committee discussed the annual playground inspection reports. It was agreed that a further agenda item would be added for this Committee in 6 months' times, to include the two most recent weekly playground inspection reports from Lewes District Council (LDC).

2. INFORMATION

The 2 most recent reports listed the same items, so only one weekly report has been attached. There are 33 items listed; we are obtaining prices for 12 items, we are waiting for works to be undertaken for 7 items, purchase orders are being sent out in relation to 9 items, on-site visits are to be undertaken for 4 items and 1 item is with me to action the next step.

I have also provided a spreadsheet (attached), listing where we are with each item. Included within this spreadsheet is one item that is no longer on the report – a cracked connector on one of the toddler swings at Chatsworth Park South Playground. The item was reported as a fault in November and prices were obtained. It was then removed from the report on 30th December so I queried this with LDC, who said that they felt the repair undertaken to the swing was sufficient. I checked the swing connector and it appears to have been glued, but this was not carried out by ourselves. As we do not know who undertook the temporary repair or how long it will last, the Town Clerk agreed for a replacement to go ahead under her spending authority. The price for the replacement cradle seat and chains is £438.45 plus VAT from Playdale, plus delivery, and £25 for M Evans (no VAT applicable) to install the equipment, totalling **£463.45**.

3. RECOMMENDATION

It is recommended to note the information contained in the two attached documents and the cost of £463.45 for a replacement new swing seat to be installed at Chatsworth Park South Playground.

4. ENVIRONMENTAL IMPACT

Maintenance of the park equipment allows residents and visitors to safely use the playgrounds.

5. FINANCIAL IMPLICATIONS

We have a remaining budget of £1,988 for playground spare parts where the expenditure for the swing seat can be taken from.

Telscombe Town Council

Inspection Report

This report shows Findings and Tasks recorded during the Inspection(s) matching the selection criteria set in the Report Wizard. If no Findings or Tasks are shown, none were recorded.

Each Inspection includes a declaration signed by the Inspector stating that no defects were found other than those recorded.

Inspections included in this report

Provider	Lewes District Council
Site Name	Robert Kingan Play Area, Telscombe
Actual Date	10/01/2022 09:56:58
Inspection Type	Playground-Routine Visual
Inspector	Matthew Townshend
Inspection Status	Completed



10/01/2022

Provider	Lewes District Council
Site Name	Chatsworth Park North Play Area
Actual Date	10/01/2022 10:25:44
Inspection Type	Playground-Routine Visual
Inspector	Matthew Townshend
Inspection Status	Completed



10/01/2022

Provider	Lewes District Council
Site Name	Chatsworth Park South Play Area
Actual Date	10/01/2022 10:35:43
Inspection Type	Playground-Routine Visual
Inspector	Matthew Townshend
Inspection Status	Completed



10/01/2022

Finding Summary

Robert Kingan Play Area, Telscombe Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Wooden Clatter Bridge	Chain - Links Worn	07/04/2021 08:50:23	14/04/2021 08:51:00	Medium
Modular Play Unit	Fixtures - Loose or Missing	30/12/2021 09:53:30		Medium
Junior Swing Unit	Item - Cracked	15/02/2021 08:12:00		Low
Trampoline x2	Item - Repair/s - Minor	07/10/2021 10:04:57		Low
Picnic Tables x2	Item - Timber rotting	09/11/2021 09:03:18	26/04/2022 09:04:25	Low
Quad Springy	Delamination of Wood	20/12/2021 09:30:59		Low
Bike and Side Car Springy	Delamination of Wood	20/12/2021 09:33:46		Low
Chestnut pale	Fencing - Panel damaged	30/12/2021 09:45:12		Low
Quad Springy	Item - Corrosion	30/12/2021 09:49:11		Low
Stepping Stone Springies x 3	Item - Corrosion	30/12/2021 09:56:57		Low
Junior Multiplay	Item - Cracked	05/01/2022 10:07:22		Low
Telescope	Item - Corrosion	05/01/2022 10:11:45		Low
Overjead Monkey bars	Item - Cracked	20/12/2021 09:41:11		Very Low

Finding Summary

Chatsworth Park South Play Area Findings


Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Spring Duck	Timber - Rotting	31/08/2021 11:08:10		Medium
Overall Site	Surface - Trip points	31/08/2021 11:11:57		Medium
Junior 2 seat swing	Chain - Connectors Worn	09/11/2021 11:11:51		Medium
Log Stockade within play area	Item - Cracked	30/12/2021 11:45:31		Medium
Tight Rope Walk	Fixtures - Loose or Missing	05/01/2022 11:40:31		Medium
Wooden Seat	Item - Cracked	01/03/2021 10:58:12		Low
Junior 2 seat swing	Other / Miscellaneous	03/11/2021 08:04:31		Low
Wooden Train & Carriages	Item - Timber rotting	09/11/2021 11:03:28		Low
Spring Duck	Item - Corrosion	30/12/2021 11:47:26		Low
Spring Elephant	Item - Corrosion	30/12/2021 11:48:34		Low
Quad Seat Springy	Item - Corrosion	05/01/2022 11:38:48		Low
Wooden Picnic table	Item - Cracked	05/01/2022 11:41:55		Low

Finding Summary

Chatsworth Park North Play Area Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Overall Site	Other / Miscellaneous	05/01/2022 10:55:32		Medium
Overall Site	Ground Eroded	09/11/2021 10:43:02		Low
Wet Pour	Item - Damaged	14/12/2021 10:12:46		Low
Overall Site	Item - Damaged	30/12/2021 11:21:30		Low
Aerial Runway	Item - Bearings Worn	05/01/2022 10:49:35		Low
Team Swing	Item - Corrosion	05/01/2022 10:53:20		Low
Telescope	Item - Corrosion	05/01/2022 10:54:11		Low

Inspection - Robert Kingan Play Area, Telscombe - 10/01/2022 09:56:58

Provider	Lewes District Council		Site Name	Robert Kingan Play Area, Telscombe
Site Name	Robert Kingan Play Area, Telscombe		Address	
Actual Date	10/01/2022 09:56:58		Postcode	
Inspection Type	Playground-Routine Visual		Notes	
Inspector	Matthew Townshend		10/01/2022	
Inspection Status	Completed			

Findings reported within the Inspection

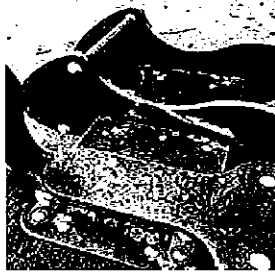
None Recorded.

Previously Reported Findings (unresolved at time of Inspection)

Bike and Side Car Springy - Finding

Asset	Bike and Side Car Springy
Finding Title	Delamination of Wood
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	20/12/2021 09:33:46
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Chestnut pale - Finding

Asset	Chestnut pale
Finding Title	Fencing - Panel damaged
Finding Group	Maintenance
Cause	Unknown
Finding Status	Open
Finding Creation Date	30/12/2021 09:45:12
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Junior Multiplay - Finding

Asset Junior Multiplay
Finding Title Item - Cracked
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 05/01/2022 10:07:22
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

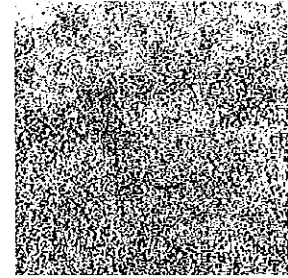
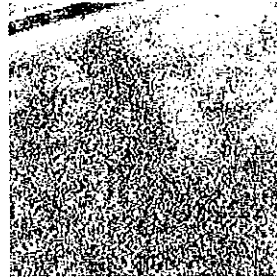
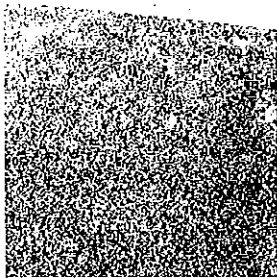
Finding Photos



Junior Swing Unit - Finding

Asset Junior Swing Unit
Finding Title Item - Cracked
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 15/02/2021 08:12:00
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes The surface where the junior swings and team swing is has cracks in it

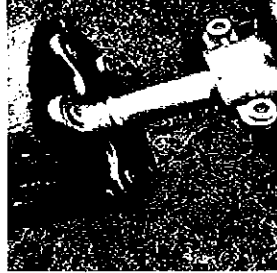
Finding Photos



Modular Play Unit - Finding

Asset	Modular Play Unit
Finding Title	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	30/12/2021 09:53:30
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	The balance log that twists, it's screw fixings have a couple that are loose.

Finding Photos



Overjead Monkey bars - Finding

Asset	Overjead Monkey bars
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Age
Finding Status	Open
Finding Creation Date	20/12/2021 09:41:11
Resolve By Date	
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	Monitor cracks in posts, to see if they increase, as could be a finger trap

Finding Photos



Picnic Tables x2 - Finding

Asset Picnic Tables x2
Finding Title Item - Timber rotting
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 09/11/2021 09:03:18
Resolve By Date 26/04/2022 09:04:25
Finding Resolved Date
Risk Level Low
Finding Notes 5.1.22 noticed this crack on a support section under one table.

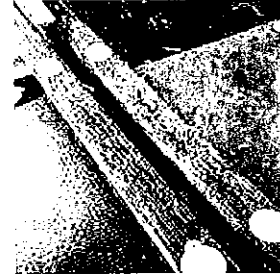
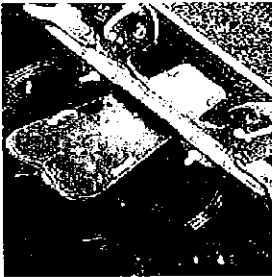
Finding Photos



Quad Springy - Findings

Asset Quad Springy
Finding Title Delamination of Wood
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 20/12/2021 09:30:59
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



Asset Quad Springy
Finding Title Item - Corrosion
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 30/12/2021 09:49:11
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



Stepping Stone Springies x 3 - Finding

Asset Stepping Stone Springies x 3
Finding Title Item - Corrosion
Finding Group Maintenance
Cause
Finding Status Open
Finding Creation Date 30/12/2021 09:56:57
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



Telescope - Finding

Asset Telescope
Finding Title Item - Corrosion
Finding Group Maintenance
Cause
Finding Status Open
Finding Creation Date 05/01/2022 10:11:45
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

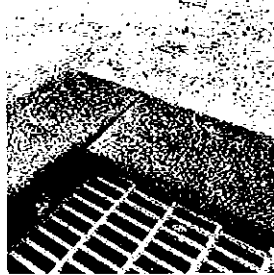
Finding Photos



Trampoline x2 - Finding

Asset Trampoline x2
Finding Title Item - Repair/s - Minor
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 07/10/2021 10:04:57
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes Side panel coming lose

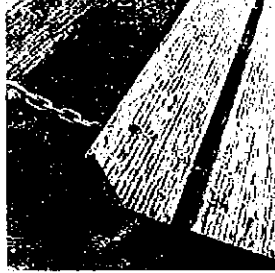
Finding Photos



Wooden Clatter Bridge - Finding

Asset	Wooden Clatter Bridge
Finding Title	Chain - Links Worn
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	07/04/2021 08:50:23
Resolve By Date	14/04/2021 08:51:00
Finding Resolved Date	
Risk Level	Medium
Finding Notes	

Finding Photos



Inspection - Chatsworth Park North Play Area - 10/01/2022 10:25:44

Provider	Lewes District Council
Site Name	Chatsworth Park North Play Area
Actual Date	10/01/2022 10:25:44
Inspection Type	Playground-Routine Visual
Inspector	Matthew Townshend
Inspection Status	Completed



Site Name	Chatsworth Park North Play Area
Address	
Postcode	
Notes	

Findings reported within the Inspection

None Recorded.

Previously Reported Findings (unresolved at time of Inspection)

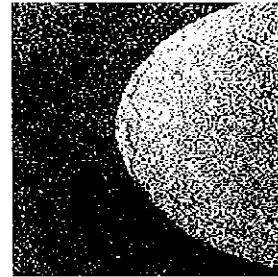
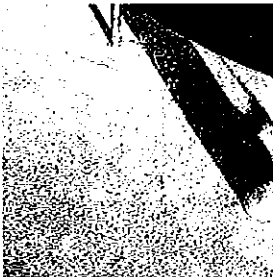
Aerial Runway - Finding

Asset	Aerial Runway
Finding Title	Item - Bearings Worn
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	05/01/2022 10:49:35
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Not moving along the rail/track very easily

Overall Site - Findings

Asset	Overall Site
Finding Title	Ground Eroded
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	09/11/2021 10:43:02
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Westpour splitting in places

Finding Photos



Asset
Finding Title
Finding Group
Cause
Finding Status
Finding Creation Date
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes

Overall Site
Other / Miscellaneous
Maintenance
Wear and Tear
Open
05/01/2022 10:55:32

Medium
One screw to a junior swing seat is loose, needs tightening

Finding Photos

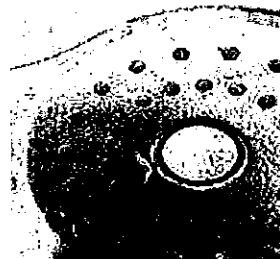


Asset
Finding Title
Finding Group
Cause
Finding Status
Finding Creation Date
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes

Overall Site
Item - Damaged
Maintenance
Anti Social Behaviour
Open
30/12/2021 11:21:30

Low
One of the junior swings seat has been cut.

Finding Photos



Team Swing - Finding

Asset Team Swing
Finding Title Item - Corrosion
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 05/01/2022 10:53:20
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



Telescope - Finding

Asset Telescope
Finding Title Item - Corrosion
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 05/01/2022 10:54:11
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

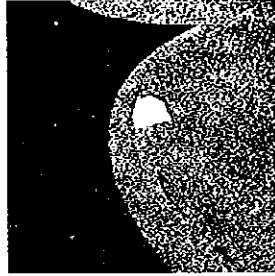
Finding Photos



Wet Pour - Finding

Asset	Wet Pour
Finding Title	Item - Damaged
Finding Group	Maintenance
Cause	Maintenance
Finding Status	Open
Finding Creation Date	14/12/2021 10:12:46
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Inspection - Chatsworth Park South Play Area - 10/01/2022 10:35:43

Provider	Lewes District Council	Site Name	Chatsworth Park South Play Area
Site Name	Chatsworth Park South Play Area	Address	Ambleside Avenue, Telscombe
Actual Date	10/01/2022 10:35:43	Postcode	
Inspection Type	Playground-Routine Visual	Notes	
Inspector	Matthew Townshend		
Inspection Status	Completed		


10/01/2022

Findings reported within the Inspection

None Recorded.

Previously Reported Findings (unresolved at time of Inspection)

Junior 2 seat swing - Findings

Asset Junior 2 seat swing
Finding Title Other / Miscellaneous
Finding Group Maintenance
Cause
Finding Status Open
Finding Creation Date 03/11/2021 08:04:31
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes Very squeaky

Asset Junior 2 seat swing
Finding Title Chain - Connectors Worn
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 09/11/2021 11:11:51
Resolve By Date
Finding Resolved Date
Risk Level Medium
Finding Notes 2nd swing along the bar connection is very worn.

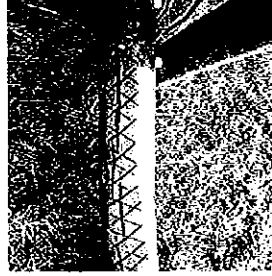
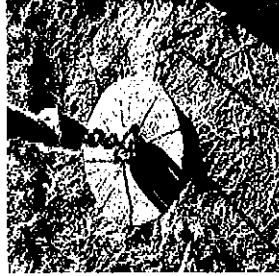
Finding Photos



Log Stockade within play area - Finding

Asset Log Stockade within play area
Finding Title Item - Cracked
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 30/12/2021 11:45:31
Resolve By Date
Finding Resolved Date
Risk Level Medium
Finding Notes These could be a pinch point

Finding Photos



Overall Site - Finding

Asset Overall Site
Finding Title Surface - Trip points
Finding Group Maintenance
Cause
Finding Status Open
Finding Creation Date 31/08/2021 11:11:57
Resolve By Date
Finding Resolved Date
Risk Level Medium
Finding Notes By the slide area and the swings

Finding Photos



Quad Seat Springy - Finding

Asset Quad Seat Springy
Finding Title Item - Corrosion
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 05/01/2022 11:38:48
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



Spring Duck - Findings

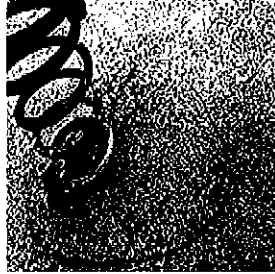
Asset Spring Duck
Finding Title Timber - Rotting
Finding Group Maintenance
Cause
Finding Status Open
Finding Creation Date 31/08/2021 11:08:10
Resolve By Date
Finding Resolved Date
Risk Level Medium
Finding Notes

Finding Photos



Asset Spring Duck
Finding Title Item - Corrosion
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 30/12/2021 11:47:26
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

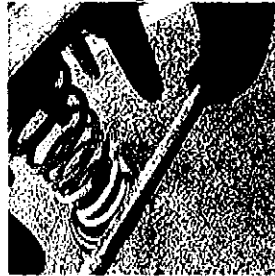
Finding Photos



Spring Elephant - Finding

Asset Spring Elephant
Finding Title Item - Corrosion
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 30/12/2021 11:48:34
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



Tight Rope Walk - Finding

Asset	Tight Rope Walk
Finding Title	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	05/01/2022 11:40:31
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	

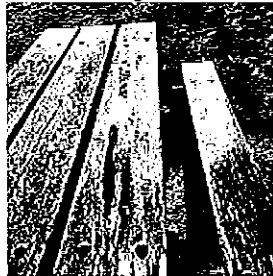
Finding Photos



Wooden Picnic table - Finding

Asset	Wooden Picnic table
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	05/01/2022 11:41:55
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

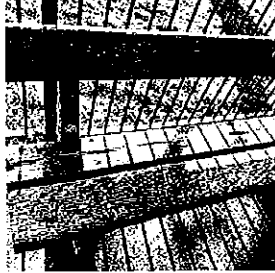
Finding Photos



Wooden Seat - Finding

Asset Wooden Seat
Finding Title Item - Cracked
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 01/03/2021 10:58:12
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes Wood splintering

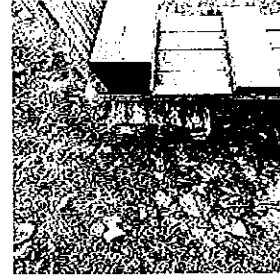
Finding Photos



Wooden Train & Carriages - Finding

Asset Wooden Train & Carriages
Finding Title Item - Timber rotting
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 09/11/2021 11:03:28
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



Inspection Date	Playground	Asset	Finding Title	Risk Level	Details	Most recent update	Review Due
15/02/2021	CPN	Wet Pour	Item - Cut	L	Item - cut	14/01 - No response from ID Verde so sent prices out to Sutcliffe Play and Playdale. Asked Proludic if they offer wetpour prices. Deadline 31.01.2022.	31/01/2022
15/02/2021	RK	Junior Swing Unit	Item - Cracked	L	The surface where the junior swings and team swing is has cracks in it	14/01 - No response from ID Verde so sent prices out to Sutcliffe Play and Playdale. Asked Proludic if they offer wetpour prices. Deadline 31.01.2022.	31/01/2022
01/03/2021	CPS	Wooden Seat	Item - Cracked	L	Wood splintering	07/01 - M Evans flipped bench in Oct. Will sand down asap, weather dependant.	17/01/2022
07/04/2021	RK	Wooden Clatter Bridge	Chain - Links Worn	M	Chain links worn	07/01 - This has been replaced many times but there is a problem with the bolt. Chased Playsafe for prices for replacement bolt. BB.	21/01/2022
31/08/2021	CPS	Overall Site	Surface - Trip points	M	By the slide area and the swings	14/01 - No response from ID Verde so sent prices out to Sutcliffe Play and Playdale. Asked Proludic if they offer wetpour prices. Deadline 31.01.2022.	31/01/2022
31/08/2021	CPS	Spring Duck	Timber - Rotting	M	Timber rotting	07/01 - Received quote from Playdale but came up as expensive so also contacted Proludic and Sutcliffe Play for price with deadline 24/01.	24/01/2022
07/10/2021	RK	Trampoline x2	Item - Repair/s - Minor	L	Side panel coming loose	14/01 - Chased Sutcliffe Play for date when replacing and installing side panel and springs.	24/01/2022
03/11/2021	CPS	4 Seat Toddler Swing	Item - Cracked	M	2nd easterly swing, where the chain meets the seat	14/01 - Requested PO's to be sent by AG for requested work.	21/01/2022
03/11/2021	CPS	Junior 2 Seat Swing	Other / Miscellaneous	L	Very squeaky	07/01 - M Evans to action.	17/01/2022

09/11/2021	CPN		Overall Site	Ground Eroded	L	Wetpour splitting in places	14/01 - No response from ID Verde so sent prices out to Sutcliffe Play and Playdale. Asked Proludic if they offer wetpour prices. Deadline 31.01.2022.	31/01/2022
09/11/2021	CPS		Junior 2 Seat Swing	Chain - Connectors Worn	M	2nd swing along the bar connection is very worn	12/01 - Emailed Angela and asked for PO to be issued to Mick.	19/01/2022
09/11/2021	CPS		Wooden Train & Carriages	Item - Timber rotting	L	Timber rotting	07/01 - Playsafe visited site on 21/12 and will replace in Jan foc. Emailed and asked for date.	17/01/2022
09/11/2021	RK		Picnic Tables x2	Item - Timber rotting	L	Timber rotting	12/01 - I visited site Dec and 4 picnic tables and 3 benches need works actioning. M Evans provided price. Measured benches for replacement panels. Me to sw M Evans when next in office.	19/01/2022
14/12/2021	CPN		Wet Pour	Item - Damaged	L		14/01 - No response from ID Verde so sent prices out to Sutcliffe Play and Playdale. Asked Proludic if they offer wetpour prices. Deadline 31.01.2022.	31/01/2022
20/12/2021	RK		Bike & Side Car Springy	Delamination of Wood	L	Delamination of wood	07/01 - Proludic conf price £1,683.73 on 05/01 but based on ordering before 31/01 and inc within other springy quote. Asked them to separate quotes and to provide price if order after 31/01. Awaiting replies from other co's.	21/01/2022
20/12/2021	RK		Overhead Monkey Bars	Item - Cracked	VL	Monitor cracks in posts, to see if they increase, as it could be a finger trap	07/01 - Playsafe to visit site.	17/01/2022
20/12/2021	RK		Quad Springy	Delamination of Wood	L	Delamination of wood	07/01 - Proludic conf price £2,460.47 on 05/01 but based on ordering before 31/01 and inc within other springy quote. Asked them to separate quotes and to provide price if order after 31/01. Sutcliffe Play also contacted us re type of equipment. Replied and awaiting quote. BB.	21/01/2022

30/12/2021	CPN	Overall Site	Item - Damaged	L	One of the junior swings has been cut	07/01 - Emailed Playsafe asking for price to replace swing seat.	21/01/2022
30/12/2021	CPS	Spring Duck	Item - Corrosion	L	Corrosion	14/01 - Emailed AG/DJ to issue PO to M Evans for the work and req they purchase paint.	21/01/2022
30/12/2021	CPS	Spring Elephant	Item - Corrosion	L	Corrosion	14/01 - Emailed AG/DJ to issue PO to M Evans for the work and req they purchase paint.	21/01/2022
30/12/2021	CPS	Log Stockade within Play Area	Item - Cracked	M	Could be a pinch point	07/01 - Emailed Playsafe for their advice. Awaiting reply.	21/01/2022
30/12/2021	RK	Chestnut pale	Fencing - Panel Damaged	L	Fencing panel damaged	10/01 - Checked AVS website, conf 4ft high x 30ft wide cost £122.30 inc VAT. Tried Travis Perkins and Jewson websites but they do not offer. Meakers offer 30ft long but prices poa so emailed asking for price.	14/01/2022
30/12/2021	RK	Modular Play Unit	Fixtures - Loose or Missing	M	Fixtures - loose or missing. There are loose screw fixings in the balance log that twists	06/01 - M Evans to tighten.	17/01/2022
30/12/2021	RK	Quad Springy	Item - Corrosion	L	Corrosion	14/01 - Emailed AG/DJ to issue PO to M Evans for the work and req they purchase paint.	21/01/2022
30/12/2021	RK	Stepping Stone Springies x3	Item - Corrosion	L	Corrosion	14/01 - Emailed AG/DJ to issue PO to M Evans for the work and req they purchase paint.	21/01/2022
05/01/2022	CPN	Overall Site	Other / Miscellaneous	M	One screw to a junior swing seat is loose, needs tightening	07/01 - M Evans to action.	17/01/2022
05/01/2022	CPN	Aerial Runway	Item - Bearings Worn	L	Not moving along the rail/track very easily	07/01 - M Evans to visit site.	17/01/2022
05/01/2022	CPN	Team Swing	Item - Corrosion	L	Corrosion	10/01 - Contacted Sutcliffe Play asking for price. Awaiting reply.	24/01/2022

05/01/2022	CPN	Telescope	Item - Corrosion	L	Corrosion	14/01 - Emailed AG/DJ to issue PO to M Evans for the work and req they purchase paint.	21/01/2022
05/01/2022	CPS	Quad Seat Springy	Item - Corrosion	L	Corrosion	14/01 - Emailed AG/DJ to issue PO to M Evans for the work and req they purchase paint.	21/01/2022
05/01/2022	CPS	Wooden Picnic table	Item - Cracked	L	Cracked	07/01 - Asked M Evans to check if can turn panels over and price to action.	17/01/2022
05/01/2022	CPS	Tight Rope Walk	Fixtures - Loose or Missing	M	Fixtures - loose or missing	07/01 - Emailed Playsafe for their advice. Awaiting reply.	21/01/2022
05/01/2022	RK	Junior Multiplay	Item - Cracked	L	Cracked	07/01 - Emailed Playsafe for their advice. Awaiting reply.	21/01/2022
05/01/2022	RK	Telescope	Item - Corrosion	L	Corrosion	14/01 - Emailed AG/DJ to issue PO to M Evans for the work and req they purchase paint.	21/01/2022

AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2022
SUBJECT	To consider quotations for removal of Russian Vine to an area within Chatsworth Park

1. INTRODUCTION

At the last Amenities & Civic Centre Committee meeting, the Committee were informed of a complaint concerning Russian Vine growing in an area of Chatsworth Park, which was blocking a bordering resident's sunlight.

2. INFORMATION

Aspen Treecare were contacted and visited the site. They confirmed that the vine would need cutting back and treated with herbicide to prevent regrowth. They also confirmed that it would be an ongoing battle, so the Town Council may need to carry out works to this particular location several times.

Aspen Treecare quoted £250 to sever and £150 to treat the regrowth, totalling £400 plus VAT.

I also contacted two other contractors. Countrywide Grounds Maintenance responded and provided a price of £100 to sever and £60 to treat the root, totalling £160 plus VAT.

3. RECOMMENDATION

It is recommended that the Committee accept the quotation from Countrywide Grounds Maintenance in the sum of £160 plus VAT.

4. ENVIRONMENTAL IMPACT

Works may need to be undertaken regularly to manage the boundary in this location.

5. FINANCIAL IMPLICATIONS – Report by Town Clerk/RFO

At the moment the grounds maintenance budget, 4101-301, is £615 over and our earmarked reserve stands at £13,865. The works to Chatsworth Park bordering a property in Manor Drive were £1,830 and in this month's accounts I will transfer the payment for that work to be deducted from the earmarked reserve. That will leave the balance of the budget 4101-301 at £1,215 and the earmarked reserve at £12,035. That will give us some budget for the above works and any other general work to be undertaken up until 31st March 2022.

AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2022
SUBJECT	To note amenities complaints since last meeting

1. INTRODUCTION

At the last Amenities & Civic Centre Committee meeting, it was agreed that a report on complaints associated with this Committee be added to all future agendas, to include any updates on a spreadsheet.

2. INFORMATION

Three complaints were provided to the Committee in November (listed 1-3) and six more have been raised since. Details with regards to the complaint, action taken and current status are listed on the attached spreadsheet.

3. RECOMMENDATION

I recommend that the Committee note the complaints received.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

None.

Complaint No	Date received	Taken to A&CC	Area	Category	Nature of complaint	Action Taken	Current status
1	12.08.2021	29.11.2021	Chatsworth Park	Trees	Russian vine climbing on trees bordering property, encroaching property and blocking sun.	<p>13.10 - Met with resident (she could not meet before). No encroaching of property but all in trees behind property. Contacted Aspen treecare for advice.</p> <p>18.10 - Duncan will visit when next on site. Resident informed.</p> <p>29.11 - Duncan made recommendations with price.</p> <p>09.12 - Contacted other co's for prices. Deadline 20.12.</p> <p>10.01 - Emailed SN as RFO to suggest go ahead with Countrywide.</p>	Ongoing
2	05.11.2021	29.11.2021	Telscombe Cliffs	Trees	Tree growing out of wall next to a small car park area in Bridle Way and encroaching property.	<p>08.11 - Not sure who owns this land so contacted LDC and ESH. Informed resident.</p> <p>17.11 - LDC conf not their land and will not action.</p> <p>22.11 - ESH conf not their land either so resident will need to contact Land Registry to find out. However this time they will clear 3m of vegetation by 12.12.2021. Resident informed.</p> <p>02.12 - Works completed by ESH. Resident unhappy with standard but re-iterated they will need to take this forward with Land Registry.</p>	Completed 02.12.2021
3	08.11.2021	29.11.2021	Saltdean	Wildflower verge	From resident through MP's Office - grass not cut outside Homeridge House and lots of dog mess, causing smell issues.	<p>10.11 - Emailed back to conf wildflower verge so cut once in the autumn and to report dog fouling to LDC via website link.</p>	Completed 10.11.2021
4	25.11.2021	24.01.2022	Telscombe Cliffs	Tree on verge	2 trees planted in their verge through P&H project in Dec 2019 have died.	<p>29.11 - Contacted ESCC and EH Treecare for their advice and updated resident.</p> <p>06.12 - ESCC conf will scan verges to check if trees can be replanted. Resident updated.</p> <p>20.12 - ESCC conf trees can be planted following scanning. Chased EH Treecare re contact at woodlands trust for tree planting. Resident updated.</p> <p>07.01 - Chased EH Treecare. Updated resident and adv will call again 24.01.</p> <p>10.01 - EH Treecare conf details. Called woodlands trust contact on leave. Me to chase next wk.</p>	Ongoing
5	25.11.2021	24.01.2022	Chatsworth Park	Trees	Resident complained about the works to the border of CP and house in Kirby Drive. No regard for the wildlife.	<p>26.11 - Informed resident to explain work carried out as per recommendations from surveyor, so assessment can be made on the stability of the bank.</p>	Completed 26.11.2021

6	17.12.2021	24.01.2022	Chatsworth Park	Trees	Resident had previously complained about trees bordering her property not being cut but could see works actioned to border of Kirby Drive. Unhappy hers were not being carried out as well.	20.12 - Advised resident that the works carried out are to check for subsidence and for the safety of the property. Also adv we will shortly be receiving results from a tree survey, which has recommendations inc for the boundary to properties. Advised I would contact her once rcvd next month.	Ongoing
7	17.12.2021	24.01.2022	Chatsworth Park	Bins	Resident phoned to conf dog bin with the dog bags attached is overflowing and a health risk.	17.12 - Countrymans contacted, who cleared bins same day. SN asked M Evans to remove the 'free' dog bags to discourage this bin becoming more full. 21.12 - Bags removed.	Completed 21.12.2021
8	01.01.2022	24.01.2022	Chatsworth Park	Memory Garden	Post 7 in memory garden is rotten and not secure.	11.01 - M Evans replaced sleeper. Resident informed.	Completed 11.01.2022
9	06.01.2022	24.01.2022	Chatsworth Park	Trees	x2 bicycles were padlocked to a lamp post at Heathy Brow bus stop. LDC placed note on them adv if they were not removed within 7 days, they would be removed. Bikes moved and now locked to a tree in Chatsworth Park, north of memory garden.	06.01 - LDC contacted to see if they would still remove. Resident updated. 07.01 - LDC responded conf passed to Team Leader to expedite the crackdown process.	Ongoing

AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	24 th January 2022
SUBJECT	To consider a water filter or fountain for the Civic Centre

1. INTRODUCTION

At the Policy & Resources (P&R) meeting in November, it was agreed to sign up with the company Refill as a place where people can refill their water bottle free of charge and this has been done. People will have to ask at reception and we will fill their bottle from our kitchen tap.

2. INFORMATION

Refill works by connecting people with locations where they can eat, drink and shop with less waste. Over 30,000 locations have joined Refill. Anyone can download the free Refill app to tap into a global network of places to reduce, reuse and refill.

Having signed up, the P&R Committee felt that perhaps we should offer filtered water or even have a water fountain fitted and it was recommended that the suggestion be taken to this Committee for consideration. There are various types of water fountains such as a freestanding or wall mounted – see pictures below - and various types of filters that can be fitted onto a kitchen tap supply.



3. RECOMMENDATION

It is therefore recommended that consideration be given as to whether to get estimates for having a water filter fitted in the downstairs kitchen and/or for a water fountain to be fitted.

4. ENVIRONMENTAL IMPACT

Having signed up as a Refill Station it will help to reduce waste and prevent plastic pollution.

5. FINANCIAL IMPLICATIONS

The costs are unknown at present, but there will be budget implications. We have several budget lines which could be used.

<u>AGENDA ITEM</u>	15
<u>REPORT TO</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk & RFO
<u>MEETING DATE</u>	24 th January 2022
<u>SUBJECT</u>	To agree estimate for Civic Centre window painting

1. INTRODUCTION

The Committee Chairman, Cllr Gallagher, asked me to obtain estimates for repainting the downstairs front and side windows & frames at the Civic Centre.

2. INFORMATION

Cllr Gallagher wanted to improve the visual appearance of the Civic Centre. The windows/frames were peeling and the caretaker did re-varnish the front windows. However, the side windows that face Central Avenue still need to be done and it was felt that painting all windows in white would make them in keeping with the white uPVC windows we have in the entrance lobby, upstairs landing and tower area.

Estimates have been obtained to sand down, fill & smooth and paint as follows:-

Mark Fernell	£1,990
O Sierra	£1,860
Briggs Decorating	£1,825

None of the figures are subject to VAT.

The detailed estimates are attached for your information, with only 1 contractor actually completing our specification document.

3. RECOMMENDATION

It is recommended to agree the estimate from Briggs Decorating in the sum of £1,825 and to authorise the Town Clerk to make the payments as detailed in their payment plan on the estimate when required.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

We have a £1,000 budget for external/internal decorating and an earmarked reserve of just over £13,000 for Civic Centre maintenance.

Not on checkatrade.

Mark Fennell LIMITED
interior & exterior painting & decorating
property maintenance • furniture restoration
Telephone
01273 390525 • 07813 477486



30 NOV 2021

51, Bannings Vale,
Saltdean,
E. Sussex,
BN2 8DF

TELSCOMBE CIVIC CENTRE,
360 SOUTH COAST ROAD,
TELSCOMBE CLIFFS,
EAST SUSSEX,
BN10 7ES.

28-11-2021.
EMAIL ADDRESS
markfennell1@gmail.com

WORK TO BE CARRIED OUT AT ABOVE ADDRESS.

6 CONF SOFT WOOD WINDOWS. SCRAPE OFF ANY LOOSE VARNISH. ELECTRIC SAND ALL WOOD. ANY WOOD KNOTS TREAT WITH ZINSSER B.I.N TO STOP KNOT RESIN BLEEDING THROUGH PAINT FINISH. ZINSSER B.I.N WINDOW PLASTIC TRIM MOULDS AND VENTS. 4 OF THE SIX OPEN FINISH OF HAND SANDING, WIPE DOWN WOODWORK, THEN 3 COATS WHITE STORMSHIELD OIL BASE FLEXIBLE PRIMER, UNDERCOAT, THEN 1 TOP COAT OF BRILLIANT WHITE STORMSHIELD FLEXIBLE OIL BASE GLOSS. ALL AREAS CAREFULLY COVERED WHILE WORK IN PROGRESS. ONCE FINISHED BLADE AND CLEAN WINDOWS.

9 CONF SOFT WOOD WINDOWS. SAME PROCESS AS ABOVE. SIX OF THE NINE OPEN, IF WINDOWS ARE STIFF TO OPEN CAN OIL WINDOW HINGES.

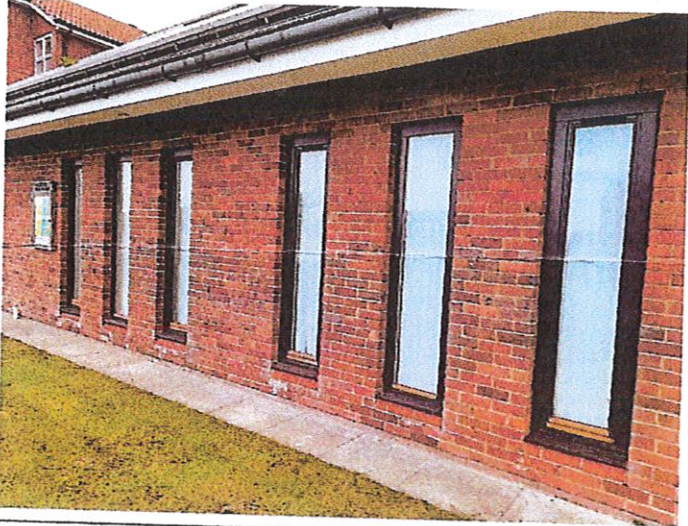

YOURS SINCERELY

MARK

SPECIFICATION FOR REPAINTING TELSCOMBE CIVIC CENTRE GROUND FLOOR FRONT AND SIDE WINDOWS



Please provide quotation for areas broken down separately as detailed below:

<p>Exhibition area – south facing windows of Civic Centre</p>	<p>To rub down and repaint exterior of 6 long windows and frames with white gloss (they currently have wood stain/varnish)</p> 	<p>£ 815.00 LABOUR AND MATERIALS NO VAT</p>
<p>Offices – east facing windows of Civic Centre</p>	<p>To rub down and repaint exterior of 9 long windows and frames with white gloss (they currently have wood stain/varnish)</p> 	<p>£ 1,175 LABOUR AND MATERIALS NO VAT</p>
<p>NO VAT</p>		<p>Total £ 1,990</p>

O. SIERRA



Your clean, friendly and reliable painter and decorator

QUOTATION

To Whom it may concern,

Please find below the details of the work to be carried out at The Civic Centre.

Prepare all the windows on the ground floor to be painted by scraping off any flaking paint, followed by filling in and rubbing down all the imperfections. Apply one coat of primer to all areas, followed by applying one coat of undercoat. Finally apply one coat of white gloss to all windows and frames.

The price for this job with me providing all the materials is: £1860

This price is not subject to VAT

Best Wishes,

Oscar Sierra

Checkatrade.com

Where reputation matters

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271 reviews

5 Westfield Rise, Saltdean

Brighton, BN2 8HR

Tel: 01273 979 327

Mob: 07827 318297

o.sierrawillpaintit@live.co.uk

Checkatrade - 9.72, 31 reviews



BRIGGS DECORATING LTD

19A CAPEL AVENUE

PEACEHAVEN

BN10 8NB

Client Details

Telscombe town council
Civic centre

Quotation

Price includes:

External Decorating of 15 ground floor windows.

Preparation work

- All loose paint will be removed from all woodwork and sanded until completely smooth (please expect loud noise).
- All imperfections on woodwork will be filled with wood filler and sanded smooth when dry.
- Decorators caulk will be used to fill any necessary gaps.
- All surfaces will be lightly sanded in between coats to provide a key for the next coat to bond to the previous coat.
- Dust sheets will be laid on floor to protect the floor from paint spillages.

Painting process

- 2 coats of Sikkens rubol primer (exterior primer/undercoat) in the colour brilliant white to be applied to all 15 windows.
- 2 coats of Sikkens xd gloss (exterior gloss) in the colour brilliant white to be applied to all 15 windows.

Notes

- This price includes all paint and materials needed.

Please check all details of this quotation so it covers every item you desire decorated.

Quotation price - £1825

Payment plan –

1. 20% of the total amount will be required 7 days before the start date to act as a deposit and to cover some of the cost of materials £365.
2. 50% of the total amount will be required once all windows have been coated twice with sikkens rubbol primer £912.50.
3. The final 30% will be required within 2 days of the job is complete £547.50.

Thank you for your interest in the services of Briggs Painting & Decorating.

AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	24 th January 2022
SUBJECT	To consider whether to continue with the gas service contract

1. INTRODUCTION

We currently have a gas service contract with British Gas which ends on 13th February 2022.

2. INFORMATION

The cost of the contract for next year will be £939.80 plus VAT which is an increase of £27.38. The contract covers:-

- An annual service and repairs to your boilers (we have 2) and gas appliances
- Unlimited call outs
- Parts and labour included
- A Gas Appliance Safety Record
- Access to customer helpline 24 hours, 365 days a year
- Expert guidance from Gas Safe registered engineers

3. RECOMMENDATION

It is recommended to consider whether to renew the gas service contract with British Gas at a cost of £939.80. Alternatively, we could obtain quotations and have the 2 boilers serviced annually by an alternative contractor and if we encounter a problem, try to get a contractor to attend.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

The current service contract cost is included within the gas budget.

AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre Committee (ACC)
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	24 th January 2022
SUBJECT	To agree estimates for replacement fire doors at the Civic Centre

1. INTRODUCTION

We had a Fire Risk Assessment carried out last year 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

Most works have been carried out (emergency lighting repairs/replacement and new smoke detectors) apart from the fire doors. At the meeting in September it was agreed that an attempt be 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 is accepted
- (ii) 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 be accepted and
- (iii) Further quotations to replace the Exhibition Area internal doors with fire doors are obtained (J Fire Safety's quote was £2,590 & Danfire's cost was £2,374.20 with their updated current cost being £2,588.84.)

We have attempted to get further estimates for replacement/repairs to fire doors, but have only managed to get one further price. Regarding the other prices obtained, Danfire's quote was only valid for a month and J Fire Safety for 3 months, both of which have now expired. We have gone back to them both for an updated price. Danfire have provided an updated cost for the exhibition area doors but not the Council Chamber doors and we have heard nothing to date from J Fire Safety. We have therefore chased this up.

The third estimate we have recently received was from Fireco as follows:-

To replace Council Chamber doors & sill, inc glazing top & bottom (supply & fit) £1,994.00

To replace downstairs west fire door & sills (supply & fit) £1,129.95 plus VAT

To replace upstairs north fire door (supply & fit) £979.96

To replace Exhibition Area doors, inc glazing top & bottom (supply & fit) £2,762.52

There may be an additional cost for the bottom framework, depending on the findings when the doors are replaced. The first 2 companies have not quoted for sill/frame

work and if we proceed with them, it will therefore be necessary to get quotes from carpenters for this work.

3. RECOMMENDATION

It is recommended that:-

- i) That the Committee authorise the Town Clerk to spend up to the following amounts to have the doors replaced and to use whichever company comes out with the best price:-

Council Chamber doors – up to £2,000 net of VAT
Downstairs west & upstairs north external fire doors – up to £1,200 each
Exhibition area double doors – up to £2,800

The maximum total expenditure would therefore be £7,200 and it may be that different companies are used for different doors.

- ii) Quotes are obtained for framework repair/replacement if we use a company that has not included for this.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

The maximum expenditure would be £7,200. We have a remaining budget of £800 for general repairs, £1,000 for equipment maintenance and an earmarked reserve of just over £13,000 for Civic Centre maintenance, which could be used. If we have available funds, the earmarked reserve should be topped up at year end to allow for future works.

<u>AGENDA ITEM</u>	18
<u>REPORT TO</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th January 2022
<u>SUBJECT</u>	To ratify change of date for Town Council summer fayre

1. INTRODUCTION

At the previous Amenities & Civic Centre Committee Meeting, it was agreed to hold a summer fayre in Chatsworth Park on Saturday 25th June 2022.

2. INFORMATION

Unfortunately, Peacehaven Town Council have an armed forces event that same weekend at Centenary Park between 24th and 26th June 2022.

I emailed the Committee and recommended we re-schedule our summer fayre to Saturday 2nd July 2022, when no other local events were being held and N Emmett would be available to compare. 5 out of 8 Councillors responded, all confirming their agreement with the change of date and following this, we have booked N Emmett for the fayre on 2nd July.

3. RECOMMENDATION

I recommend we ratify the decision to change the date of the Telscombe Town Council summer fayre to 2nd July.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

None

AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2022
SUBJECT	Future Events

1. INTRODUCTION

The Events working group met on Thursday 13th January to discuss events for the forthcoming year. At that meeting the group also discussed the Welcome Back Fund event which was previously agreed to be taken forward by this Committee.

2. INFORMATION

A copy of the notes from the discussions are attached, which also provide actions going forward.

3. RECOMMENDATION

I recommend the Committee agree to the events being held and recommended actions, as detailed in the attached document.

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, but we try to obtain sponsorship to cover the summer fayre. Funding has been agreed from the Welcome Back Fund for that event.

Notes of a meeting of the **Events Working Group (Working Group of Amenities & Civic Centre Committee)** on **Thursday 13th January 2022** via Zoom at 3.30pm.

Present: Cllrs C Clarkson, C Gallagher, L O'Connor & C Robinson, Bianca Buss, Amenities Officer & Angela Greenfield, Admin & Finance Assistant. Cllr Judd was not present.

1. **BINGO**

The working group were all in agreement that due to the high Covid cases in the local area, bingo should not go ahead in January and that a decision be made concerning February's event nearer the time.

Actions:

- Group to meet in 1 months' time to decide if we want to go ahead for February.

2. **EASTER EGG HUNT**

BB advised that she had spoken with Helping Out CIC concerning holding an Easter Egg Hunt in Chatsworth Park and they confirmed they had no plans for 2022. The group decided they would therefore like to run an event similar to the one held by Helping Out CIC last year. This would include some posters about the park and a Question and Answer sheet for the children to fill in. Once completed, the children can collect an egg from Councillors, who will be waiting at the benches by the car park. Cllr Clarkson advised that Asda donated small eggs as part of their charity and would provide the store managers contact details to the Amenities Officer for her to make contact. If not successful, it was suggested the Officers contact Co-Op and ask if they would consider donating eggs. It was recommended that the event be held on Saturday 16th April 2022 between 11am and 3pm. Councillors would attend to provide the Q&A sheets and chocolate eggs. This could be run on a shift basis so that one or two Councillors attend for 1-2 hours.

Actions:

- Cllr Clarkson to contact Amenities Officer with Asda store managers contact details.
- Office staff to arrange Q&A sheet and any promotional posters for the event.
- Councillors to volunteer their services to attend the event.

3. **LIGHTING OF BEACONS FOR QUEENS JUBILEE**

It was agreed not to investigate this invitation further, as both Saltdean and Peacehaven will be lighting their own beacons. Cllr Gallagher advised she would contact Peacehaven Town Council to see what they are organising and Cllr O'Connor would do the same for Saltdean, through the Saltdean Residents Association.

Actions:

- Cllr Gallagher and Cllr O'Connor to make contact with Peacehaven Town Council and Saltdean Residents Association concerning their programme for lighting of the beacons.

4. **SUMMER FAYRE**

The summer fayre has been moved to Saturday 2nd July 2022 in Chatsworth Park and Nick Emmett has been booked to MC for us. The working group agreed for the Officers to

investigate booking businesses as previously discussed, including; Doughbox Pizza, a mobile bar, Wander Coffee, ice cream van, birds of prey, drummers, morris dancers, pony rides, old style rides, storyteller and traditional games such as tug of war and sack race. It was agreed for stalls to also be invited to attend and priority given to local businesses, charities and wildlife groups. Cllr Clarkson asked that Sussex Forest School be contacted to see if they would be willing to provide a demo for the event. Lastly, it was agreed to contact George Pope to seek his advice and availability for a small dog show, to be held as part of the fayre for 1-2 hours.

Actions:

- Officers to contact George Pope and potential hirers for the fayre, to be bought back to a future meeting.

5. PROPOSED PAYMENT OF OVERTIME FOR STAFF WHEN HELPING RUN EVENTS

At the last Amenities & Civic Centre Committee meeting, the Town Clerk asked that if events are put on, that staff be paid for their time if they assist at events outside of their normal working hours. The working group considered this request and agreed that staff should be paid 4 or 8 hours for a half or full day's participation. This should include caretakers if working outside their normal working hours.

Actions:

- The working group's recommendation be taken to the next Amenities & Civic Centre Committee for consideration.

6. WELCOME BACK FUND

There was much discussion concerning the Welcome Back Fund and the group felt that it was now the time for an Officer to take this forward. Cllr Gallagher recommended that the Town Council run events on Friday 4th March, Saturday 5th March, Friday 11th March and Saturday 12th March 2022. She asked that the caretakers put the marquee up on Thursday 3rd March. Cllr O'Connor asked when the items could be delivered. It was agreed to go ahead with just one toilet and Cllr Gallagher suggested that the Councillors clean and lock the toilets. Cllr Clarkson felt that the Town Council should pay someone to clean them and Cllr O'Connor agreed, asking that three quotations are obtained.

The working group discussed which events they would like included and suggestions included SAMA karate, charities, Sussex Forest School, Develop Outdoors, talks from the memory garden volunteer gardener and an arborist, and the Neighbourhood Plan consultations. Food options should also be considered nearer the time. Office staff to investigate options.

The Admin Assistant had drafted a map and the working group felt this should be drawn up on a professional programme. Cllr Gallagher felt this could be undertaken by the Admin Assistant if the Town Council have the right computer programme available. Alternatively, this could be undertaken by the Chamber of Commerce or Gaston.

The working group felt that all the shops on the Coast Road and on Central Avenue should be provided with bunting to be placed on the outside of their shops, to welcome people back to the high street. Cllr Gallagher reported that the Chamber of Commerce were looking at obtaining funding from the Housing Project for bunting.

The Admin & Finance Assistant reported that some of the original prices had increased and she would need to go back to the companies and obtain an official quotation on headed paper. Cllr Gallagher suggested Staples are contacted for their prices on A Frames.

Cllr Gallagher advised she would discuss this further at the end of the Policy & Resources Committee meeting on Monday, to gauge the feel from the other Councillors. It was recommended that another working group meeting be arranged for 2 weeks' time and Cllr O'Connor suggested that 'Doodle Poll' is used for ease.

Actions:

- Caretakers be asked to put marquee up on Thursday 3rd March.
- The Admin & Finance Assistant to check when items can be delivered and re-contact organisations for new quotations if the prices had increased.
- Prices to be obtained for one toilet only and its cleaning.
- Office staff to invite companies to book sessions for the allocated days.
- Cllr Gallagher to contact Chamber of Commerce and Gaston re drawing up a map and the Chamber of Commerce for potential funding for bunting.
- Future meetings for this fund to be explored through Doodle Poll and a meeting to be set up in 2 weeks' time.