



TELSCOMBE TOWN COUNCIL

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

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
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22nd November 2022

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **Amenities & Civic Centre Committee** in Room 1 at Telscombe Civic Centre on **Monday 28th November 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 26th September 2022 – *see attached*
5. To receive action list – *see attached*
6. To note Income & Expenditure figures to 31st October 2022 – *see attached*
7. To review/update the Business Plan – *see attached*
8. To note amenities complaints since last meeting – *see attached*
9. Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces – *see attached*
10. To consider way forward with Chatsworth Park access survey results – *see attached*
11. To note the annual playground inspection reports – *see attached*
12. Update on weekly playground inspection reports – *see attached*
13. To consider further works to wet pour surfaces in Chatsworth Park South and Robert Kingan playgrounds – *see attached*
14. To consider removal of climbing apparatus in Chatsworth Park South Playground – *see attached*
15. To consider replacement log on wooden trim trail at Chatsworth Park South Playground – *see attached*
16. To consider price to paint ball wall in Chatsworth Park – *see attached*
17. To consider adding bat boxes in Chatsworth Park – *see attached*
18. To consider a new wildflower meadow in Chatsworth Park – *see attached*
19. To note removal of Russian Vine to an area within Chatsworth Park – *see attached*
20. To ratify agreement of 3 month tree works – *see attached*
21. To consider works to tree T86 in the Copse – *see attached*
22. To discuss way forward with obtaining estimates for works in Chatsworth Park – *see attached*
23. To consider replacing battery and pads to defibrillator at Civic Centre – *see attached*
24. To agree gas boiler programmer repair and consider new gas service contract – *see attached*



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25. To consider adding an annual 3-hour duration test of the emergency lighting to the Securitel servicing schedule and agree works required following fire alarm service visit – *see attached*
26. To consider using the Civic Centre as a warm space/hub – *see attached*
27. Future Events update/agreement – *see attached*
28. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda

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

Date for next meeting of the Committee – 23rd January 2023



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Monday 26th September 2022 in Telscombe Civic Centre at 7.30 pm.

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

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

1586. PUBLIC QUESTION TIME

There were no members of the public present.

1587. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Judd for health reasons and Cllr Robinson due to annual leave. Cllr Brindley was absent but had not sent apologies.

1588. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1589. TO APPROVE MINUTES OF THE MEETING HELD ON 25th JULY 2022

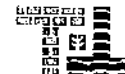
The Town Clerk advised that the draft minutes previously circulated advised under minute 1567 that the Civic Centre income was £11,552. This should have read £6,653 and had since been amended on the official copy for signing. It was therefore proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes of the meeting held on Monday 25th July 2022 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson.

1590. 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 increase in Omicron Covid cases. Need to decide if still wish to proceed.</i>	Sept '22
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>Was put on hold due to Covid & need to decide if still wish to proceed.</i>	Sept '22

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1590. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.9.21	Min 1453, p 3513 – To consider works to trees adjacent to properties bordering Chatsworth Park	BB	Town Council have received Oak tree saplings, which can be planted in place of the three trees removed.	Complete
27.9.21	Min 1461, p 3516 – To consider carbon footprint calculator for the Civic Centre	SN	Information on Civic Centre carbon footprint calculation to be taken to the Climate Change working group for consideration as to a way forward. <i>Meeting held recently & another will be scheduled for early October when Civic Centre sustainability will be discussed in more detail.</i>	January 2023
29.11.21	Min 1477, p 3514 – Update on placing bee hives on Telscombe Town Council owned land	BB	B&LBK have advised they are re-looking at all their sites due to the costs involved & are currently unable to investigate new sites. They will contact us in the future if they are able to open a new site	Complete
24.01.22	Min 1492, p 3593 – To agree annual playground area inspections	BB	LDC advised that the annual playground inspections started across the district on 22.08.22 & reports on our playgrounds will be with them soon.	Nov 2022
24.01.22	Min 1499, p 3595 – To agree estimates for replacement fire doors at the Civic Centre	SN	Exhibition area doors have been fitted. Remaining doors have been made & to be fitted by end September.	Sept 2022
21.03.22	Min 1523, p 3638 – Update on tree survey actions and to agree way forward with tree works	BB	Purchase Order issued to EH Treecare for works but delay due to nesting birds & badger survey. Middlemarch have completed badger monitoring survey and findings emailed to Committee. EH Treecare asked not to carry out works to trees within the 30m exclusion zone as we need to apply for a Natural England Licence. This needs to be completed by an ecologist so liaising with Middlemarch.	Nov 2022 Nov 2022

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1590. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
21.03.22	Min 1524, p 3639 – Urgent Matters, bee homes	BB	Meridian School were not able to complete the project in the summer term so will put the homes together in the autumn.	Nov 2022
30.05.22	Min 1536, p 3678 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	BB	8 contractors contacted for costs but no response so asked PTC and LDC for alternative companies. LDC were unable to assist but PTC provided us with another name. Emailed details over, deadline Wed 28.09.2022.	Nov 2022
30.05.22	Min 1537, p 3678 – To agree proof for Chatsworth Park information boards	SN	Information boards have arrived at Civic Centre. Committee to agree locations.	See new agenda item
30.05.22	Min 1540, p 3679 – To consider an application for a memorial bench in Robert Kingan Playground	BB	Bench and plaque have been installed.	Complete
30.05.22	Min 1541, p 3679 – To consider recommendations from surveyor's report for suggested works in Chatsworth Park next to a property in Kirby Drive	BB	10 contractors contacted for costs but no response so asked PTC and LDC for alternative companies. LDC were unable to assist but PTC provided us with another name. Emailed details over, deadline Wed 28.09.2022.	Nov 2022
30.05.22	Min 1542, p 3679 – To consider estimates for tree works in Chatsworth Park	BB	Purchase Order issued to EH Treecare for works but delay due to nesting birds & badger survey.	Nov 2022
30.05.22	Min 1546, p 3680 – To consider registering Chatsworth Park and the Civic Centre as filming locations	AG/BB	Registration fees apply.	See new agenda item
30.05.22	Min 1550, p 3681 – To consider replacing a fence bordering the Copse at Telscombe Cliffs Way with a hedgerow	SN/BB	Hedgerows due to be received shortly.	See new agenda item

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1590. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.05.22	Min 1551, p 3681 – To consider replacing the steps in the Copse	BB	Works to the Copse are currently being carried out by ID Verde.	Sept 2022
30.05.22	Min 1552, p 3681 – To consider quotes for café feasibility study	SN/BB	The working group have been in correspondence with Stickland Wright with regards to the proposed layout and starting to investigate materials and décor.	Nov 2022
30.05.22	Min 1559, p 3682 – Urgent Matters – funds for grounds maintenance works	SN	SN to write a report on recommendation for virement of funds once detailed costings of tree works obtained.	Jan '23
25.07.22	Min 1565, p 3714 – Update on Develop Outdoors request to build a permanent shelter in Chatsworth Park	BB	Contact made with Brighton & Lewes Beekeepers to advise the area they wanted is being used & ask if they can use an alternative area of the park. They have confirmed they are re-assessing all their sites and cannot assist with bee hives at this time. Develop Outdoors working on the shelter & fence over Sept.	Complete Nov 2022
25.07.22	Min 1567, p 3714 – To review/update the Business Plan	SN	Project numbers 1 & 2 to be updated to include the findings from the bat roost survey.	Nov 2022
25.07.22	Min 1571, p 3715 – Update on Management Plan	BB	Clearing of deadwood and brush cuts from the zonal beds have been removed from the management plan. Volunteers to undertake weeding of paving slabs at Memory Garden at volunteer sessions. Local artist agreed to paint ball wall and we are awaiting first copy of drawing, which will be forwarded to Committee once received.	Complete Complete Complete
25.07.22	Min 1572, p 3715 – To discuss findings from the preliminary bat roost assessment in Chatsworth Park	BB SN	Awaiting way forward from tree surgeon regarding works to trees that have high bat roosting potential. Town Crier article to be drafted for October's newsletter. The 10 trees to be listed in the Business Plan.	Nov 2022 Nov 2022

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1590. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25.07.22	Min 1573, p 3716 – To agree for a wildflower pond and second hibernacula being added in Chatsworth Park	BB	Countrymans contacted to ask they don't cut area for second hibernacula. CCL to obtain funds for pond. Once created, info to be added to our website and QR code linked.	Complete Mar 2023
25.07.22	Min 1574, p 3716 – To consider two wildflower meadow locations in Chatsworth Park	BB	Cllrs Clarkson, Selby and volunteers have roped off wildflower location adjacent to Kirby Drive, north of Chatsworth Park North playground. The wildflower meadow by the old carpark will be completed next autumn. A large amount of bramble cut back will also need to be undertaken.	Complete Sep 2023
25.07.22	Min 1576, p 3717 – To consider tree policy	SN	Revised draft policy to be taken to Full Council for adoption.	Sept 2022
25.07.22	Min 1577, p 3717 – To consider accepting oak tree saplings	BB	Tree saplings at Civic Centre and will need to be planted in the park in the autumn.	Oct 2022
25.07.22	Min 1578, p 3717 – To consider purchasing additional benches for Chatsworth Park	SN	SN informed Wander Coffee that there is no budget for additional benches and were offered use of the Town Council deckchairs.	Complete
25.07.22	Min 1580, p 3717 – To consider extending Wander Coffee's concession	BB	Wander Coffee have verbally agreed to extend the concession and we are now awaiting their signed forms.	Nov 2022
25.07.22	Min 1581, p 3718 – To consider Wander Coffee's request to sell alcohol at Chatsworth Park during August	SN	Wander Coffee have been informed that they can sell Pimms in August between 12 midday and 5pm.	Complete
25.07.22	Min 1582, p 3718 – To consider planting at bottom of 'Pigs Hill' in Chatsworth Park	BB	Item was previously deferred until receipt of badger survey, which has now been received.	See new agenda item
25.07.22	Min 1583, p 3718 – To consider estimate for bird proofing solar panels at the Civic Centre	SN	Titan Eco due to install Black SolaSkirt around the sides of the solar panels end Sept.	Sept 2022

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1590. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25.07.22	Min 1584, p 3718 – Future Events	BB	Halloween party has been booked.	Complete

The Town Clerk asked the Committee if they still wished to proceed with actions under minute numbers 1215 and 1251, as both were put on hold due to Covid-19 and are now historic. A discussion ensued on how the Committee wanted to progress both items. Regarding minute 1215, it was agreed that this now be removed from the action list, but at some time in the future the Town Clerk would meet with the Chair and Vice Chair of the Committee to discuss possible options to increase Civic Centre revenue. Regarding minute 1251, it was agreed to advertise the pool table for sale at a price the Town Clerk thought reasonable.

Regarding minute 1577 Oak tree saplings, there was a question as to where they would be planted. The Town Clerk advised that unfortunately due to the heatwave and them not being watered over a weekend, several had appeared not to survive, but we will continue to water them to see if they will recover and can be planted. It was agreed Cllr Clarkson would collect the remaining surviving tree/s and plant at the next volunteer session.

1591. TO NOTE INCOME & EXPENDITURE FIGURES TO 31ST AUGUST 2022

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 Committee and Earmarked Reserves were noted. It was unanimously **RECOMMENDED** that the income and expenditure figures for Amenities of £11,079 expenditure and income of £3,727 and Civic Centre expenditure of £16,522 and income of £9,578 at 31st August 2022 be accepted as correct.

1592. TO REVIEW/UPDATE THE BUSINESS PLAN

The Business Plan was **noted**. Cllr O'Connor asked that project number 5, the new café in Chatsworth Park, be updated as it stated that feasibility study quotes were due in May 2022 and have now been received. He also requested that the Town Council re-visit possible cycle routes from east to west, including through Chatsworth Park, as stated in item number 7. Cllr Smith agreed, asking that the project is re-worded to 'emerging cycle schemes' and that the objective and activity states that the Town Council welcomes discussions with residents on cycle routes across Telscombe Cliffs and Peacehaven, as per the emerging Neighbourhood Plan.

Cllr Gallagher noted that number 10 can be taken forward following the earlier discussions on increasing income at the Civic Centre. Cllr O'Connor requested that the 'Responsible Person' on this project should be updated to include Cllrs Clarkson and Selby as the Committee Chair and Vice Chair.

Cllr Gallagher also asked that number 11, Civic Centre Sustainability, be amended following the presentation prior to the meeting from Ovesco.

1593. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was noted by the Committee.

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1594. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES

The Committee **noted** the updates on the 16 urgent items on the access report.

1595. TO CONSIDER PURCHASING AN ACCOUNT WITH SURVEY MONKEY

At May's Committee meeting it was agreed to put out a survey to consult residents to see where they would like priority to be given for improvements to the path surfaces in Chatsworth Park both in paper format and using Survey Monkey. There are limitations with the free Survey Monkey account and following discussion it was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Council purchase an annual subscription with Survey Monkey, at a cost of £384 + VAT for their individual 'Advantage' plan.

1596. UPDATE ON PLAYGROUND INSPECTION REPORTS AND TO AGREE ACTIONS

The Amenities Officer's report was **noted** by the Committee. Of the 51 items listed, 6 were either closed or added in error, prices were being obtained for 8 items, 2 items are being considered at this meeting, 2 are due to be carried out imminently and there is 1 new item which needs further investigation. The Committee discussed the difficulties in obtaining a contractor to carry out the work.

1597. TO CONSIDER REPAIRS TO THE GREEN FELT SURFACING AT ROBERT KINGAN PLAYGROUND

Playsafe Playgrounds had visited Robert Kingan Playground with the Amenities Officer and noted there was a large area of surfacing dipping next to the junior apparatus and that a section of edging needed resetting and filling with top soil. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the estimate from Playsafe Playgrounds to repair both sections at a cost of £1,796 plus VAT be accepted.

1598. TO CONSIDER REMOVAL OF WOODEN POSTS AT ROBERT KINGAN PLAYGROUND

The Amenities Officer's report was considered by the Committee. The weekly playground inspection report listed a finding that the wooden posts next to the monkey bars at Robert Kingan Playground had large cracks in them. As the posts had been in place for many years and do not bring anything to the playground, being just a wall, the Amenities Officer obtained prices for full removal and making good the area. Only one contractor responded and following consideration, it was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept Countrywide Contractors quotation of £450 + VAT to fully remove the wooden posts at Robert Kingan Playground and make good the ground area.

1599. UPDATE ON MANAGEMENT PLAN & AGREE WORKS REQUIRED

The Committee considered the Amenities Officer's report. Inspections had been carried out in Zones 8, 18 and 20 in Chatsworth Park, as well as the Copse, in accordance with the Management Plan. Zones 8 and 20 in the park had lots of pine needles covering the path and all three zones had a collection of mud gathering to the side and in the middle of the pathways.

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1599. Update on Management Plan & agree works required (Contd)

Our grounds maintenance contractors clear the pathways of leaves and debris every other month, but more regular sweeps are required to clear the pathways.

Cllr Clarkson advised that he clears the mud on the footpaths during the monthly volunteer sessions in the park and regular clearance is required at this time of year. It was therefore proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** that the clearance of mud be undertaken by volunteers on a monthly basis.

Cllr Clarkson further confirmed that volunteers also undertake sweeps of the paths on the monthly volunteer sessions, in addition to the work undertaken by the contractors. As the Town Council have no budget left for these works, it was proposed by Cllr Clarkson, seconded by Cllr Selby and unanimously **RECOMMENDED** that the volunteers continue to carry out their monthly sweeping of the paths.

Inspections had been undertaken to two properties bordering the Copse and vegetation was encroaching both properties. Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr Smith and unanimously **RECOMMENDED** that the Amenities Officer obtain quotes to clear the vegetation bordering both properties by 2 metres and that she writes to both residents to ask if they would be in agreement to the Town Council having this work carried out.

1600. TO CONSIDER PLANTING AT BOTTOM OF 'PIGS HILL' IN CHATSWORTH PARK

It was noted that this item had been deferred from the previous meeting until the results from the badger survey had been received. The survey has since been received and it confirms that this area is not within the badger sett 30 metre exclusion zone. Work could therefore be undertaken if agreed. Following discussion it was proposed by Cllr O'Connor, seconded by Cllr Gallagher and **RECOMMENDED** that estimates be obtained in a phased approach to cut back the vegetation to the tree line, rotavate & grass seed the area, a walkway to be added with bark chippings held in place with logs, shrubs to be planted and a new bench installed. Cllr Smith abstained.

1601. UPDATE ON INFORMATION BOARDS

The Committee considered the positioning of the four information boards. Cllr O'Connor felt that the Telscombe Residents Association should be consulted on the positioning of the board at the memory garden as they had kindly provided a large donation to the project. It was proposed by Cllr Clarkson, seconded by Cllr Selby and unanimously **RECOMMENDED** that the position of the information board at the memory garden is decided by the Town Clerk following the outcome of discussions with the Residents' Association, the information board at Kirby Drive is positioned on the grass area behind the street light facing the road, the information board at Ambleside Avenue is positioned next to the notice board facing the pathway known as 'Pigs Hill' and the information board at the car park is positioned facing south, between the bin and the pathway going north of the park.

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1602. UPDATE ON REGISTERING CHATSWORTH PARK & THE CIVIC CENTRE AS FILMING LOCATIONS

The Amenities Officer's report was considered and it was proposed by Cllr O'Connor, seconded by Cllr Selby and unanimously **RECOMMENDED** not to proceed with registering Chatsworth Park and the Civic Centre as filming locations.

1603. UPDATE ON THE FRIENDLY FOX INTERACTIVE GAME AT CHATSWORTH PARK AND TO RATIFY POSTERS BEING PUT UP

The Town Clerk's report confirmed that Friendly Fox had requested permission to put up posters in Chatsworth Park, asking for the public's help in developing ideas for a trail. Councillors were contacted via email for their agreement. As there was a majority positive response from the Committee, they had been advised accordingly. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to **RATIFY** Friendly Fox adding posters to the park.

1604. TO RATIFY RESPONSE TO RESIDENT BORDERING CHATSWORTH PARK

The report from the Amenities Officer stated that a resident had re-contacted the Town Council to ask if they would be able to clear vegetation in Chatsworth Park along 15 metres from their fence line by 0.5 metres deep. Councillors were emailed and five out of nine Committee members responded with their agreement. The resident was therefore advised they could clear vegetation along 15 metres from their fence line by 0.5 metres deep and that they would need to clear and remove any vegetation themselves. It was proposed by Cllr Page, seconded by Cllr Smith and unanimously **RECOMMENDED** to **RATIFY** this decision.

1605. TO CONSIDER ADDING EQUIPMENT IN CHATSWORTH PARK

Cllr Clarkson asked the Committee if they would consider 4 reptile tins, 2 compost bins and a water collector being added in Chatsworth Park. There would be no cost to the Town Council. Cllr Gallagher raised concerns with the safety and suggested that a Risk Assessment should be undertaken. Cllr Smith felt that all items would support the biodiversity of the park. It was proposed by Cllr Smith, seconded by Cllr Page and **RECOMMENDED** that 4 reptile tins, 2 compost bins and a water collector is added to Chatsworth Park. Cllr Gallagher abstained.

1606. TO CONSIDER WAY FORWARD WITH PLANTING A HEDGEROW AT THE COPSE

The Town Clerk had been successful in an application to obtain 2 free hedge packs from Woodlands Trust, which are due to be received between 31st October and 11th November. Cllr Gallagher suggested that an expert would be required to help prepare the ground. It was proposed by Cllr Smith, seconded by Cllr Page and unanimously **RECOMMENDED** that planting of the hedgerow is undertaken by volunteers, that Cllr Clarkson speaks with the Sussex Wildlife Trust for their advice on planting the hedgerow and that we do not consult with an ecologist as we are adding to the habitat, rather than taking away.

1607. TO NOTE NEW SERVER BATTERY BACK-UP (UPS)

The report from the Town Clerk stated that there was a power outage at the Civic Centre and the server had shut down. Northstar carried out a check and advised that a replacement battery

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1607. To Note New Server Battery Back-Up (UPS) - Contd

back-up would be required at a cost of £352.74 + VAT including delivery, with the fitting being covered under their contract. The Town Clerk emailed Committee members to confirm she would authorise replacement under her delegated authority unless she heard contrary. As there was no further response, the replacement was carried out. This was **noted** by the Committee.

1608. TO AGREE NEW LIFT SERVICE CONTRACT & REPAIRS CARRIED OUT

The Committee considered the Town Clerks report regarding the lift service contract which advised that the lift at the Civic Centre had not been working since April. In May, Gartec, the company who installed the lift, quoted just over £1,000 to replace 3 contactor blocks. This was agreed under the Town Clerk and Committee Chair's delegated authority, however, Gartec visited 3 times and each time confirmed they couldn't repair it and would need to check with their technical department. Despite chasing, they did not respond so prices were obtained from local lift companies. The Town Clerk agreed for an engineer from Sussex Lifts to attend who advised that the parts had not been wired up correctly. Sussex Lifts quoted £130 + VAT to re-wire the lift and this was authorised by the Town Clerk under her delegated authority. The Town Clerk also cancelled the service contract with Gartec. It was proposed by Cllr Page, seconded by Cllr Smith and unanimously **RECOMMENDED** to **RATIFY** the repair to the lift and cancelling of the service contract and to **agree** signing up with Sussex Lifts for a service contract at a cost of £150 for 2 services a year and their callout charge of £65 per hour.

1609. FUTURE EVENTS UPDATE/AGREEMENT

The Amenities Officer's report listed the events discussed at the working group meeting held in August. Cllrs Page and O'Connor offered to attend the Macmillan Coffee Morning, scheduled for Thursday 29th September. The Committee considered a way forward with the summer fayre. An Officer from Peacehaven Town Council had asked if we would consider holding a joint summer fayre for 2023, but when taken to their own Councillors, they agreed not to hold a joint summer fayre and suggested we hold a separate event every other year. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Council do not hold a summer fayre in 2023 as it is an election year and that the Amenities Officer contacts Peacehaven Town Council to consider each Town Council holding a summer fayre on alternate years.

1610. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Gallagher advised she would attend the upcoming South Downs National Park Authority workshop, which will have a display area so Town and Parish Councils can display details of local projects which may be of interest to other Parish Councils. She wondered if Telscombe Council should provide a presentation.

There being no further business the meeting closed at 9.37 pm.

Signed.....

CHAIRMAN

NB Next meeting of the Committee - Monday 28th November at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List
28th November 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	Agreed at last Committee meeting to remove from action list.	Complete
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>Agreed at Sept ACC to advertise pool table for sale at price Town Clerk felt reasonable. Sale price yet to be ascertained.</i>	March '23
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. <i>No action agreed at working group meeting.</i>	Complete
24.01.22	Min 1492, p 3593 – To agree annual playground area inspections	BB	The annual playground reports have been received and will be considered at this meeting.	See new agenda item
24.01.22	Min 1499, p 3595 – To agree estimates for replacement fire doors at the Civic Centre	SN	Replacement fire doors were all fitted by end September.	Complete
21.03.22	Min 1523, p 3638 – Update on tree survey actions and to agree way forward with tree works	BB	Purchase Order issued to EH Treecare for works but delay due to badger survey. BB is liaising with Middlemarch & EH Treecare for a Natural England Licence.	Jan 2023
21.03.22	Min 1524, p 3639 – Urgent Matters, bee homes	BB	Meridian School were not able to complete the project in the summer term so will put the homes together in the autumn. <i>BB chasing but no response.</i>	Jan 2023
30.05.22	Min 1536, p 3678 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	BB	A new agenda item has been added to this meeting to discuss way forward with obtaining estimates.	See new agenda item
30.05.22	Min 1541, p 3679 – To consider recommendations from surveyor's report for suggested works in Chatsworth Park next to a property in Kirby Drive	BB	A new agenda item has been added to this meeting to discuss way forward with obtaining estimates.	See new agenda item

Agenda Item 5 - Amenities and Civic Centre Action List
28th November 2022

30.05.22	Min 1542, p 3679 – To consider estimates for tree works in Chatsworth Park	BB	Purchase Order issued to EH Treecare for works but delay due to badger survey. BB is liaising with Middlemarch & EH Treecare for a Natural England Licence.	Jan 2023
30.05.22	Min 1551, p 3681 – To consider replacing the steps in the Copse	BB	Works to the Copse have been carried out by ID Verde.	Complete
30.05.22	Min 1552, p 3681 – To consider quotes for café feasibility study	SN/BB	The working group have asked to meet with Stickland Wright to discuss their proposal in further detail. Any update will be provided at this meeting.	Jan 2023
30.05.22	Min 1559, p 3682 – Urgent Matters – funds for grounds maintenance works	SN	SN to write a report on recommendation for virement of funds once detailed costings of tree works obtained.	March 2023
25.07.22	Min 1565, p 3714 – Update on Develop Outdoors request to build a permanent shelter in Chatsworth Park	BB	Develop Outdoors working on the shelter & fence over the autumn – delays due to the weather.	Jan 2023
25.07.22	Min 1567, p 3714 – To review/update the Business Plan	SN	Project number 1 has been updated to include the findings from the bat roost survey.	Complete
25.07.22	Min 1571, p 3715 – Update on Management Plan		A new agenda item has been added to this meeting regarding the ball wall.	See new agenda item
25.07.22	Min 1572, p 3715 – To discuss findings from the preliminary bat roost assessment in Chatsworth Park	BB SN	Awaiting way forward from tree surgeon regarding works to trees that have high bat roosting potential. Town Crier article added for October's newsletter. The 10 trees have been listed in the Business Plan.	Jan 2023 Complete
25.07.22	Min 1573, p 3716 – To agree for a wildflower pond and second hibernacula being added in Chatsworth Park	CCL	CCL to obtain funding for pond. Once created, info to be added to our website and QR code link.	Mar 2023
25.07.22	Min 1574, p 3716 – To consider two wildflower meadow locations in Chatsworth Park	CCL	The wildflower meadow by the old carpark will be completed next autumn. A large amount of bramble cut back will also need to be undertaken.	Sep 2023
25.07.22	Min 1576, p 3717 – To consider tree policy	SN	Agreed draft taken to Full Council and adopted.	Complete

Agenda Item 5 - Amenities and Civic Centre Action List
28th November 2022

25.07.22	Min 1577, p 3717 – To consider accepting oak tree saplings	BB	Tree saplings now at Civic Centre and will need to be planted in the park in the autumn. Cllr Clarkson will collect and plant at a volunteer session.	Jan 2023
25.07.22	Min 1580, p 3717 – To consider extending Wander Coffee's concession	BB	Wander Coffee have agreed to extend the concession and signed their forms.	Complete
25.07.22	Min 1583, p 3718 – To consider estimate for bird proofing solar panels at the Civic Centre	SN	Titan Eco have installed Black SolaSkirt around the sides of the solar panels.	Complete
26.09.22	Min 1592, p 3741 – To review/update the Business Plan	SN	Updates have been carried out.	Complete
26.09.22	Min 1595, p 3742 – To consider purchasing an account with Survey Monkey	SN	Town Council has purchased an account with Survey Monkey.	Complete
26.09.22	Min 1597, p 3742 – To consider repairs to the green felt surfacing at Robert Kingan Playground	BB	Repairs have now been undertaken by Playsafe Playgrounds.	Complete
26.09.22	Min 1598, p 3742 – To consider removal of wooden posts at Robert Kingan Playground	BB	Posts have now been removed by Countrywide Grounds Maintenance.	Complete
26.09.22	Min 1599, p 3743 – Update on Management Plan and agree works required	CCL BB	Mud has been cleared and volunteers continue to sweep paths during monthly volunteer sessions. BB to obtain quotes to clear the vegetation bordering 2 properties by 2m and to make contact with residents to ask if they would be in agreement to Town Council carrying out this work.	Complete Jan 2023
26.09.22	Min 1600, p 3743 – To consider planting at bottom of 'Pigs Hill' in Chatsworth Park	BB	Estimates to be obtained in a phased approach to cut back the vegetation to the tree line, rotavate and grass seed the area, a walkway to be added with bark chippings held in place with logs, shrubs to be planted and a new bench installed.	Jan 2023

Agenda Item 5 - Amenities and Civic Centre Action List
28th November 2022

26.09.22	Min 1601, p 3743 – Update on information boards	SN	3 information boards have been installed. Decision re position of last board to be considered at this meeting.	See new agenda item
26.09.22	Min 1606, p 3744 – To consider way forward with planting a hedgerow at the Copse	CCL	Planting of the hedgerow to be undertaken by volunteers. CCL is meeting with LDC ecologist and will liaise with the Sussex Wildlife Trust for planting advice.	Jan 2023
26.09.22	Min 1609, p 3745 – Future Events	BB	BB has contacted PTC re each Town Council holding a summer fayre on alternate years.	See new agenda item

AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	28th November 2022
SUBJECT	To note Income & Expenditure to 31 st October 2022

1. INTRODUCTION

Detailed income and expenditure sheets printed from our accounts package are attached for both the Amenities and Civic Centre Committees and also the Earmarked Reserves.

2. INFORMATION

The actual year to date figures at 31st October 2022 are:-

Amenities - Income of £4,187 and expenditure of £16,119.

Civic Centre – Income of £16,084 and expenditure of £22,403.

Explanations for major variations are as follows:-

Amenities

1054-105 Income entertainment – The actual year to date figure is £790, all of which is income from the summer fayre, either through stalls or advertising from contractors and £117 from the inflatable bounce attraction.

4363-105 Town entertainments – The majority of the expenditure relates to items for the summer fayre, but £376.77 is for the Civic Centre annual umbrella licence and annual premises licence. Although this budget line is showing as overspent by £202, it is offset by the income in 1054-105.

4098-201 Play equipment replacement – we have committed to put £14,000 into an Earmarked Reserve at year end to build up for major playground overhauls.

4108-201 Miscellaneous expenditure - £2,506 is for the information boards for Chatsworth Park, but it is offset by the funds received from the TRA under 1065-202.

1065-202 Income miscellaneous - £1,080 is the licence fee paid for the café concession from April to September and the remainder is part of the donation from the TRA towards the information boards. (The rest of the donation from the TRA is allocated to P&R for the Tye boards)

4360-202 Café concession - £1,250 is the 50% deposit for the feasibility study report.

Civic Centre

1004-301 – income of £250 is the insurance claim settlement for the Civic Centre storm damaged roof (net of the £250 excess) and £377 is the old lift service contract refund.

4403-301 Equipment maintenance – this covers maintenance contracts/work for the fire alarm, intruder alarm, fire extinguishers, lift, boilers & CCTV.

4404-301 External/internal decorating - £1,000 is payment for the downstairs front window painting. The remainder of the invoice being £860 was taken from the 9012-910 earmarked reserve.

4412-301 Water and sewage – the water bill is paid in 2 parts, and the second payment of £837 was made in October.

4414-301 Gas – Due to the warmer weather, gas consumption has been low to date.

4060-101 Loan Accounts – payments for the loan for the Civic Centre are made twice a year in May and November.

Earmarked Reserves

9011-910 Park/playground refurbishment – the expenditure covers replacement parts including springs for all the trampolines, 3 new springies, 2 new swing seats and wetpour surface repairs.

9027-910 Burial fees – £1,500 is the agreed instalment for the 2022/23 financial year to settle outstanding fees owed. We will have £850 transferred into the ER at year end of this financial year to cover the next instalment of £1,500. Brighton & Hove CC have informed me of fees due up until the end of the contract with them last December of £504, but £112 was for someone in West Saltdean, so I have asked them to deduct this.

9037-910 – CIL monies – The starting year balance of £10,059 was after deduction for payment for a new bus shelter at the northern end of Bannings Vale. LDC had agreed a CIL contribution towards this of £7,389.10 and payment was received in June & transferred to the ER. Payments have been made for 2 pieces of new equipment in Robert Kingan playground and 2 pedestrian barriers outside Chatsworth South playground. We have now received 2 CIL payments from LDC which will be transferred into the ER at year end.

3. RECOMMENDATION

It is recommended to note the figures.

4. FINANCIAL IMPLICATIONS

There is a possibility that some nominal codes will go over budget.

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities							
<u>105 Town Events</u>							
1054 Income entertainment	0	790	100	(690)			790.0%
Town Events :- Income	0	790	100	(690)			790.0%
4363 Town Entertainment / Events	0	1,202	1,000	(202)		(202)	120.2%
4365 Entertainment consumables	0	56	100	44		44	55.9%
Town Events :- Indirect Expenditure	0	1,258	1,100	(158)	0	(158)	114.3%
Net Income over Expenditure	0	(468)	(1,000)	(532)			
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098 Playground equipment Replaceme	0	0	14,000	14,000	14,000	0	100.0%
4100 Playgrounds Spare Parts/Repair	42	901	2,000	1,099		1,099	45.1%
4101 Grounds Maintenance	1,780	2,437	10,000	7,563		7,563	24.4%
4104 Works contract 1, playgrounds	0	3,207	7,850	4,643		4,643	40.9%
4105 Works contract 2 -trees/hedges	640	1,975	2,600	625		625	76.0%
4106 Works contract 3 - small grnd.	80	730	1,800	1,070		1,070	40.6%
4107 Playground inspections	195	1,365	2,700	1,335		1,335	50.6%
4108 Miscellaneous expenditure	0	2,506	0	(2,506)		(2,506)	0.0%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	2,737	13,121	40,950	27,829	14,000	13,829	66.2%
Net Expenditure	(2,737)	(13,121)	(40,950)	(27,829)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	1,150	1,150	0			100.0%
1063 Income memory garden plaques	60	305	300	(5)			101.7%
1065 Income miscellaneous	200	1,942	0	(1,942)			0.0%
Amenities General :- Income	260	3,397	1,450	(1,947)			234.3%
4351 Seats and Notice Boards	0	0	1,500	1,500		1,500	0.0%
4357 Memorial benches	0	426	1,150	724		724	37.0%
4358 Memory garden plaques	0	65	300	235		235	21.6%
4360 Cafe concession	1,250	1,250	3,500	2,250		2,250	35.7%
Amenities General :- Indirect Expenditure	1,250	1,741	6,450	4,709	0	4,709	27.0%
Net Income over Expenditure	(990)	1,656	(5,000)	(6,656)			
Amenities :- Income	260	4,187	1,550	(2,637)			270.1%
Expenditure	3,987	16,119	48,500	32,381	14,000	18,381	62.1%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Civic Centre							
301 Civic Building							
1000 Income Civic Centre -room hire	1,138	7,943	10,000	2,057			79.4%
1002 Income - C Centre FIT payments	0	4,207	4,800	593			87.6%
1003 Income - C Centre mast rental	0	3,306	6,615	3,309			50.0%
1004 Income miscellaneous	377	627	0	(627)			0.0%
Civic Building :- Income	1,515	16,084	21,415	5,332			75.1%
4401 General Repairs	670	1,719	2,000	281	281		85.9%
4402 Consumable Supplies	0	375	900	525	525		41.7%
4403 Equipment Maintenance	0	1,645	2,000	355	355		82.3%
4404 External/Internal Decorating	0	1,000	1,000	0	0		100.0%
4406 Refuse collection	199	702	1,100	398	398		63.8%
4407 Equipment	513	983	1,250	267	267		78.6%
4411 Rates	1,206	8,441	15,000	6,559	6,559		56.3%
4412 Water and Sewage	837	1,673	1,900	227	227		88.1%
4413 Electricity	306	596	2,550	1,954	1,954		23.4%
4414 Gas	75	389	3,250	2,861	2,861		12.0%
4419 Internal/external works	0	360	2,000	1,640	1,640		18.0%
Civic Building :- Indirect Expenditure	3,805	17,884	32,950	15,066	0	15,066	54.3%
Net Income over Expenditure	(2,290)	(1,800)	(11,535)	(9,735)			
302 Civic Building Loan							
4060 Loan Accounts	0	4,520	9,500	4,980		4,980	47.6%
Civic Building Loan :- Indirect Expenditure	0	4,520	9,500	4,980	0	4,980	47.6%
Net Expenditure	0	(4,520)	(9,500)	(4,980)			
Civic Centre :- Income	1,515	16,084	21,415	5,332			75.1%
Expenditure	3,805	22,403	42,450	20,047	0	20,047	52.8%

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
<u>910 Earmarked Reserves</u>							
9011 Park/Playground refurbishment	0	15,071	103,182	88,111		88,111	14.6%
9012 Civic Centre Maintenance	7,404	8,764	13,275	4,511		4,511	66.0%
9013 Information Technology	0	0	1,000	1,000		1,000	0.0%
9014 Telscombe Tye	0	6,000	57,850	51,850		51,850	10.4%
9018 Tye Signage Expenditure	0	176	1,743	1,567		1,567	10.1%
9020 Youth Projects Expenditure	0	0	3,018	3,018		3,018	0.0%
9021 Election Expenses	0	0	10,169	10,169		10,169	0.0%
9023 Street Lighting Expenditure	0	350	19,428	19,078		19,078	1.8%
9026 Councillor training	0	200	3,500	3,300		3,300	5.7%
9027 Burial fees	0	1,500	2,350	850		850	63.8%
9028 Bus shelters	0	687	6,763	6,076		6,076	10.2%
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	5,000	5,000		5,000	0.0%
9035 Grounds maintenance	0	4,416	9,396	4,980		4,980	47.0%
9036 Coastal Management	0	0	30,000	30,000		30,000	0.0%
9037 CIL monies	0	5,010	10,059	5,049		5,049	49.8%
9038 Neighbourhood Plan	0	0	2,161	2,161		2,161	0.0%
9039 Clifftop fencing	0	0	711	711		711	0.0%
9040 Community cafe	171	1,223	2,567	1,344		1,344	47.6%
9041 Tye management	213	213	3,413	3,200		3,200	6.2%
9043 Bridleway 8 gate key deposits	0	100	300	200		200	33.3%
9044 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
Earmarked Reserves :- Indirect Expenditure	7,788	43,710	293,915	250,205	0	250,205	14.9%
Net Expenditure	(7,788)	(43,710)	(293,915)	(250,205)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	7,788	43,710	293,915	250,205	0	250,205	14.9%
Grand Totals:- Income	4,263	297,317	296,595	(722)			100.2%
Expenditure	30,887	192,053	591,782	399,729	14,000	385,729	34.8%
Net Income over Expenditure	(26,624)	105,264	(295,187)	(400,451)			

AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	28th November 2022
SUBJECT	To review/update the Business Plan

1. INTRODUCTION

A Business Plan update is provided on all Council and Committee agendas so that we can ensure we are working towards the agreed activities.

2. INFORMATION

A strategic review of the Business Plan was recently undertaken by a working group and revisions to the layout and content drafted. The revised version was taken to full Council on 20th July and approved.

It was agreed at the working group that any general comments within the ACC section will continue to be amended at Committee level. Some amendments were agreed at the Committee meeting in September and the updated version 2.6 is attached.

3. RECOMMENDATION

That the Committee review and update any comments in the Business Plan as required.

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.

Business Plan v 2.6

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

SECTION I - AMENITIES & CIVIC CENTRE COMMITTEE

Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Project Delivery Date
1 Tree Survey	To survey the trees in Chatsworth Park and the Copse.	Arrange annual tree survey and report to be taken to A/CC committee meeting. Arboriculturist undertook survey & report dated January 2022. Bat roost survey carried out – 10 trees identified as having bat roost potential.	AO, TC	Yearly	ACC	Ongoing
2 Tree Works	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. 2022 – works agreed.	AO, TC	Yearly	ACC	Ongoing
3 Establish a maintenance programme and regular inspections for the playgrounds in Chatsworth	Keep the play equipment in a safe and good condition and all areas clean and tidy	Weekly playground inspections undertaken by LDC. AO/ACC to monitor the inspection reports and authorise repair and maintenance work as needed. Litter picking of park and playgrounds included in new 3	AO, TC & ACC & volunteers	6 monthly	ACC	Ongoing

2020 - 2021

2021 - 2022

2022 - 2023

V2.6 28/10/22

Business Plan v 2.6

<p>Park & Robert Kingan & keep areas clean and tidy</p>		<p>year maintenance contracts which commenced on 1.4.21 Monthly volunteer litter picks organised in addition to contractors.</p>			
<p>4</p> <p>New Council Contracts – Contract specification to pay the living wage to employees</p>	<p>Early appraisal of grounds maintenance contract renewal due in early 2023 for renewal in April 2024. Examine potential to combine all existing contracts.</p>	<p>Contracts for 3 years commenced 1.4.21. BUDGET IMPLICATIONS</p>	<p>TC & AO</p>	<p>3 yearly</p> <p>ACC & FC</p>	
<p>5</p> <p>New Café in Chatsworth Park Project</p>	<p>Examine the feasibility of building a new café in Chatsworth Park</p>	<p>Working group set up. 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. Agreed at ACC in March '22 to further extend to Sept '22 & agreed at ACC in July '22 to extend to March '23. Covenants for Park examined by LDC lawyer & report received.</p>	<p>AO & TC</p>	<p>Ongoing</p> <p>ACC</p>	<p>May 2023</p>

Business Plan v 2.6

		Additional Cllrs & staff joined working group to take project forward. Agreed at full Council in Nov '21 to get feasibility study. Quotes received & agreed to proceed.									
6	Declare Climate Change Emergency - Activity for ACC and FC	Declare Climate Emergency and aim for TTC to become carbon neutral by 2030.	Deliver a number of initiatives through the committee system. Proposed Tree Planting scheme with residents unable to proceed due to underground services & same applies to planting of bushes as an alternative. Aim to replace any tree cut down as part of Chatsworth Park maintenance. Council will aim to not monoculture greenspaces and invest in diverse species. 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. Civic Centre now a Water Refill point.	TC & AO	CR	Ongoing	ACC & FC	ACC	2023	Complete	
		<p>BUDGET IMPLICATIONS</p>									
		<p>BUDGET IMPLICATIONS</p>									

Business Plan v 2.6

			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 which is Climate Change & Biodiversity Working Group.		Complete	
7	Emerging Cycle Schemes (including through 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. Need to revisit & TTC to welcome discussion with residents on cycle routes across TC & PH as per emerging NDP. BUDGET IMPLICATIONS	AO	Ongoing	ACC 2023 n/a
8	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 & adopted at full Council in Nov'21. Take Ecological Report into consideration when decision making.	CCLK		ACC/FC Ongoing
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 PeacehavenTC & ESCC, put on	TC & CR		ACC May 2022

2020 - 2021

2021 - 2022

2022 - 2023

V2.6 28/10/22

Business Plan v 2.6

			hold due to Covid-19. No revised details received from ESCC.				
10	Look at ways of increasing income at Civic Centre	Working group to explore options with TC to increase Council hire income	To explore additional markets & consider alternatives for hard to rent rooms such as room 6. Town Clerk & Committee Chair & Vice Chair to meet in new financial year to consider possible options. BUDGET IMPLICATIONS	TC, CCLK, AS	6 monthly	ACC	July 2023
11	Civic Centre Sustainability	Explore ways of cost reduction	Look at energy supplies, boilers, solar panels and battery options. Energy supplies renewed for x2 years from July 2022. Ovesco carried out inspection Sept '22 & advised retain current boilers and solar panels. IMPLICATIONS	ACC/TC	Complete	ACC	
12	Telephone network upgrade	Digitise network to assist with possible use as business centre.	To explore and agree digitising telephone network before the 2025 switch off of analogue and ISDN.	TC, CCLK	Feb 2024	ACC	May 2024

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
- AS – Cllr Selby
- 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	28th November 2022
SUBJECT	To note amenities complaints since last meeting

1. INTRODUCTION

A report on complaints associated with this Committee is placed on every Amenities & Civic Centre agenda.

2. INFORMATION

Details with regards to the complaint, action taken and current status are listed on the attached spreadsheet. There are five new complaints raised since our last Committee meeting.

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

N/A

Complaint No	Date received	Taken to A&CC	Area	Category	Nature of complaint	Most recent action taken	Current status
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.	04.07 - There are 3 trees bordering the residents property that require works, as listed on most recent tree survey. PO issued to EH Treescare to undertake works. 08.09 - Delay due to badgers in this location. In contact with Middlemarch concerning applying for a Natural Foodwood Licence Works have been completed.	Ongoing
25	09.06.2022	25.07.2022	Civic Centre	Solar panels	Resident reported weeds growing out of solar panels, which will damage electricity supply		Completed 30.09.2022
35	08.10.2022	28.11.2022	Robert Kingan Playground	Trees	Trees bordering the park have grown and touching the Openreach cables, damaging their drop wire	Specification document drafted to reduce tree height. With Town Clerk for approval.	Ongoing
36	11.10.2022	28.11.2022	Chatsworth Park	Fly tipping	LDC reported pink toddler slide left next to CPS.	Retrieved and at Civic Centre.	Completed 12.10.2022
37	21.10.2022	28.11.2022	Chatsworth Park	Overflowing bin	Resident contacted us to advise the bin at the car park is overflowing. They have collected a few bags and will dispose of themselves	No further action for us to take as Countrymans are contracted to empty bins once a week on a Monday and we will occur an additional charge if we ask for another empty. Resident informed.	Completed 21.10.2022
38	10.11.2022	28.11.2022	Chatsworth Park	Pathways	Path at the bottom of Pigs Hill is not passable following wet weather. Resident uses the pathway daily for school.	Agenda item to be discussed at this meeting under the access survey.	Ongoing
39	15.11.2022	28.11.2022	Chatsworth Park	Pathways	Resident reported the bottom of Pigs Hill is very muddy.	Agenda item to be discussed at this meeting under the access survey.	Ongoing

AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 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 on 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 the 16 items, 9 have been completed, 6 are currently being explored (listed as ongoing) and 1 is on hold until May 2023.

Item 2.2 recommends we provide a map at the main entrances and last week M Evans installed 3 of the 4 information boards in the park; top of Pigs Hill, steps next to Kirby Drive and at the memory garden. The final board is to be positioned next to the car park off Park Avenue. At the last meeting it was agreed that it is *'positioned facing south, between the bin and the pathway going north of the park'*. As the Committee had previously requested that the boards are positioned so that they were facing the same way as the map, the Town Clerk recommended via email that the information board be positioned facing northeast (picture with location marked by star below), slightly away from the bin as there was not room between the bin and the pathway.



Cllr O'Connor responded asking the Committee re-consider the location of the information board so that it is not so near the bin. If it is positioned further north of the bin, it may cause issues for the contractors when they undertake the grass cutting in this field.

Items 4.1 and 4.2 recommends we carry out a rolling programme of improvement and maintenance of path surfaces around Chatsworth Park and item 9.4 recommends we obtain feedback about the park and its accessibility. A survey was advertised for residents to complete, with the results to be considered at this meeting.

3. RECOMMENDATION

I recommend the Committee note the information on the attached spreadsheet and a decision be made on where to position the remaining information board at the car park in Chatsworth Park.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

There will be financial implications to progress items in the report.

No. & Element	Current Situation	Recommendation	Update	Status
1.1 Online – website accessibility & usability	<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

No. & Element	Current Situation	Recommendation	Update	Status
2.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled visitors.	Ensure that information about parking near the Park (i.e. street parking near the more accessible routes) and the location of any bus stops is made available in the Visitor Guide online.	As per 1.2	Completed
2.2 Arrival	There are several key points of entry around the park. An information board at these entries would help orientate people and inform their decision about where to go in the park. This should include a park map with the accessible features on it (as described in 1.2 above). At the moment there is one noticeboard at an entrance off Ambleside Avenue but this is information about TTC meetings etc.	Provide a map at the main entrances (near bus stops and in the car park and at other key entrances) to the park which shows the key features of the park such as steps, location of resting places, toilets and other facilities (where applicable), steepness of slopes, surface of paths, distances etc.	Information boards have arrived at the Civic Centre and due to be installed shortly.	Ongoing
3.2 North Playground entrance from Kirby Drive	This entrance is opposite a well populated housing estate but there is no controlled crossing for residents crossing the road to the park.	Work with highways to explore the option of installing a controlled crossing from the housing side of Kirby Drive to the park side. This then will need to connect up with a route into the park (preferably as step-free one).	Agreed at A&CC 21/03/2022 to re-look in the future, but currently do not have funds to consider at this stage.	On hold until May 2023
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.	Previously agreed by this Committee not to create a path but to replace the steps as recommended in points 3.3-3.7. Trying to obtain prices but not receiving any response from co's.	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

No. & Element	Current Situation	Recommendation	Update	Status
3.13 Car Park entrance via Park Avenue	There are no designated accessible bays here. This may mean that Blue Badge holders are excluded from parking here on occasions.	Once the surface is level and even, mark out accessible parking bays as per guidance. The number of accessible bays should be min. 6% of the total number of spaces. Allocated bays to be as close as possible to pedestrian route(s) which have a firm and even surface.	Disabled parking sign now fixed to a post. White lines unable to be painted due to surface.	Completed
4.1 Path surfaces	Many of the path surfaces around the Park are uneven or cracked in places, which can be a significant barrier to access for some people.	Carry out a rolling programme of improvement and maintenance of path surfaces around the Park starting with the most frequented routes such as the route across from Park Avenue to Ambleside Avenue. Path surfaces to be firm and even and well drained. They should be flush with any adjoining paths (for example the path alongside Ambleside Avenue).	A yearly ongoing programme will need to take place. Residents have been consulted on where they feel the need is most, with their feedback to be considered at this meeting.	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

No. & Element	Current Situation	Recommendation	Update	Status
5.2 Resting places elsewhere	There are some seats at different points within the Park, but not that many. These tend to be plain benches or, in the Memorial Garden, seating with backrests and armrests.	Together with the seating beside the main paths, explore other areas around the Park to install seating. This is something that could be done in consultation with local community groups. Consider locations for their sensory interest such as views, sounds, planting as well as some with shade and some with sun. The locations may have soft landscaping on the approach to complement the seating beside the paths.	Three benches have since been added to the grassed area by the car park, near to the café concession.	Completed
8.1 Events and activities	These need to be as inclusive as possible.	When designing and promoting events or activities, ensure that the accessibility of the event or activity has been considered and prepared for. This element can also be promoted and a telephone number given for anyone who may have queries about the accessibility of the activity or event.	Risk Assessments actioned when holding events. TTC telephone number provided on all promotional literature.	Completed
9.2 Volunteers	There is a significant element of maintenance and monitoring that needs to be carried out at the Park on a regular basis.	Recruit volunteers (if not already in place) to carry out essential maintenance tasks at the Park and in doing so they also act as monitors of the Park. The tasks to include maintenance (sweeping) of paths, removal of any temporary obstacles, cleaning of playground equipment, pruning shrubbery back from the paths, carryout out remedial work to any damaged seats or signs etc.	Most of these items are listed under our grounds maintenance contracts, although we may wish to consider utilising volunteers further to help with monitoring of the park.	Completed
9.3 Staff training	Any Council Staff who manage activities or deal directly with the public regarding the Park need to be disability confident.	Provide disability confidence training for all front facing staff. This should be provided by an experienced trainer who is themselves disabled and who works from the Social Model of Disability.	Town Clerk is investigating training options	Ongoing

No. & Element	Current Situation	Recommendation	Update	Status
9.4 Feedback	Getting ongoing feedback about the Park and its accessibility is important for the Council and assists the Council in meeting its duties to disabled people at the Park.	Consider increasing the ways in which people can give feedback about the Park so that it is as easy as possible. Use a variety of methods to give people options and ensure that those who have given feedback are given feedback from the Council on their ideas. Ways of giving feedback include social media, 1-1 questionnaire at events, community focus groups etc.	Residents have been consulted on accessibility in the park, with their feedback to come to this Committee meeting. Updates have been made on social media alongside 8.2 (low priority).	Ongoing
11.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled parents/carers wishing to use the Playground with their children.	Ensure that information about parking near the Playground (i.e. street parking) and the location of any bus stops and public toilets is made available in the information online.	As per 1.2	Completed

AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	To consider way forward with Chatsworth Park access survey results

1. INTRODUCTION

At the last Committee meeting it was agreed we would purchase an annual subscription with Survey Monkey which would allow us to view the full results from the Chatsworth Park access survey. This has now been done and we have the full results.

2. INFORMATION

The findings were provided to the Committee via email on 21st October and Councillors were invited to attend a working group meeting to discuss the 66 responses received. Cllrs Clarkson, Gallagher, O'Connor and Robinson met with me on 9th November via Zoom.

It was noted that although half of those that responded advised they had no access need, 25% had a physical impairment (mobility, vision or hearing) and 23% reported they were a carer with young children. The group felt that the responses received justify the need to improve the pathways, although concerns were raised with regards to the costs involved. Cllr Gallagher suggested that to keep costs down, an area of the park is allocated to those with access needs so they would be able to sit and enjoy the wildlife. The Town Council can encourage these areas to be used by planting beds, adding additional seating and using signage and QR codes to guide people to specific locations.

40% of those that responded felt that priority should be given to the path surfaces north of the park, including the memory garden. Other areas highlighted include the car park, the wooded area that runs east to west of the park between Bridle Way and Ambleside Avenue and Pigs Hill.

Participants were also asked what improvements they would like to see implemented to create better accessibility. 20.5% of respondents suggested that the paths be cleared of mud and vegetation is cut back and 20.5% asked that the paths be resurfaced. A programme of works is currently included in our grounds maintenance contract to carry out the clearance of debris to the paths and cutting back of vegetation. Regular inspections are carried out in aid of the management plan and volunteers also undertake various clearance work in their monthly sessions. Other responses received include to provide support on steep sections, toilets in the park and additional seating.

The working group discussed the maintenance of paths, suggested improvements requested by residents and what should be looked at as high priority. Cllr Robinson suggested that an article is included in the next Town Crier to highlight the findings from the survey and to thank those who have taken part.

We have recently experienced very wet conditions in the local area and the pathway at the bottom of Pigs Hill leading out of the park to Park Avenue is extremely muddy, making it impossible to pass (picture below).



It is one of the major walkways through the park and is used to access the local primary school. The mud collects every time there are rainy conditions and the Town Council have received two complaints from residents asking that it be cleared. We have had it cleared before, but as soon as it rains, the mud is washed across the pathway again. Some form of preventative measure therefore needs to be installed to prevent this recurring.

3. RECOMMENDATION

It is recommended that the Committee draft an action plan on what items we would like to take forward following the survey results, that consideration be given as to how to prevent mud being washed over the pathway leading out of the park towards Park Avenue and that we obtain prices and arrange for the removal of the mud.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

Not known at this stage. Any works to path surfaces within the park will be costly and we would need to consider increasing the grounds maintenance budget in the future.

AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	To note the annual playground inspection report

1. INTRODUCTION

Lewes District Council have forwarded the completed annual playground, DDA and Play Value inspections for our three playgrounds, Chatsworth Park South, Chatsworth Park North and Robert Kingan. As the reports are lengthy they will not be printed for each Councillor to save on printing costs, but will be circulated via email.

2. INFORMATION

The annual playground inspection reports highlight items that are deemed as a risk. Most are listed as low or very low risk. We have a couple of items reported as grade 10, which are on the cusp of being moderate. These are in relation to the following:

Robert Kingan Playground: The bed of the trampolines bottoms out easily on the surface below and does not meet the requirements of the installation required.

Chatsworth Park South Playground: The bed of the trampolines bottoms out easily on the surface below and does not meet the requirements of the installation required.

In addition, there is an item reported as grade 12, which is moderate risk. This relates to the climbing frame at Chatsworth Park South Playground and in all there are 12 points listed. This item of equipment is listed as a separate agenda item, 14, for discussion.

The trampoline springs were replaced last year so I will contact the manufacturer of the equipment, to find out how we can resolve this issue. The two findings relating to the climbing apparatus have also been highlighted on our weekly inspection report and consideration on a way forward will be discussed on another agenda item at this meeting.

The play value inspections recorded weaknesses and serious weaknesses in several key areas for all three playgrounds.

3. RECOMMENDATION

I recommend that we note the play value inspections and that these findings be considered when we next undertake a major refurbishment in the playgrounds, including priority being given to replace any equipment with inclusive items.

I also recommend the Committee note the recommended actions from the reports and that where monies allow, we look to implement them. I am in the process of putting a list together of works that need undertaking.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

There will be a financial cost for repairs.

AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	Update on playground inspection reports

1. INTRODUCTION

It was previously agreed that a copy of the most recent weekly playground inspection report from Lewes District Council (LDC) be provided at all Committee meetings.

2. INFORMATION

A copy of the most recent report is attached. There are 36 items listed; prices have been obtained for 18 items (which now need to be taken forward), 8 items are to be considered at this meeting under separate agenda items, 4 items are being queried with LDC on a way forward, 4 items are with me to investigate further, 1 item has since been repaired and 1 item is weather related and is therefore being monitored.

3. RECOMMENDATION

It is recommended to note the most recent playground inspection report.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS


Our budget for playground equipment replacement of £14,000 (nominal code 4098-201) is committed expenditure to go into the earmarked reserve at year end to build up funds for when we undertake a major refurbishment of the playgrounds in the future. We have a limited budget of £2,000 for playground spare parts/repairs, half of which has been used to date and the rest will be used covering works that have already been agreed. £15,000 of our earmarked reserve has been used to date to cover other major works that have been necessary and if further works are agreed, they would have to be funded from the earmarked reserve which would further reduce the available funds for the next major refurbishment.


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	 11/11/2022
Site Name	Robert Kingan Play Area, Telscombe	
Actual Date	09/11/2022 15:33:06	
Inspection Type	Playground-Routine Visual	
Inspector	Andy Strickland	
Inspection Status	Completed	

Provider	Lewes District Council	 11/11/2022
Site Name	Chatsworth Park North Play Area	
Actual Date	11/11/2022 13:06:07	
Inspection Type	Playground-Routine Visual	
Inspector	Sophia Daw	
Inspection Status	Completed	

Provider	Lewes District Council	 11/11/2022
Site Name	Chatsworth Park South Play Area	
Actual Date	11/11/2022 13:19:44	
Inspection Type	Playground-Routine Visual	
Inspector	Sophia Daw	
Inspection Status	Completed	

Finding Summary

Chatsworth Park South Play Area Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Overall Site	Item - Not Secure	11/04/2022 10:18:14		Medium
Trellis Unit	Item - Damaged	23/05/2022 09:35:01		Medium
Pole with Metal Steps	Item - Damaged	28/06/2022 08:34:31		Medium
Wooden Balance Multiplay	Item - Missing	21/09/2022 13:50:11	28/09/2022 13:52:09	Medium
Wet Pour Surface	Surface - Trip points	11/10/2022 10:54:02		Medium
Spring Elephant	Item - Corrosion	30/12/2021 11:48:34		Low
Wooden Picnic table	Item - Cracked	05/01/2022 11:41:55	01/01/0001 00:00:00	Low
Wooden Seat	Delamination of Wood	14/03/2022 10:19:10		Low
Trellis Unit	Item - Cracked	11/04/2022 10:10:42		Low
Grass Surface	Ground Eroded	12/07/2022 08:12:53		Low
Large Trampoline	Ground Eroded	12/07/2022 08:15:02		Low
Wooden Train & Carriages	Item - Cracked	12/07/2022 08:26:05		Low
Large Trampoline	Surface - Encroaching vegetation/trees	19/07/2022 09:37:01		Low
Grass Surface	Ground Eroded	09/08/2022 08:55:13		Low
Overall Site	Other / Miscellaneous	15/09/2022 13:03:28	29/09/2022 13:05:16	Low
Climbing Net	Item - Broken	28/09/2022 12:09:00		Low
Large Trampoline	Surface - Edges Curling	18/10/2022 09:25:57		Low
Quad Springy	Rocker - Damaged seat	18/10/2022 09:40:57		Low
Quad Springy	Item - Spring - Damaged	18/10/2022 09:42:07		Low

Finding Summary

Chatsworth Park North Play Area Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Wet Pour	Surface - Edges Shrunk	11/10/2022 09:28:08		Medium
Flat seat and seesaw swings	Item - Link damaged/loose/missing	18/10/2022 08:46:16		Medium
Tower and Platform	Item - Corrosion	05/07/2022 10:03:25		Low
Tunnell Slide	Item - Cracked	05/07/2022 10:06:12		Low
Aerial Runway	Item - Damaged	28/09/2022 13:01:00		Low
Flat seat and seesaw swings	Item - Cracked	11/10/2022 09:20:27		Low
Tunnell Slide	Item - Corrosion	11/10/2022 09:27:11		Low
Platform Barriers	Item - Corrosion	11/10/2022 09:35:28		Low
Overall Site	Fixtures - Loose or Missing	25/10/2022 09:11:37		Low
Play Table under Platform	Item - Corrosion	09/08/2022 08:09:44		Very Low


Finding Summary

Robert Kingan Play Area, Telscombe Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Dish Roundabout	Item - Corrosion	11/10/2022 08:05:27		Low
Orange Metal Spring See Saw	Item - Corrosion	11/10/2022 08:09:12		Low
Telescope	Item - Corrosion	11/10/2022 08:11:35		Low
Bike Springy	Item - Corrosion	11/10/2022 08:16:17		Low
Overall Site	Autumn leaves need lifting	18/10/2022 07:51:39		Low
Wooden Seat	Fixtures - Loose or Missing	09/11/2022 15:34:23		Low
Round a bout Surface	Item - Damaged	26/07/2022 06:53:13		Very Low

Inspection - Robert Kingan Play Area, Telscombe - 09/11/2022 15:33:06

Provider	Lewes District Council
Site Name	Robert Kingan Play Area, Telscombe
Actual Date	09/11/2022 15:33:06
Inspection Type	Playground-Routine Visual
Inspector	Andy Strickland
Inspection Status	Completed


11/11/2022

Site Name	Robert Kingan Play Area, Telscombe
Address	
Postcode	
Notes	

Findings reported within the Inspection

Wooden Seat - Finding

Asset	Wooden Seat
Finding Title	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	09/11/2022 15:34:23
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Slat is loose

Finding Photos



Previously Reported Findings (unresolved at time of Inspection)

Bike Springy - Finding

Asset	Bike Springy
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	11/10/2022 08:16:17
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Dish Roundabout - Finding

Asset	Dish Roundabout
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	11/10/2022 08:05:27
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Orange Metal Spring See Saw - Finding

Asset	Orange Metal Spring See Saw
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	11/10/2022 08:09:12
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Overall Site - Finding

Asset	Overall Site
Finding Title	Autumn leaves need lifting
Finding Group	Maintenance
Cause	Act of God
Finding Status	Open
Finding Creation Date	18/10/2022 07:51:39
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Round a bout Surface - Finding

Asset	Round a bout Surface
Finding Title	Item - Damaged
Finding Group	Maintenance
Cause	Unknown
Finding Status	Open
Finding Creation Date	26/07/2022 06:53:13
Resolve By Date	
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	This edging has a few cracks in it. Now a hole wedged 28.9.22

Finding Photos



Telescope - Finding


Asset	Telescope
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	11/10/2022 08:11:35
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Inspection - Chatsworth Park North Play Area - 11/11/2022 13:06:07

Provider	Lewes District Council
Site Name	Chatsworth Park North Play Area
Actual Date	11/11/2022 13:06:07
Inspection Type	Playground-Routine Visual
Inspector	Sophia Daw
Inspection Status	Completed


11/11/2022

Site Name	Chatsworth Park North Play Area
Address	
Postcode	
Notes	

Previously Reported Findings (unresolved at time of Inspection)

Aerial Runway - Finding

Asset	Aerial Runway
Finding Title	Item - Damaged
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	28/09/2022 13:01:00
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Two of the rubber steps are broken at the ends. The pic doesn't appear to have come out.

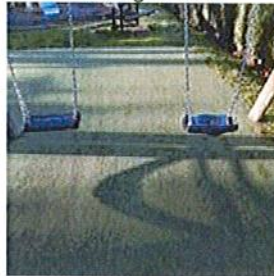
Finding Photos



Flat seat and seesaw swings - Findings

Asset	Flat seat and seesaw swings
Finding Title	Item - Link damaged/loose/missing
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	18/10/2022 08:46:16
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	Both flat seat swings have chain attachments that are loose.

Finding Photos



Asset	Flat seat and seesaw swings
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	11/10/2022 09:20:27
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	The timber framework has some long fairly wide cracks. These are to be monitored.

Finding Photos



Overall Site - Finding

Asset	Overall Site
Finding Title	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	Unknown
Finding Status	Open
Finding Creation Date	25/10/2022 09:11:37
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Fencing panel missing. Dogs will be able to get into the park.

Finding Photos



Platform Barriers - Finding

Asset	Platform Barriers
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	11/10/2022 09:35:28
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Play Table under Platform - Finding

Asset	Play Table under Platform
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	09/08/2022 08:09:44
Resolve By Date	
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	

Finding Photos



Tower and Platform - Finding

Asset	Tower and Platform
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	05/07/2022 10:03:25
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Tunnell Slide - Findings

Asset	Tunnell Slide
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	11/10/2022 09:27:11
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Asset	Tunnell Slide
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	05/07/2022 10:06:12
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	The support posts for the new tunnel have cracks in them.

Finding Photos



Wet Pour - Finding


Asset	Wet Pour
Finding Title	Surface - Edges Shrunk
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	11/10/2022 09:28:08
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	These are trip hazards where toddlers play. The wet pour has eroded where it meets the tarmac pathway.

Finding Photos



Inspection - Chatsworth Park South Play Area - 11/11/2022 13:19:44

Provider	Lewes District Council
Site Name	Chatsworth Park South Play Area
Actual Date	11/11/2022 13:19:44
Inspection Type	Playground-Routine Visual
Inspector	Sophia Daw
Inspection Status	Completed


11/11/2022

Site Name	Chatsworth Park South Play Area
Address	Ambleside Avenue, Telscombe
Postcode	
Notes	

Previously Reported Findings (unresolved at time of Inspection)

Climbing Net - Finding

Asset	Climbing Net
Finding Title	Item - Broken
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	28/09/2022 12:09:00
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	This has closed signs on ir 11.10.22 Put new tape around this apparatus and placed the notice under the tape. 18.10.22 Latest picture

Finding Photos



Grass Surface - Findings

Asset	Grass Surface
Finding Title	Ground Eroded
Finding Group	Maintenance
Cause	Act of God
Finding Status	Open
Finding Creation Date	09/08/2022 08:55:13
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Where the grass is dying and receding the edging of the wet pour, which is wood is becoming a trip hazard. 11.10.22 Picture taken today of the trip hazard.

Finding Photos



Asset	Grass Surface
Finding Title	Ground Eroded
Finding Group	Maintenance
Cause	Unknown
Finding Status	Open
Finding Creation Date	12/07/2022 08:12:53
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Large Trampoline - Findings

Asset	Large Trampoline
Finding Title	Surface - Edges Curling
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	18/10/2022 09:25:57
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	This edge is lifting

Finding Photos



Asset	Large Trampoline
Finding Title	Surface - Encroaching vegetation/trees
Finding Group	Maintenance
Cause	Act of God
Finding Status	Open
Finding Creation Date	19/07/2022 09:37:01
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Asset	Large Trampoline
Finding Title	Ground Eroded
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	12/07/2022 08:15:02
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Overall Site - Findings

Asset	Overall Site
Finding Title	Other / Miscellaneous
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	15/09/2022 13:03:28
Resolve By Date	29/09/2022 13:05:16
Finding Resolved Date	
Risk Level	Low
Finding Notes	Wood on bench near toddler swings is broken on one of the planks Splits in both picnic benches

Finding Photos



Asset	Overall Site
Finding Title	Item - Not Secure
Finding Group	Maintenance
Cause	Act of God
Finding Status	Open
Finding Creation Date	11/04/2022 10:18:14
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	Tree branch hanging very low since last inspection.

Finding Photos



Pole with Metal Steps - Finding

Asset	Pole with Metal Steps
Finding Title	Item - Damaged
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	28/06/2022 08:34:31
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	11.10.22 There are two rubber coverings that are broken at the end.

Finding Photos



Quad Springy - Findings

Asset	Quad Springy
Finding Title	Item - Spring - Damaged
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	18/10/2022 09:42:07
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Asset	Quad Springy
Finding Title	Rocker - Damaged seat
Finding Group	Maintenance
Cause	Unknown
Finding Status	Open
Finding Creation Date	18/10/2022 09:40:57
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



Trellis Unit - Findings

Asset	Trellis Unit
Finding Title	Item - Damaged
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	23/05/2022 09:35:01
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	Temp repair done, but still damaged. This climbing frame rocks when on the ropes trying to climb. 11.10.22 THIS ITEM IS TAPED AND SHOULD HAVE NOTICES ON IT NOT TO BE USED.

Finding Photos



Asset	Trellis Unit
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Age
Finding Status	Open
Finding Creation Date	11/04/2022 10:10:42
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Split, there is metal inside.

Finding Photos



Wet Pour Surface - Finding

Asset	Wet Pour Surface
Finding Title	Surface - Trip points
Finding Group	Maintenance
Cause	Other
Finding Status	Open
Finding Creation Date	11/10/2022 10:54:02
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	The step going into the basketball area should be highlighted to stand out as a step. The wooden surround by the toddler wet pour area is another trip point.

Finding Photos



Wooden Balance Multiplay - Finding

Asset	Wooden Balance Multiplay
Finding Title	Item - Missing
Finding Group	Maintenance
Cause	Unknown
Finding Status	Open
Finding Creation Date	21/09/2022 13:50:11
Resolve By Date	28/09/2022 13:52:09
Finding Resolved Date	
Risk Level	Medium
Finding Notes	Wooden weight between this chain missing

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	01/01/0001 00:00:00
Finding Resolved Date	
Risk Level	Low
Finding Notes	By trampolines Both picnic tables have cracks in them. 18.10.22

Finding Photos



Wooden Seat - Finding

Asset	Wooden Seat
Finding Title	Delamination of Wood
Finding Group	Maintenance
Cause	Age
Finding Status	Open
Finding Creation Date	14/03/2022 10:19:10
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	By basketball court. These seating planks are loose.

Finding Photos



Wooden Train & Carriages - Finding

Asset	Wooden Train & Carriages
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	12/07/2022 08:26:05
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	These cracks are getting wider 26.7.22 This has been chalked. 16.8.22 Latest pictures

Finding Photos



AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	To consider further works to wet pour surfaces in Chatsworth Park South and Robert Kingan Playgrounds

1. INTRODUCTION

At March's Committee meeting it was agreed to accept the quotation from DCM Surfaces to carry out repairs to wet pour surfaces across the three Town Council owned playgrounds. Additional minor wet pour repairs were highlighted in subsequent playground inspection reports, prices were obtained and the additional work approved under the Town Clerk and Committee Chair's delegated authority. The majority of the extra work was undertaken, but DCM Surfaces advised that the surfaces to the trampolines at Chatsworth Park South Playground were too damaged for them to repair and they would need to replace the whole section. The Committee were updated with this information at July's Committee meeting and that we were waiting for further prices from DCM Surfaces.

2. INFORMATION

DCM Surfaces have now provided us with a price of £1,250 + VAT to cut out and remove the existing rubber around the 2 trampolines, regulate with MOT stone, re-lay the areas at 40-50mm depth and to cut out and remove the damaged area next to the trampoline and re-lay.

When DCM carried out their repairs they asked that the playgrounds be closed for 24 hours following the work as the wet pour needed time to dry. Despite padlocking or using cable ties on gates, using hazard tape and putting up signs why the playgrounds were closed, as well as informing residents via social media, members of the public entered the playgrounds and unfortunately the wet pour on the roundabout at Robert Kingan Playground was damaged following the repairs (pictures below):



Wet pour repairs by DCM Surfaces



Damage following repairs

This has been highlighted as a trip hazard and further repairs are required. DCM Surfaces have quoted £500 + VAT to cut out and remove the damaged area and re-lay in black.

We have since received our annual playground inspection report which highlights the wet pour next to the trampolines at Chatsworth Park South Playground as low risk (level 6) and the damaged wet pour next to the roundabout at Robert Kingan Playground as very low risk (level 4). Both items are listed on the weekly playground report as low risk.

3. RECOMMENDATION

I recommend we accept DCM Surfaces' quotation to repair the wet pour in Chatsworth Park South and Robert Kingan playgrounds, at a total cost of **£1,750 plus VAT**.

4. ENVIRONMENTAL IMPACT

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

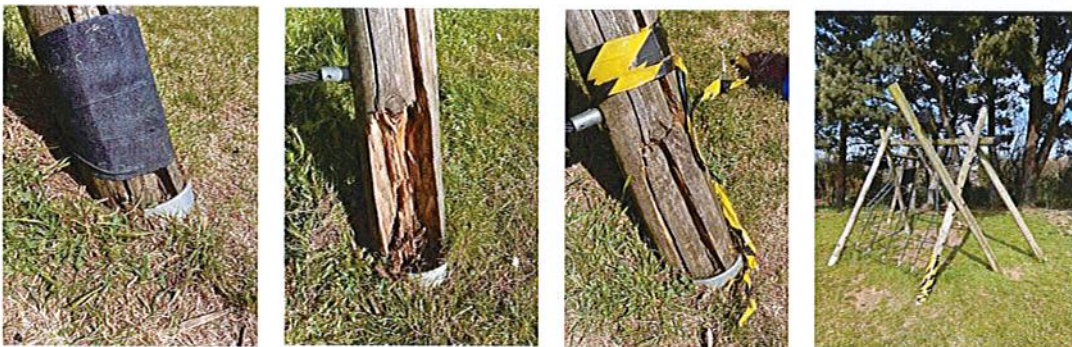
5. FINANCIAL IMPLICATIONS

Our budget for playground equipment replacement of £14,000 (nominal code 4098-201) is committed expenditure to go into the earmarked reserve at year end to build up funds for when we undertake a major refurbishment of the playgrounds in the future. We have a limited budget of £2,000 for playground spare parts/repairs, half of which has been used to date and the rest will be used covering works that have already been agreed. £15,000 of our earmarked reserve has been used to date to cover other major works that have been necessary and if these works are agreed, they would have to be funded from the earmarked reserve which would further reduce the available funds for the next major refurbishment.

AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	To consider removal of climbing apparatus in Chatsworth Park South Playgrounds

1. INTRODUCTION

In August I emailed Committee members to advise there were several findings from our weekly playground inspection report concerning the wooden climbing apparatus in Chatsworth Park South Playground. The right-hand pole holding the climbing net was rotten and had an extremely large crack in it and missing wood. The missing wood was found and put back in and taped it up and subsequently a fibreglass wrap was put around the bottom to hold it together as a temporary repair (pictures below).



2. INFORMATION

Sutcliffe Play who originally installed the equipment, have provided us a replacement post free of charge but were unable to install it themselves. A contractor, M Evans, had concerns with installing the post as it connects to several other pieces of the equipment and was unsure how secure it would be when removing the damaged post.

In addition to the damaged pole, the apparatus has three other findings listed on the weekly playground inspection report as follows; the climbing net is broken, there is a worn cover on the metal steps that needs replacing and there are worn handle bars on the monkey bars that need replacing. We have had to replace other covers on the metal steps and the climbing rope within the last two years.

As we were unable to find other contractors to undertake the repairs, I asked Councillors if they would like me to investigate full removal of the equipment or replacement of the apparatus. I did not receive a majority response, however, I contacted five contractors for prices to fully remove the item for the Committee's consideration. I received a price from one – Playsafe Playgrounds who provided the attached quotation of **£1,723 plus VAT** to replace the post on the apparatus. They also quoted **£2,265 plus VAT** to fully remove the climbing apparatus.

We have subsequently received our annual playground inspection report for Chatsworth Park South Playground and there are several findings related to this piece of equipment. The highest finding (level 12 – moderate risk) relates to the rotten timber post and the other findings range from level 4 (very low risk) to level 10 (low risk but on the cusp of being moderate) – please see sheets attached.

3. RECOMMENDATION

Due to the amount of faults on the equipment, I recommend we accept Playsafe Playgrounds quotation to fully remove the climbing apparatus at a cost of **£2,265 plus VAT** and to consider if we would like to investigate replacing it with another piece of equipment.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

Our budget for playground equipment replacement of £14,000 (nominal code 4098-201) is committed expenditure to go into the earmarked reserve at year end to build up funds for when we undertake a major refurbishment of the playgrounds in the future. We have a limited budget of £2,000 for playground spare parts/repairs, half of which has been used to date and the rest will be used covering works that have already been agreed. £15,000 of our earmarked reserve has been used to date to cover other major works that have been necessary and if these works are agreed, they would have to be funded from the earmarked reserve which would further reduce the available funds for the next major refurbishment.

Quotation Summary Sheet - 2

Chatsworth South – Sutcliffe timber clamber frame repair

Prelims

- H&S documentation
- Erect heras fencing to working area

Replacement of 1 No timber post (supplied by client)

- Dismantle unit and remove existing post
- Uplift existing 'grasslok' matting and set side for re-use
- Break out aluminium tube from concrete foundation
- Countersink as required and drill fixing holes in new log
- Treat all drill and countersink holes with 'cut end' timber preservative
- Fit aluminium sleeve to new post
- Re-assemble clamber frame
- Supply and fit replacement caps and bungs as required
- Reset into poured concrete foundation
- Lay and compact top soil to excavated area
- Relay previously uplifted 'grasslok' replacing with new as required
- Remove heras fencing following a curing period

Total for above works = £1,723.00 + VAT



Quotation Summary Sheet - 3

Chatsworth South – Sutcliffe timber clamber frame removal

Prelims

- H&S documentation
- Erect heras fencing to working area

Removal of clamber unit

- Dismantle unit and remove from aluminium foundation sleeves
- Uplift existing 'grasslok' matting to 11 No. foundation points and set side for re-use
- Excavate down to a depth of 100mm around all foundation points
- Cut off all foundations at a minimum of 100mm below surface level
- Lay and compact top soil to excavated areas
- Relay previously uplifted 'grasslok' replacing with new as required
- Remove heras fencing
- Remove all waste materials from site

Total for above works = £2,265.00 + VAT



12 - Moderate Risk

Item: Climbing Frame
Manufacturer: Sutcliffe Play Limited
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Life Expectancy: 3 - 5 Years
Total Findings: 12



Finding 1

This item of equipment has a fall height in excess of 2.5m and grass mats have been installed as an impact absorbing surface; these mats rely heavily on the underlying surface to achieve their critical fall height properties. - Ensure surfacing certification is sought and consider HIC testing to ensure the surfacing is performing adequately

Finding 2

The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface - Consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained for the equipment and replace as required

Finding 3

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

Finding 4

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

Finding 5

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 6

The platform fixings have corroded excessively - Replace all corroded fixings

Finding 7

Parts of the timber are rough or splintered - Remove all rough or sharp edges

Finding 8

The overhead grips are showing signs of wear / damage - Monitor for any further deterioration and replace as required

Finding 9

A number of rope fixing(s) have worked loose - Secure all loose fixings

Finding 10

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

Finding 11



There is algae or moss on the surface of the equipment that can lead to the onset of rot - Monitor condition of the timbers(rot), clean and treat appropriately

Finding 12

There is bird excrement on the equipment - Clean and maintain area

10 - Low Risk (Finding 1)

Item:	Activity Equipment - Climbing Frame	Risk Level:	L - Low Risk
Manufacturer:	Sutcliffe Play Limited	Surface:	Grass Matrix Tiles






Finding: This item of equipment has a fall height in excess of 2.5m and grass mats have been installed as an impact absorbing surface; these mats rely heavily on the underlying surface to achieve their critical fall height properties.

Action: Ensure surfacing certification is sought and consider HIC testing to ensure the surfacing is performing adequately

8 - Low Risk (Finding 2)

Item:	Activity Equipment - Climbing Frame	Risk Level:	L - Low Risk
Manufacturer:	Sutcliffe Play Limited	Surface:	Grass Matrix Tiles





Finding: The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface

Action: Consider HIC testing impact absorbing properties to ensure the correct surface qualities are maintained for the equipment and replace as required

i 6 - Low Risk (Finding 3)

Item:	Activity Equipment - Climbing Frame	Risk Level:	L - Low Risk
Manufacturer:	Sutcliffe Play Limited	Surface:	Grass Matrix Tiles






Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

Action: Monitor for any deterioration (rot) and replace as required

i 6 - Low Risk (Finding 4)

Item:	Activity Equipment - Climbing Frame	Risk Level:	L - Low Risk
Manufacturer:	Sutcliffe Play Limited	Surface:	Grass Matrix Tiles

Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint

4 - Very Low Risk (Finding 5)			
Item:	Activity Equipment - Climbing Frame	Risk Level:	V - Very Low Risk
Manufacturer:	Sutcliffe Play Limited	Surface:	Grass Matrix Tiles
			
Finding: There is/are bolt cap covers missing or damaged on the item		Action: Replace missing or damaged bolt cap covers	

8 - Low Risk (Finding 6)

Item: Activity Equipment - Climbing Frame
Manufacturer: Sutcliffe Play Limited

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles




Finding: The platform fixings have corroded excessively

Action: Replace all corroded fixings

6 - Low Risk (Finding 7)

Item:	Activity Equipment - Climbing Frame	Risk Level:	L - Low Risk
Manufacturer:	Sutcliffe Play Limited	Surface:	Grass Matrix Tiles



Finding: Parts of the timber are rough or splintered **Action:** Remove all rough or sharp edges

i 8 - Low Risk (Finding 8)


Item: Activity Equipment - Climbing Frame
Manufacturer: Sutcliffe Play Limited

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The overhead grips are showing signs of wear / damage

Action: Monitor for any further deterioration and replace as required

6 - Low Risk (Finding 9)			
Item:	Activity Equipment - Climbing Frame	Risk Level:	L - Low Risk
Manufacturer:	Sutcliffe Play Limited	Surface:	Grass Matrix Tiles
			
Finding: A number of rope fixing(s) have worked loose		Action: Secure all loose fixings	

12 - Moderate Risk (Finding 10)

Item: Activity Equipment - Climbing Frame
Manufacturer: Sutcliffe Play Limited

Risk Level: M - Moderate Risk
Surface: Grass Matrix Tiles



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

8 - Low Risk (Finding 11)

Item: Activity Equipment - Climbing Frame
Manufacturer: Sutcliffe Play Limited
Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is algae or moss on the surface of the equipment that can lead to the onset of rot

Action: Monitor condition of the timbers(rot), clean and treat appropriately

5 - Very Low Risk (Finding 12)

Item: Activity Equipment - Climbing Frame
Manufacturer: Sutcliffe Play Limited
Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is bird excrement on the equipment

Action: Clean and maintain area

AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	To consider replacement log on wooden trim trail at Chatsworth Park South Playground

1. INTRODUCTION

We were notified on a recent playground inspection report that one of the wooden logs on the trim trail at Chatsworth Park South Playground was missing (picture below).



2. INFORMATION

We had the hanging rope/chain removed for safety reasons. I contacted Playsafe Playgrounds who installed the item originally, for a quote to replace the log. They have provided a quotation of £416 + VAT to replace the robinia stepping log with new stainless steel fixings.

3. RECOMMENDATION

I recommend we accept Playsafe Playgrounds' quotation to replace the stepping log in Chatsworth Park South playground, at a cost of **£416 plus VAT**.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

Our budget for playground equipment replacement of £14,000 (nominal code 4098-201) is committed expenditure to go into the earmarked reserve at year end to build up funds for when we undertake a major refurbishment of the playgrounds in the future. We have a limited budget of £2,000 for playground spare parts/repairs, half of which has been used to date and the rest will be used covering works that have already been agreed. £15,000 of our earmarked reserve has been used to date to cover other major works that have been necessary and if these works are agreed, they would have to be funded from the earmarked reserve which would further reduce the available funds for the next major refurbishment. Our earmarked reserve currently stands at £88,111 and if works recommended in previous reports as well as this replacement is agreed, it will reduce the earmarked reserve to £83,680.

AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	To consider price to paint ball wall in Chatsworth Park

1. INTRODUCTION

At July's Committee meeting I was asked to investigate the painting of the ball wall in Chatsworth Park to cover the graffiti.

2. INFORMATION

We contacted a local artist who has agreed to paint the ball wall. Please note the pictures below showing how the ball wall currently looks and the artists proposed mock up:



They have also provided costings which cover materials only (there is no charge for their time).

Prep: £29

- Sugar Soap £3
- Leyland Trade Fast Drying Undercoat White 3L £26

Painting: £258.78

- Frog Tape £5.58-£7.78
- Good Home smooth finish roller frame +3 sleeve 230mm £10
- Good Home soft tip paint brush pack of 3 25mm, 50mm, 80mm £10
- Valspar Premium Exterior 236ml (£11 each) £231

Finishing: £55.46

- Urban easy-on Anti-Graffiti clear glaze £55.46

Total = £343.24

The anti-graffiti glaze is effective against all types of graffiti, including permanent marker pen and spray paint.

3. RECOMMENDATION

To consider the above picture being painted onto the ball wall at a cost of £343.24.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Our budget for playground equipment replacement of £14,000 (nominal code 4098-201) is committed expenditure to go into the earmarked reserve at year end to build up funds for when we undertake a major refurbishment of the playgrounds in the future. We have a limited budget of £2,000 for playground spare parts/repairs, half of which has been used to date and the rest will be used covering works that have already been agreed. £15,000 of our earmarked reserve has been used to date to cover other major works that have been necessary and if these works are agreed, they would have to be funded from the earmarked reserve which would further reduce the available funds for the next major refurbishment. Our earmarked reserve currently stands at £88,111 and if works recommended in previous reports as well as this work is agreed, it will reduce the earmarked reserve to £83,337.

AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer/Cllr Clarkson
MEETING DATE	28 th November 2022
SUBJECT	To consider adding bat boxes in Chatsworth Park

1. INTRODUCTION

Councillor Clarkson has asked if the Committee would consider allowing the installation of 8 bat boxes in Chatsworth Park. The bat boxes will be assembled by students of Meridian Primary School (instruction leaflet attached) as part of their forest school lessons. The materials and instructions on how to create the boxes will be provided by the Chatsworth Park volunteers.

2. INFORMATION

Councillor Clarkson has provided the following information:

Bat boxes should be placed more than 10ft from the ground in a south west, south or south east direction. They should receive sunlight for some of the day, up to 6-8 hours. The location should be sheltered from the wind and have no nearby branches to reduce the risk of predation and so the bats have clear space to drop into flight.

Bats have already been identified in the park, most likely roosting in roof spaces or trees. A document attached demonstrates some common bat roosting locations. Bats do not continue to use the same roost all year and will move around depending on the weather, access to food and temperature from the sun. Bat boxes can be used immediately and some may take years to be used. Having multiple locations and options for bats ensure successful use and gives opportunity for bat numbers to grow.

The UK has 18 species of bat, all of which are in decline. The Bat Conservation Trust say 'Significant historic bat declines over the last century were blamed on agricultural intensification, loss of habitat and roosts through development and exclusion from buildings. Today's main threats include land use practices, climate change, pollution, development and infrastructure and human disturbance'. This project is a small effort to slow that decline.

It is possible to tell if a bat box is in use from droppings on the landing board, hearing them chitter, watching them take flight in the hour before dusk or seeing them in the box, but you must not shine a torch into a bat box. Once fitted, a bat box can only be opened by someone with a Bat Licence. The Bat Conservation Trust advise that a licence holder can normally be found in a local bat group who also have trainers if you want to become licenced.

The potential risk I see is that tree damage from a storm or animal activity may require tree works on a tree with a bat box. In this case, we would need to know if the

box is occupied. A licence volunteer from a group such as Sussex Bat Group may be able to help with this. If the box was not occupied, tree works could take place. If the box was occupied, then the assistance of a volunteer may be required to rehome the bats. Effectively this risk has always existed with bats roosting in trees as they are now. The park is very large with hundreds of trees so I think with adding bat boxes the risk is minimal but consideration should be given to avoid trees with known damage or higher risk to damage.

Touring the park for potential trees it became very clear that there are numerous good trees to select and the larger could home 3 bat boxes. Because of this, I am asking the Committee to agree that myself and the Amenities Officer can pick the trees from the groups below with reference to the latest tree report. I would ask all the locations attached be considered.

3. RECOMMENDATION

To consider Cllr Clarkson's request to add 8 bat boxes in Chatsworth Park.

4. ENVIRONMENTAL IMPACT

Bats are significant endangered species in Britain.

5. FINANCIAL IMPLICATIONS

There are no financial implications to the Council.

How to make a bat box



You will need

- an adult to help you
- untreated, rough-sawn timber



- tape measure and pencil



- saw

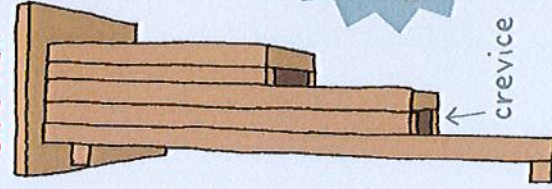


- hammer and nails



Do not use wood stain or preservative on your box

SIDE VIEW



crevice

Rainproof and free from draughts!

16cm
12cm

24cm

roof

48cm

back board

36cm

middle board

24cm

front board

20cm

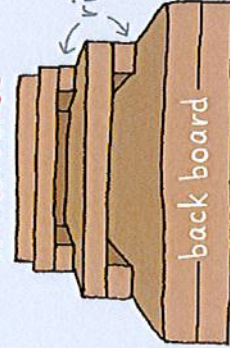
2cm

2cm

back bars
risers to create crevices

Attach brackets to bar bars

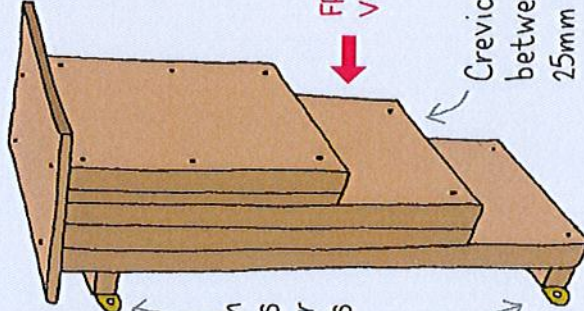
VIEW LOOKING UP FROM BASE



back board

risers

FRONT VIEW



Crevices can be between 15mm and 25mm but no larger

Clear line of flight









Fix as high as possible in a sheltered, wind-free position, exposed to the sun for part of the day.

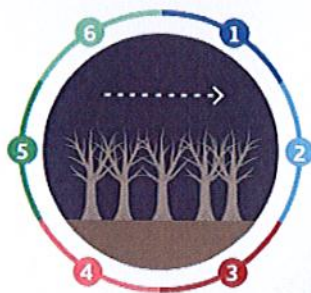
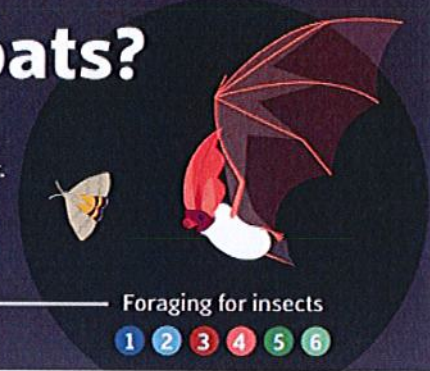
It is illegal to disturb bats without a license - do not inspect boxes if you think bats are using them. Look for droppings below to check for occupancy.

How are trees important to bats?

Trees and woodland are important to all 18 UK bat species. Many of our bats also make use of the natural features in trees for roosting although this can vary by species and at different times of year.

The colours and numbers represent each bat species.

- | | | |
|---|--|---|
|  1 Barbastelle |  3 Natterer's bat |  5 Pipistrelle (3 species) |
|  2 Bechstein's bat |  4 Noctule |  6 Brown long-eared bat |



As a **navigational aid** especially when trees are in lines or hedges



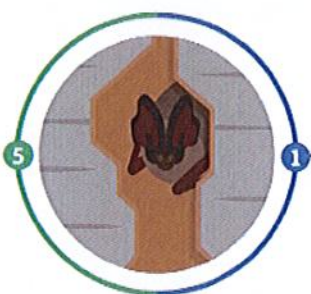
Feeding perch or protection during bad weather



Roosting inside **woodpecker holes**



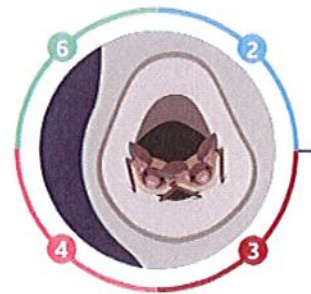
Roosting in **cracks, splits and crevices**



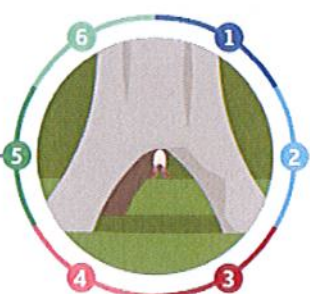
Roosting behind **loose bark**



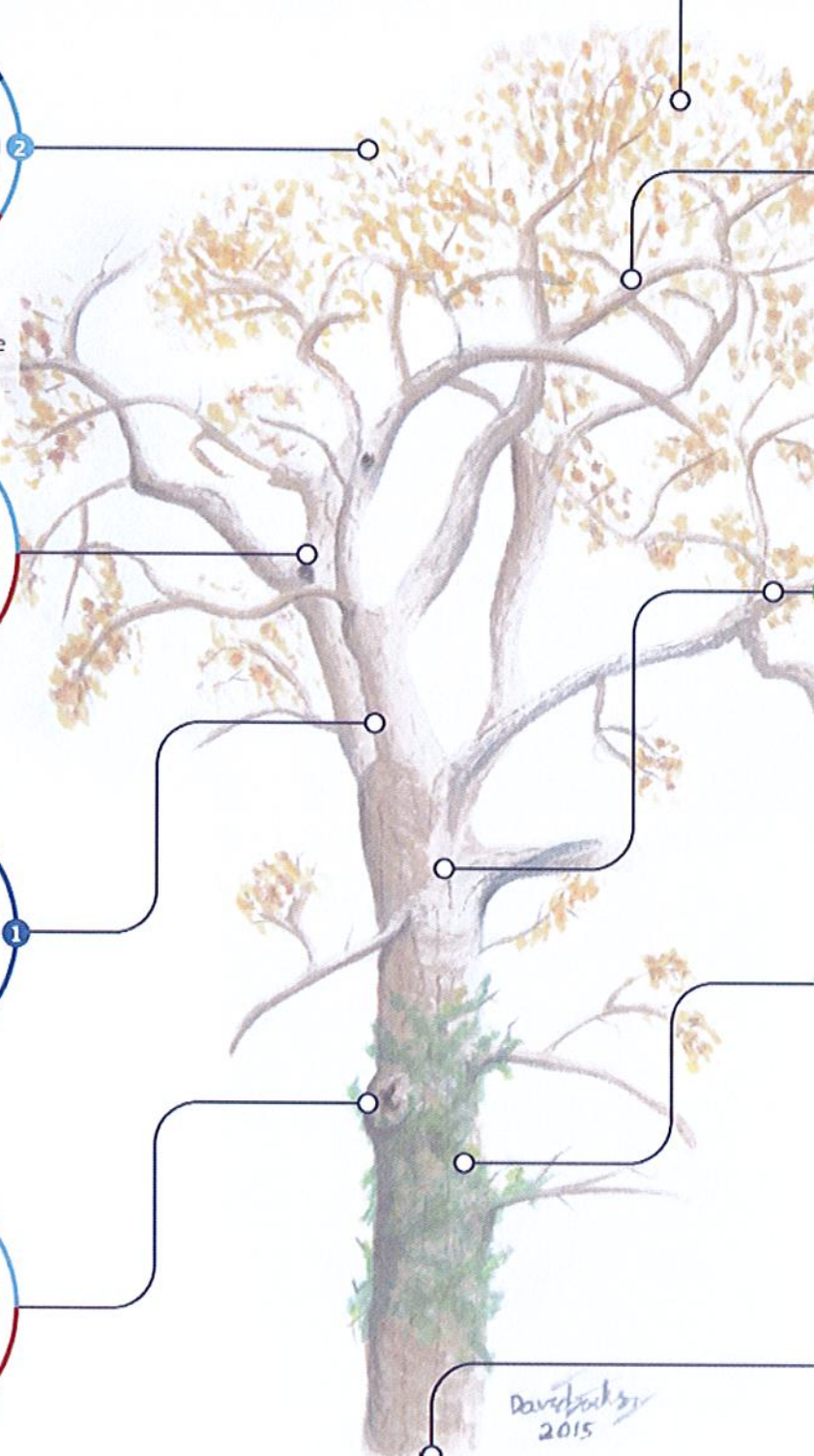
Occasionally roosting behind **dense ivy**



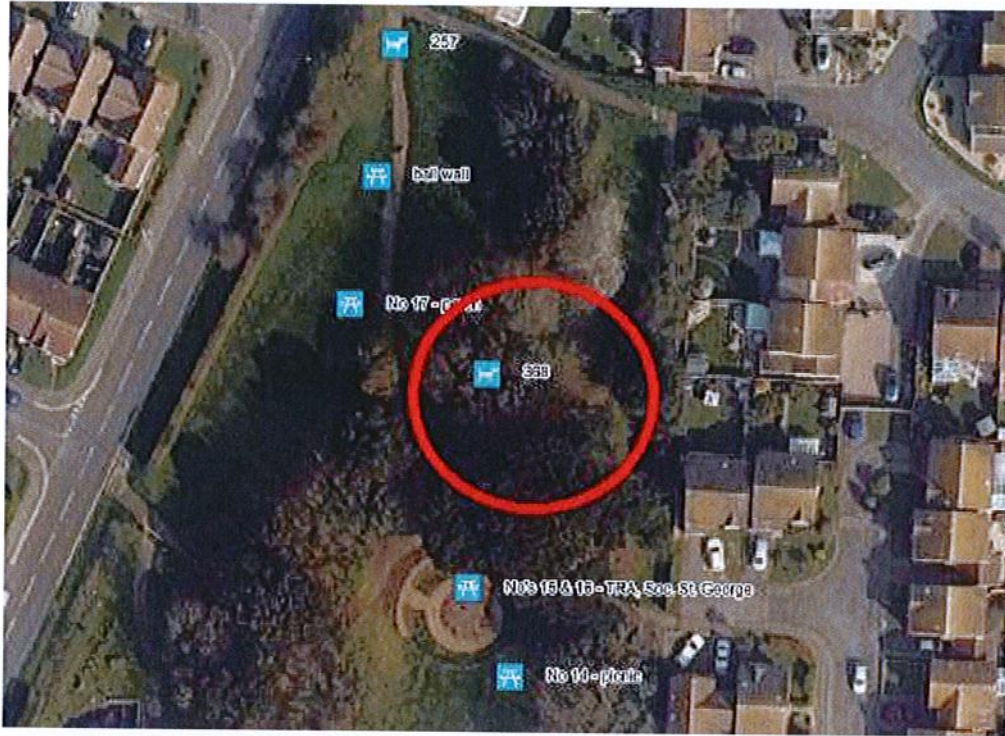
Roosting in **rot holes**

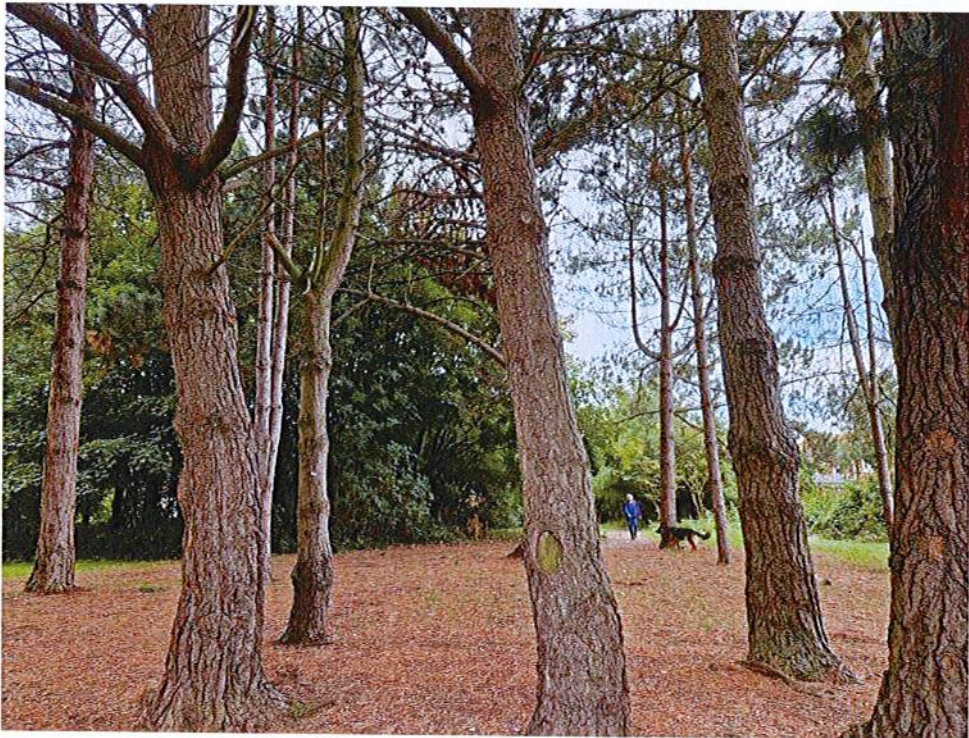
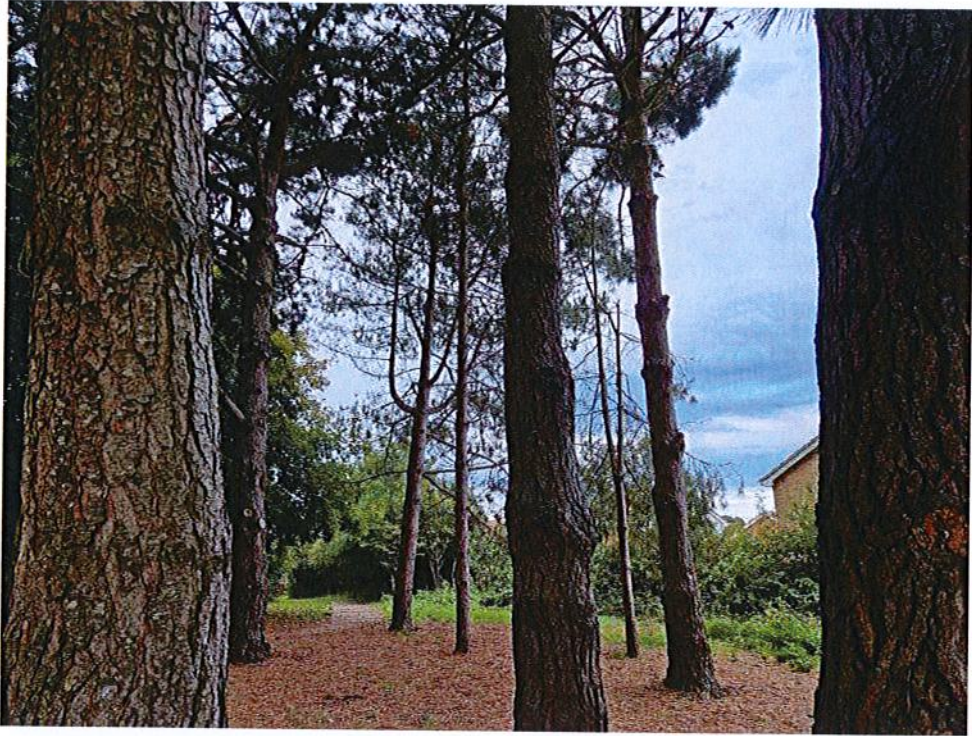


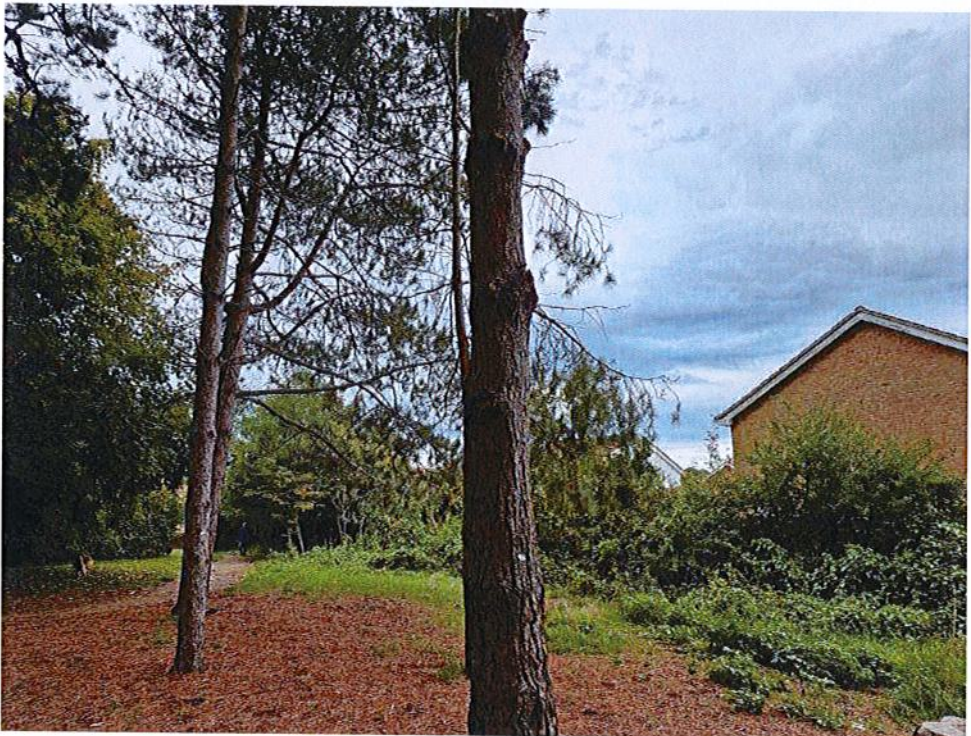
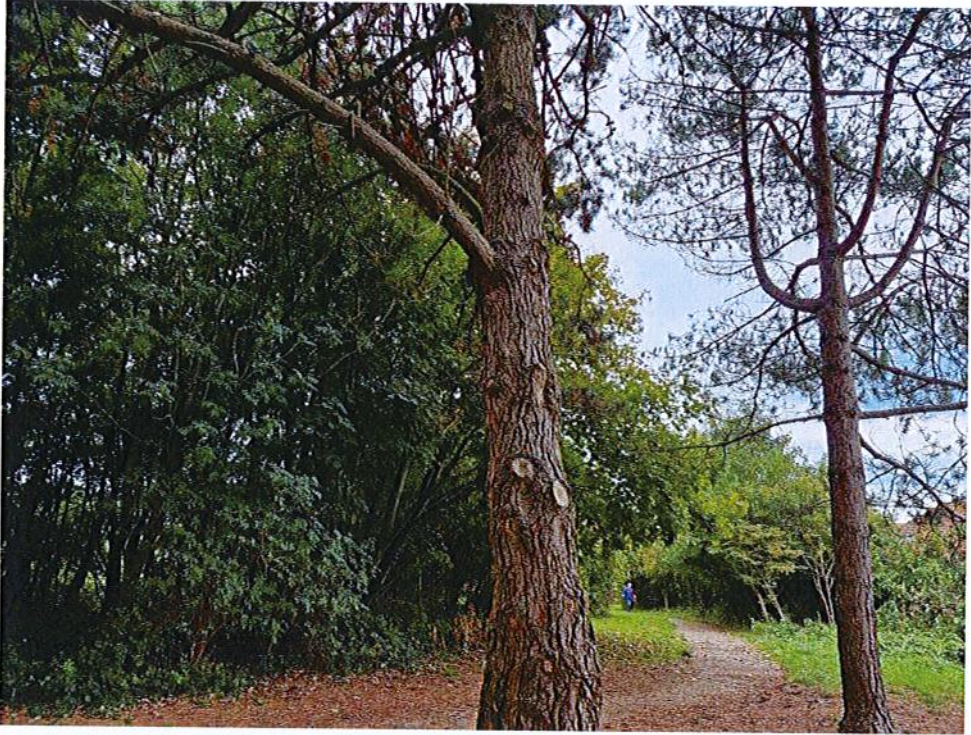
Winter hibernation in **hollow trunk** if frost-free

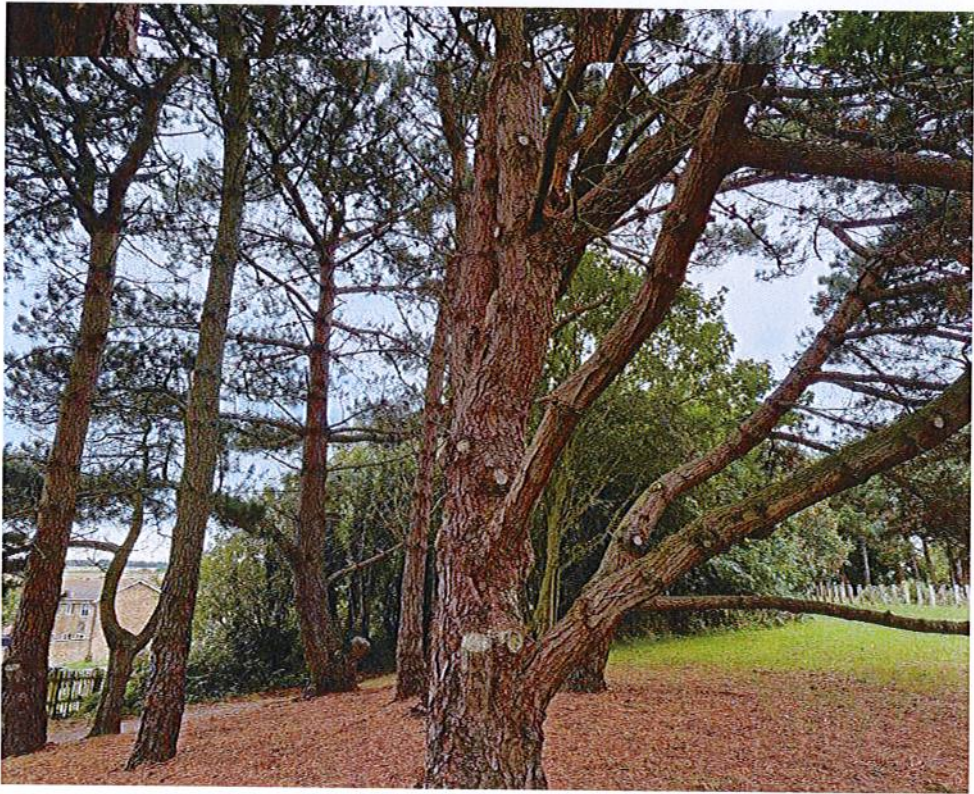


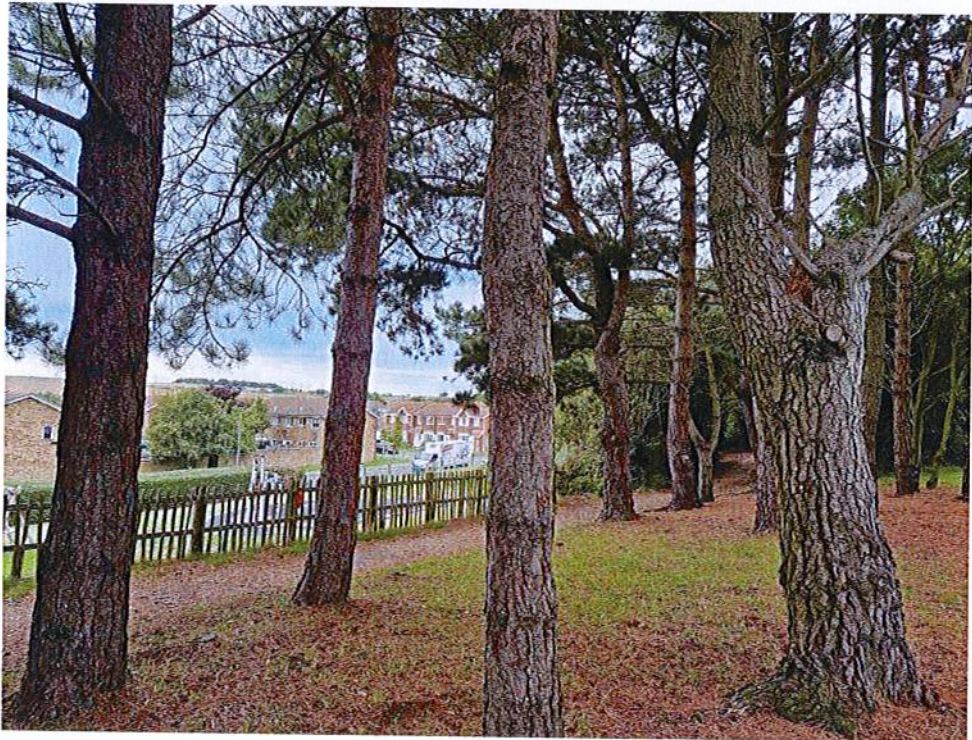
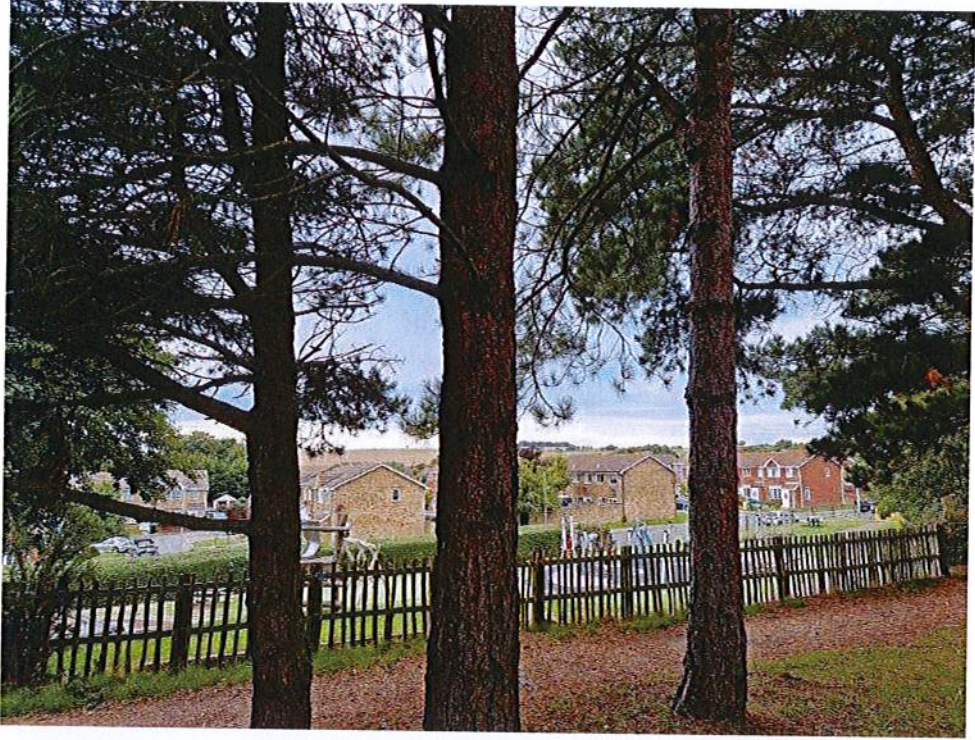
Dave Smith 2015

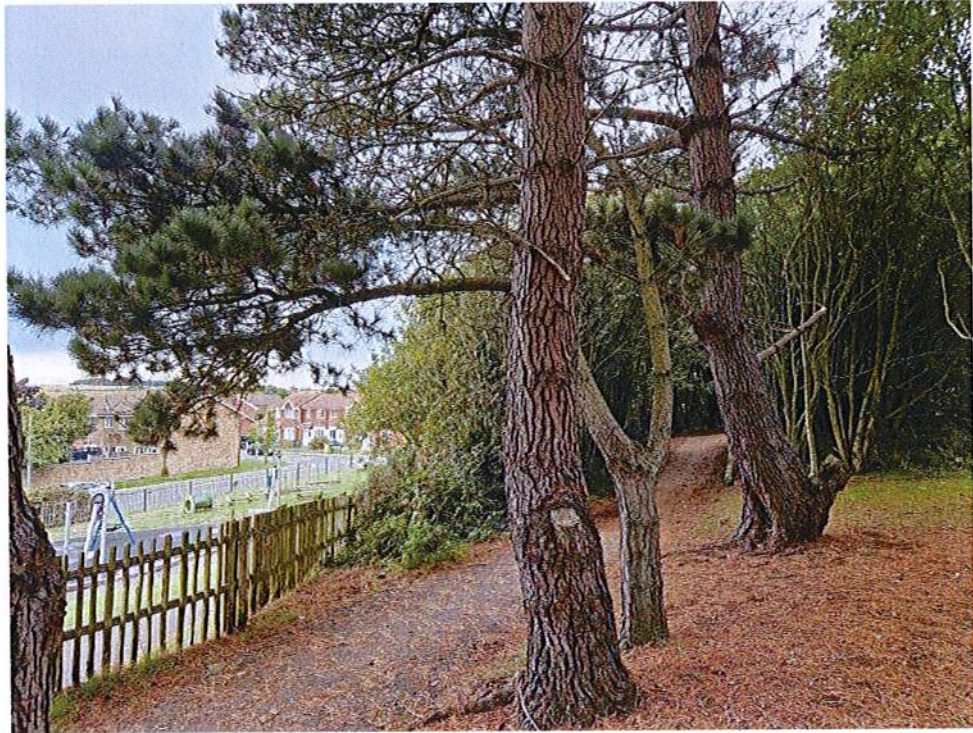
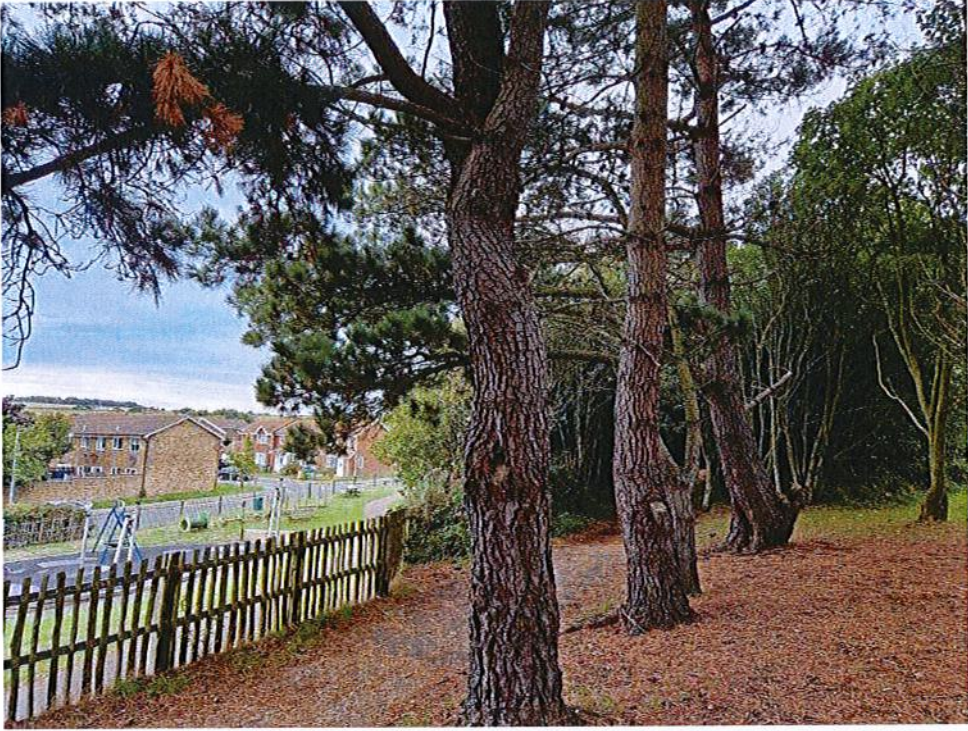


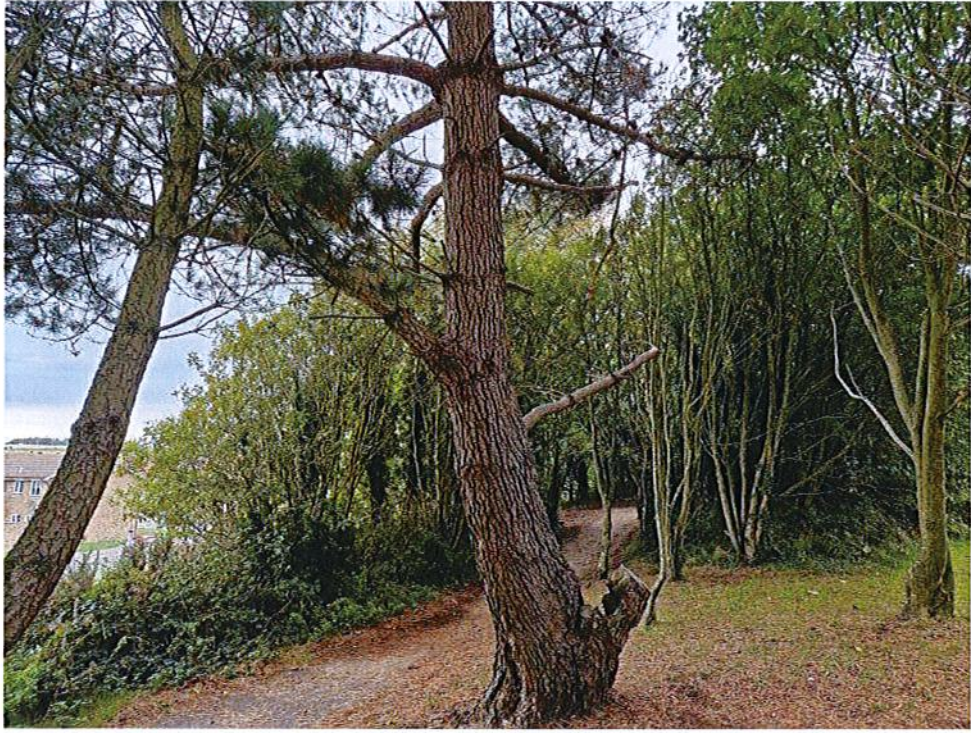


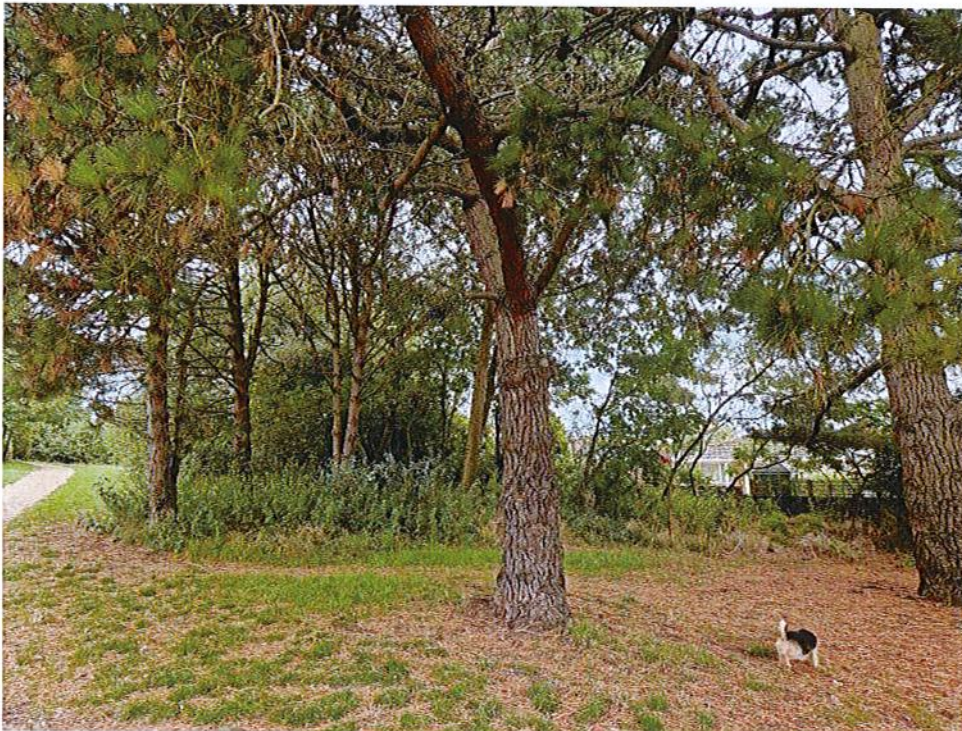
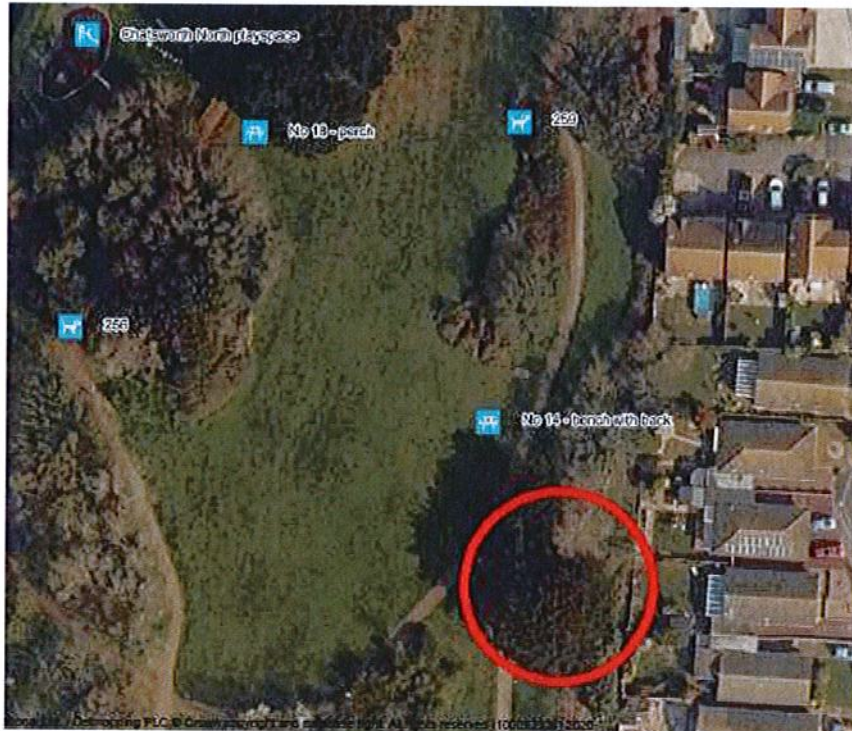


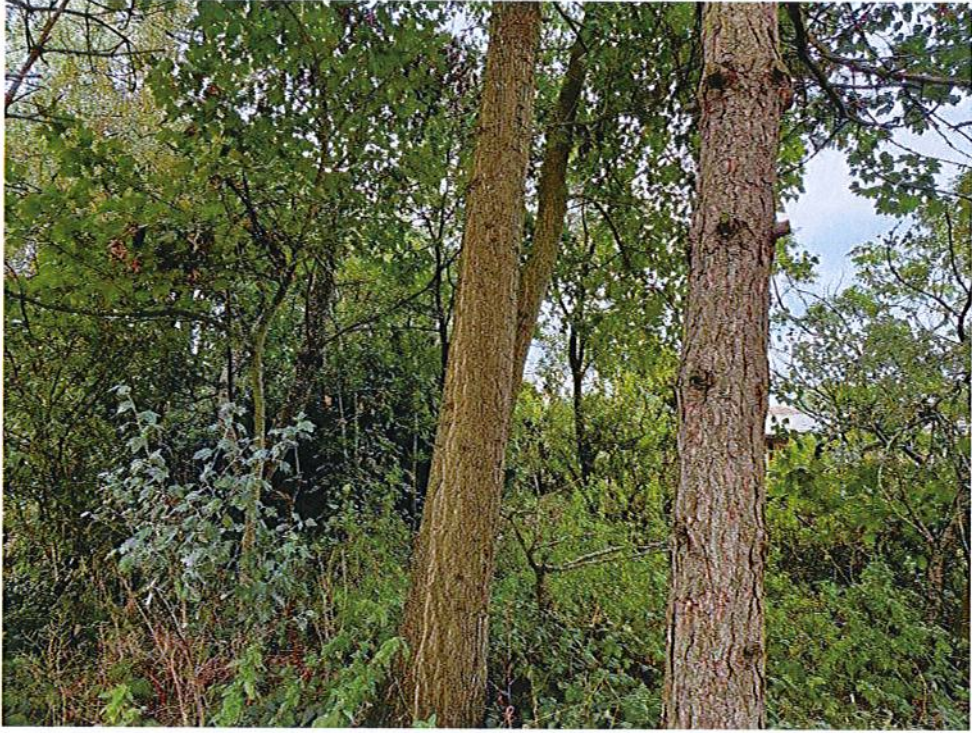


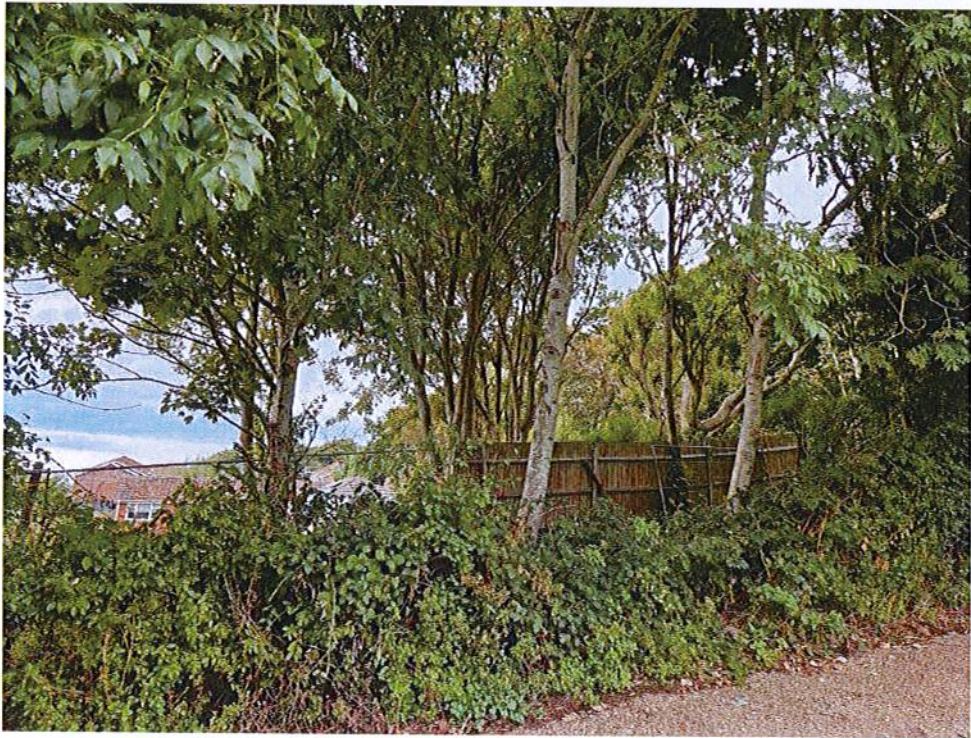
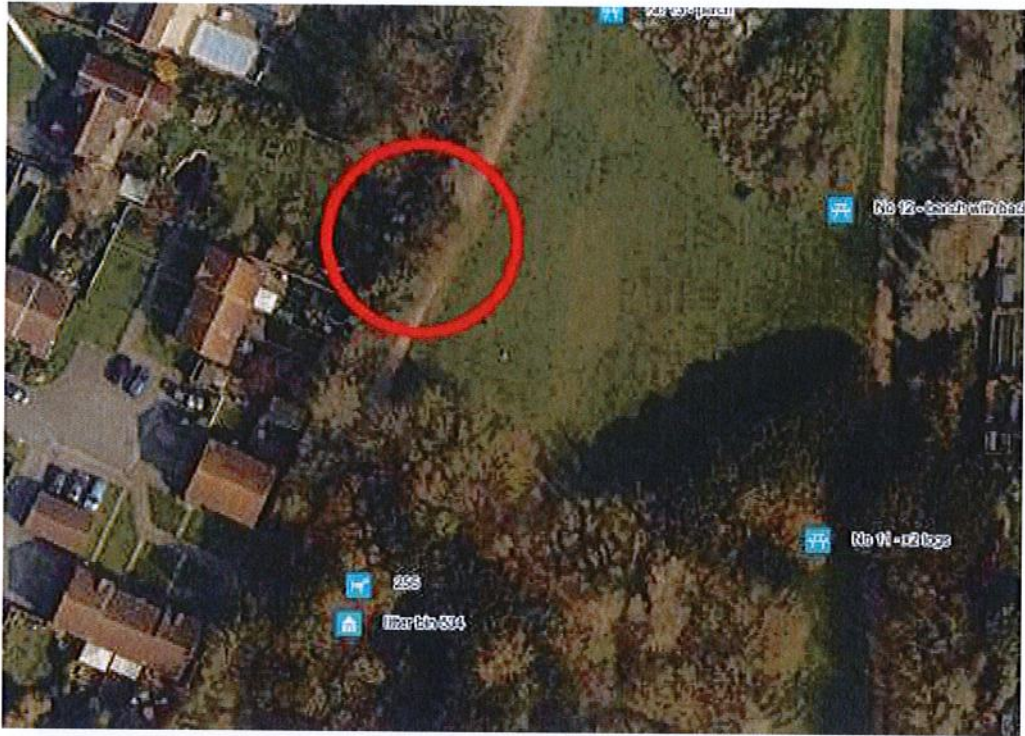


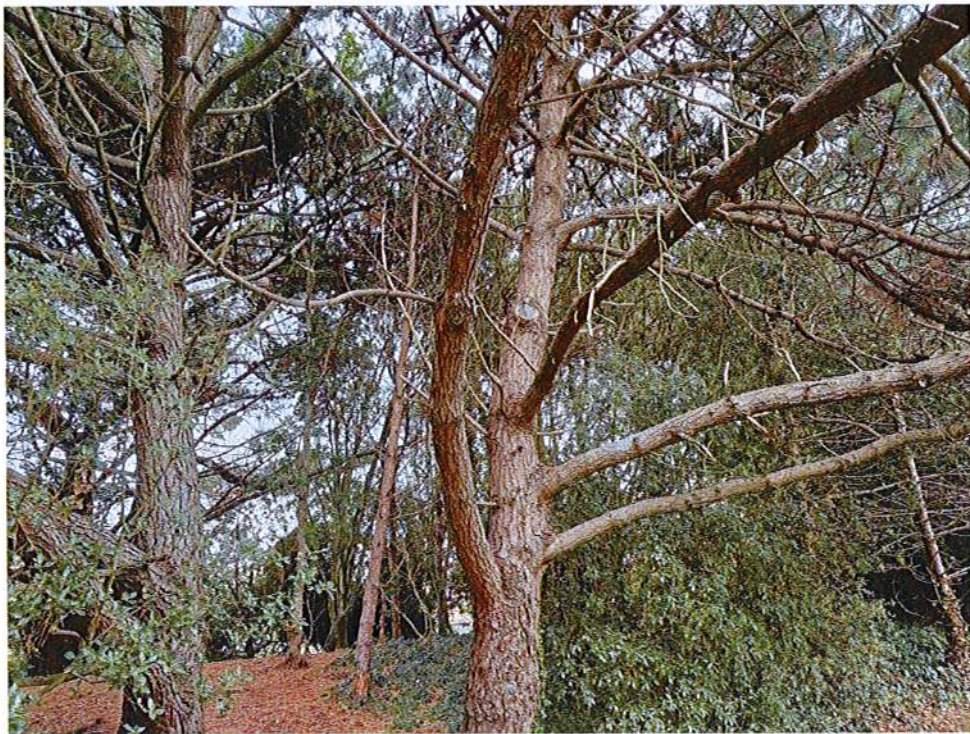
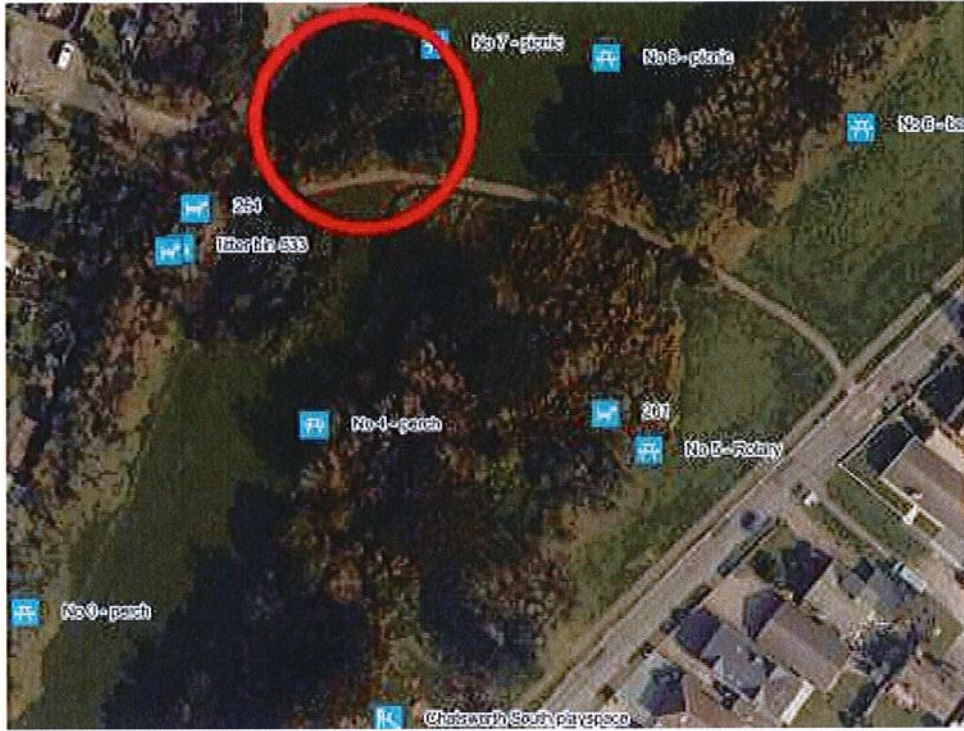


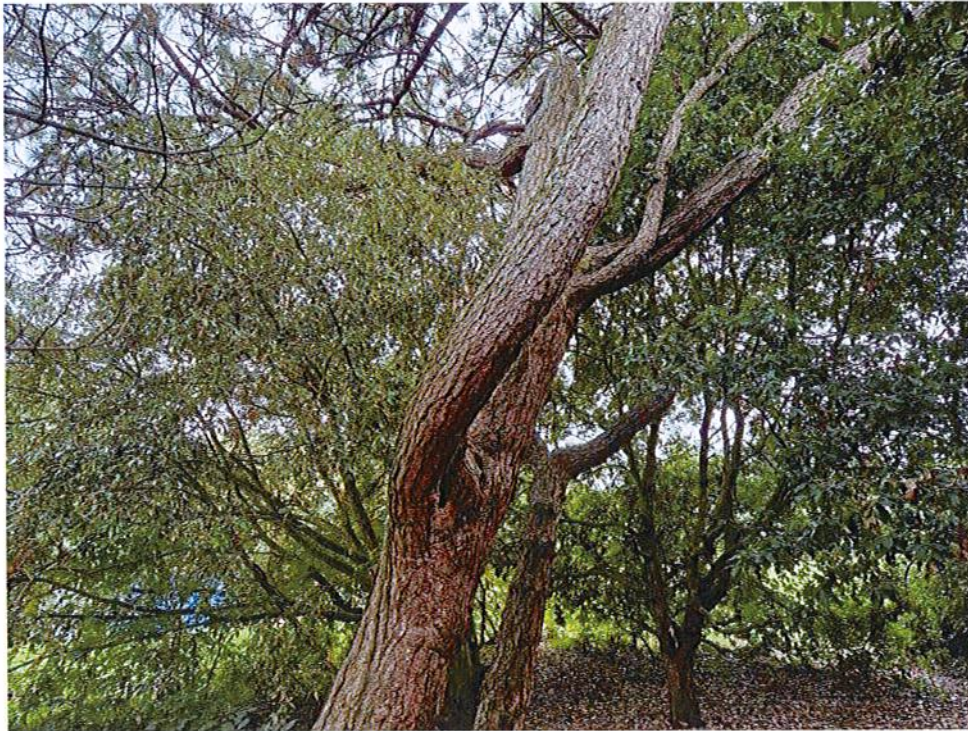
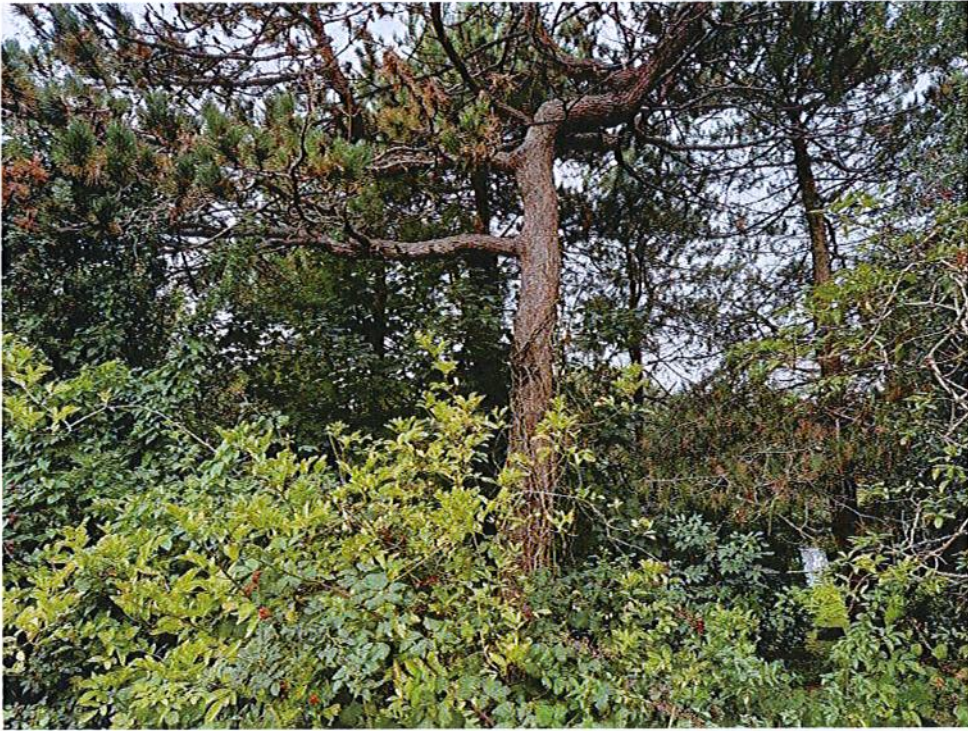


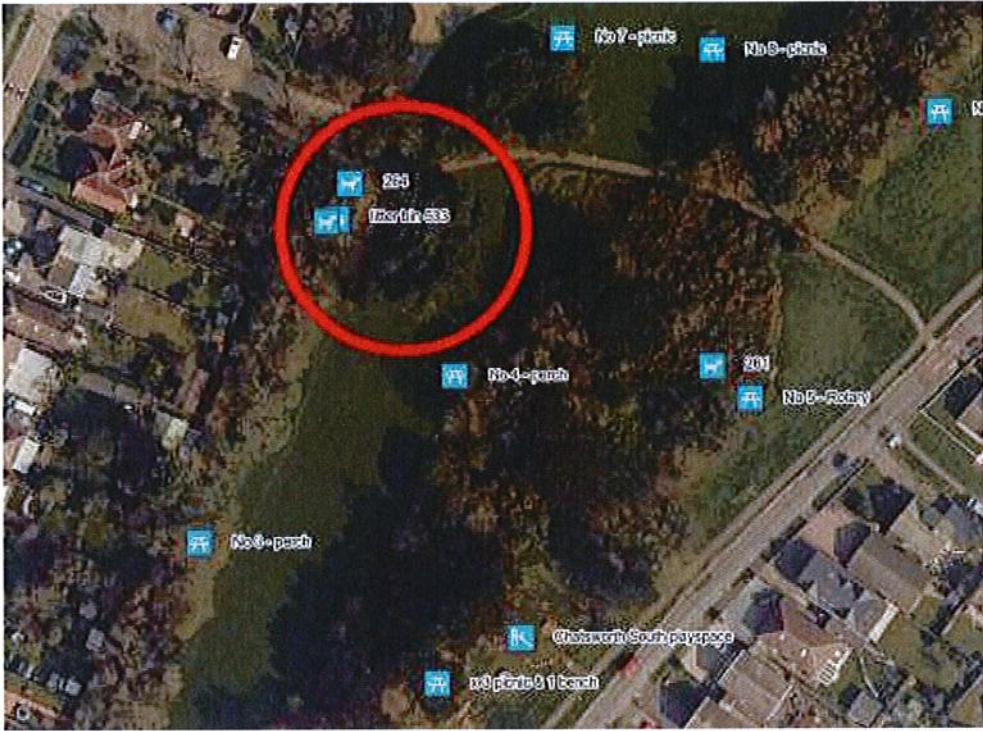


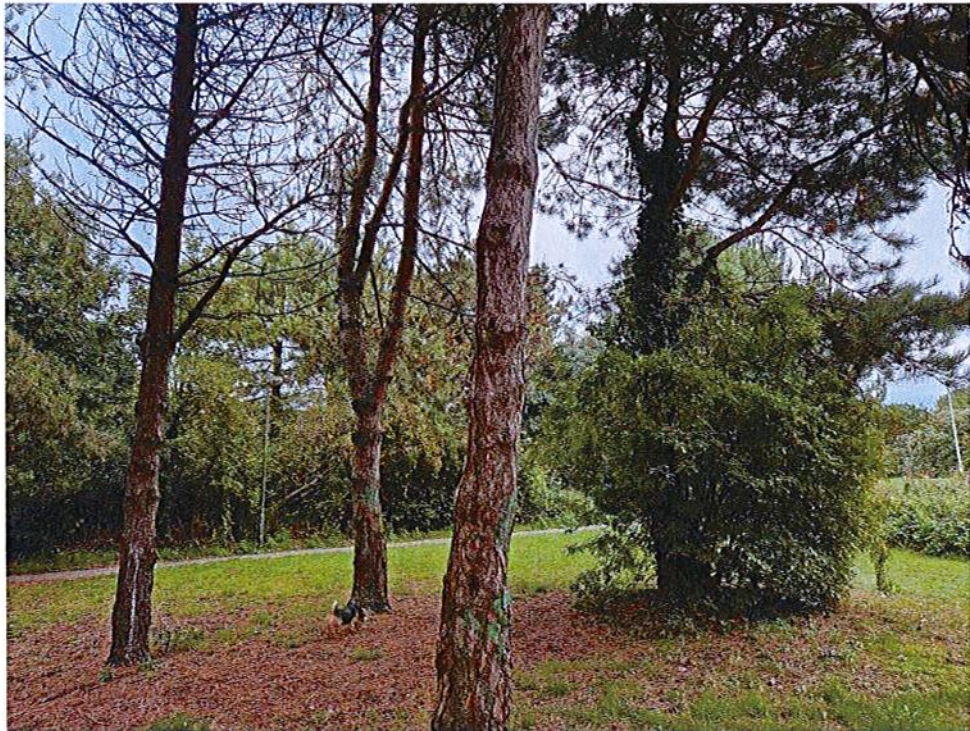


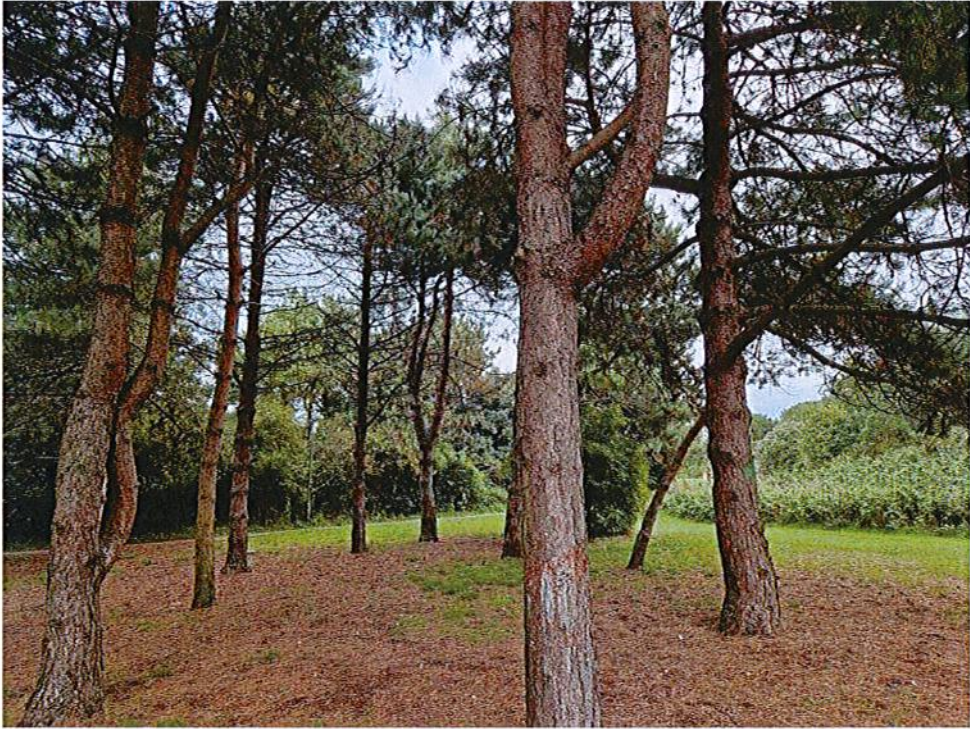


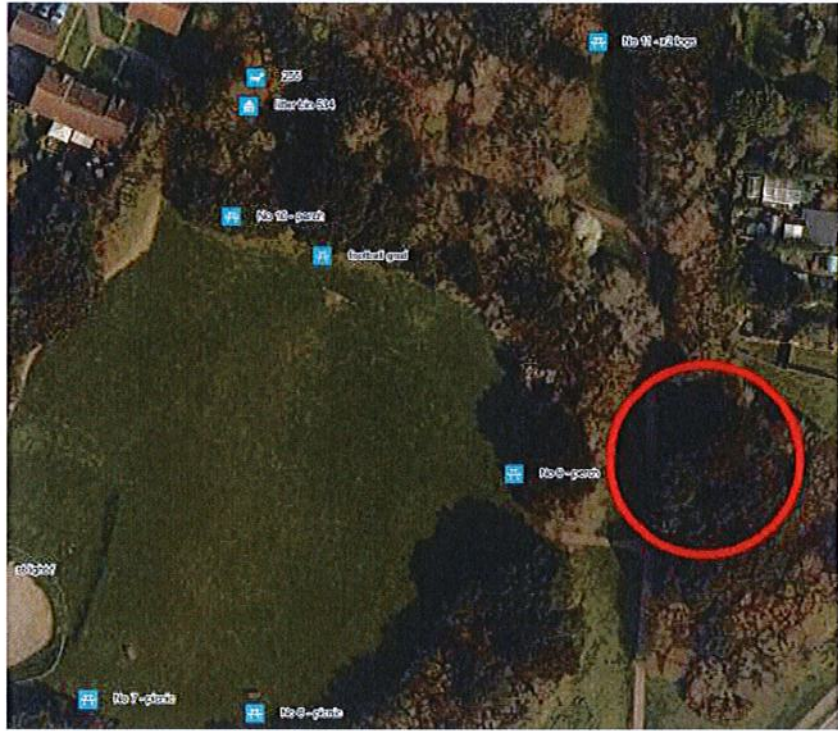


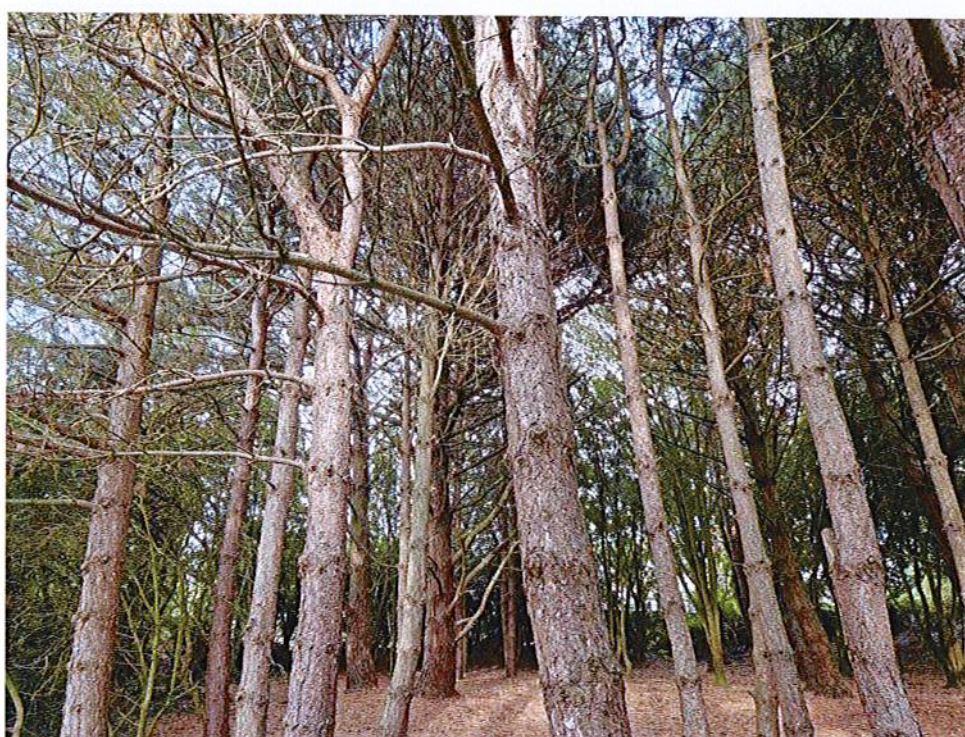
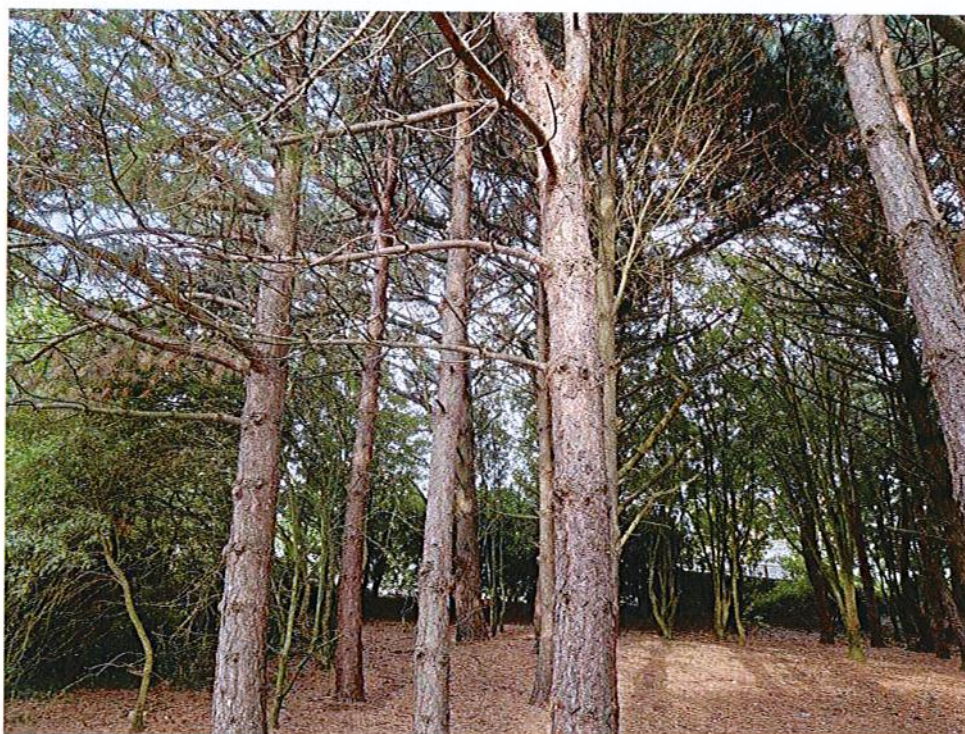


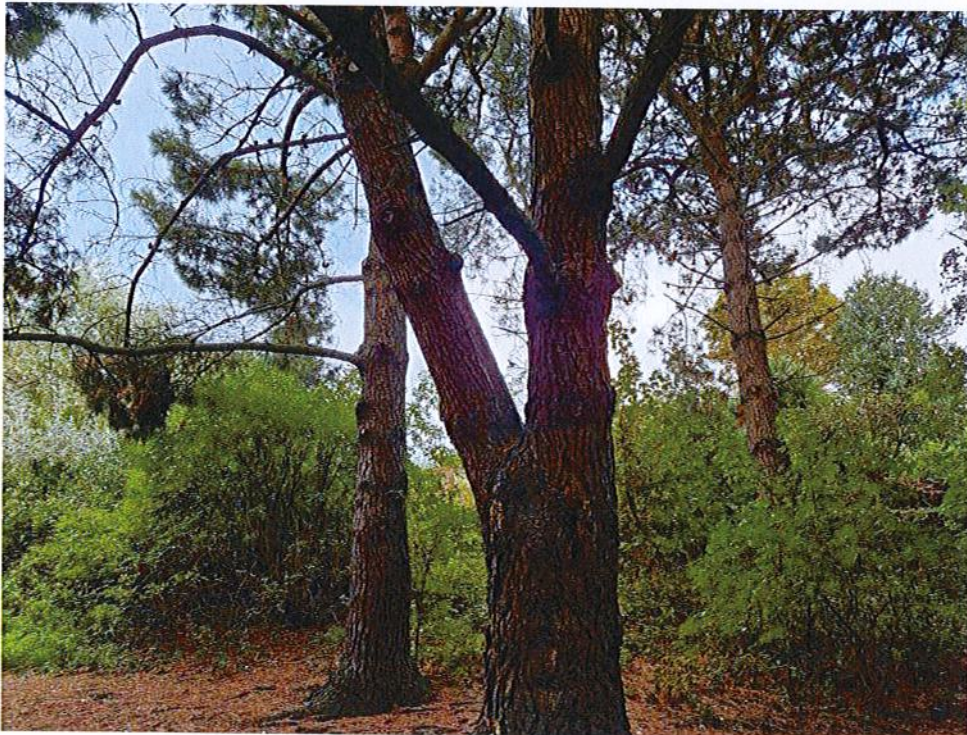
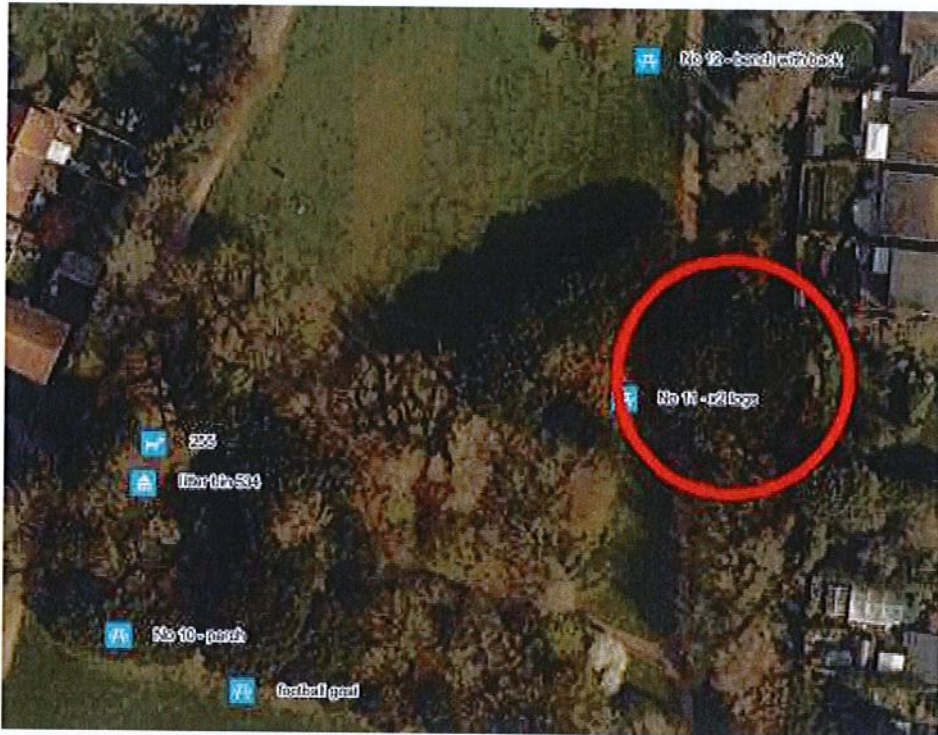


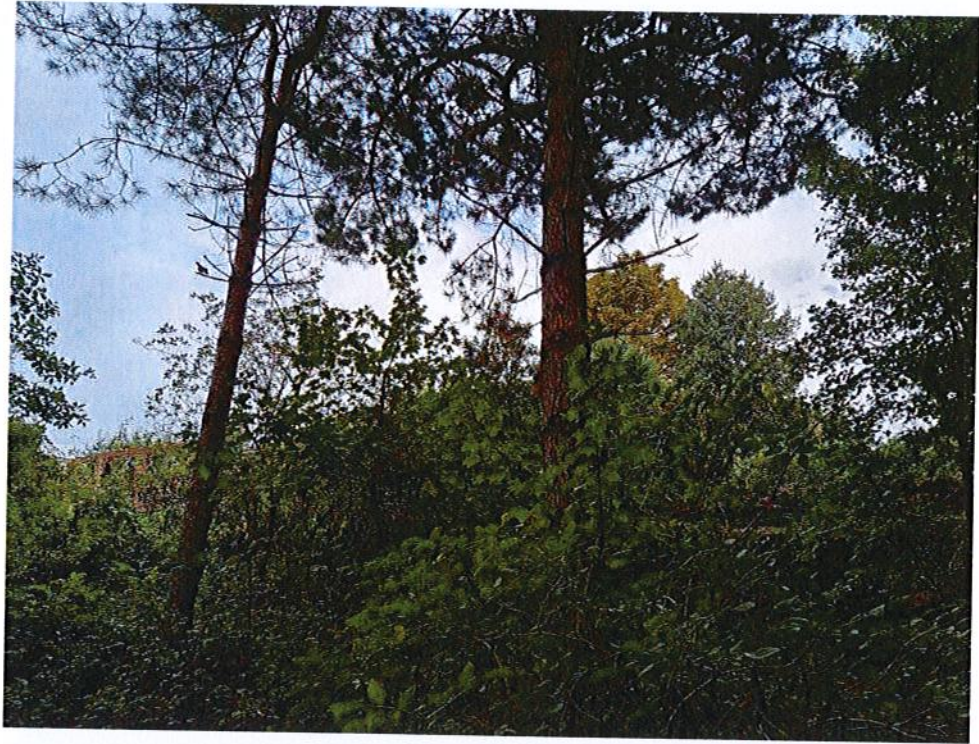












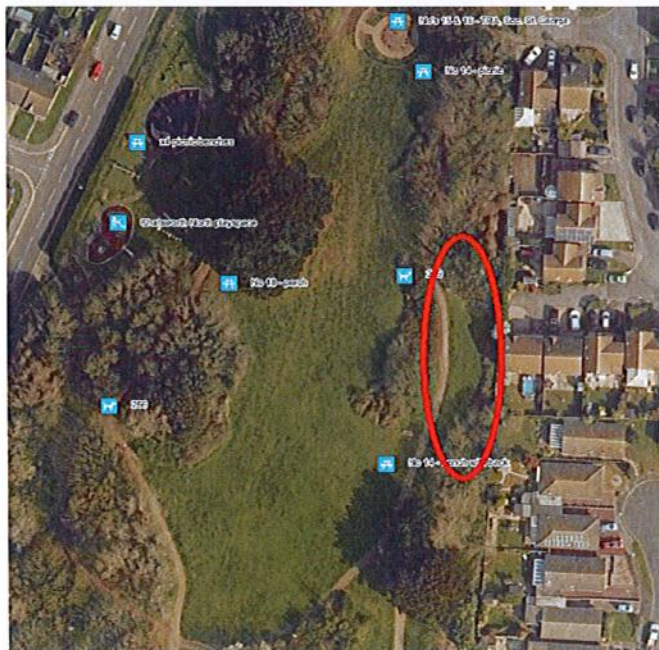
AGENDA ITEM	18
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer/Cllr Clarkson
MEETING DATE	28 th November 2022
SUBJECT	To consider a new wildflower meadow in Chatsworth Park

1. INTRODUCTION

Councillor Clarkson has asked if the Committee would consider a new wildflower meadow being added on the east side of Chatsworth Park and his report is below.

2. INFORMATION

The area (pictures below) would be 3m deep and approximately 20m in length. It would butt up against the current hedge line.



To prepare the ground, the area will be staked and roped off and woven weed control fabric will be pegged to the ground. The area is fairly sheltered from the wind.

The weed control fabric will need to be down for 4 to 6 weeks, to ensure that any flora is dead. The ground will then be turned over with a fork and seeded. The wildflower will be cut and collected once a year, although some growth will be left for overwintering insects and birds. The seeding will need to happen in March/April for May flowering. Ongoing, the patch would need a single cut in October with the cuttings removed. This could be organised as part of the annual park volunteer's calendar.

3. RECOMMENDATION

To consider Cllr Clarkson's request to add a new wildflower meadow in Chatsworth Park.

4. ENVIRONMENTAL IMPACT

Wildlife meadows improve the biodiversity of the local area and the habitat for bees and butterflies.

5. FINANCIAL IMPLICATIONS

The work will be undertaken by volunteers and have no cost implications to the Council.

AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	To note removal of Russian Vine to an area within Chatsworth Park

1. INTRODUCTION

In November 2021 the Committee were informed of a complaint concerning Russian Vine growing in an area of Chatsworth Park. It was agreed for Countrywide Grounds Maintenance to sever and treat the regrowth. This was undertaken at the beginning of the year.

2. INFORMATION

The resident re-contacted us in June to advise that the vine had grown back. I contacted the Chair and Vice Chair who agreed for me to get quotations to fully remove the vine, including the root. I contacted three companies for a price and received a response from two as follows:-

Countrywide Grounds Maintenance quoted £180 plus VAT to fully remove the vine, including the root.

EH Treecare recommended we spray glysohate to the vine at £210, cut down and remove as much of the vine as possible at £450 and re-treat any growth at £210, totalling £870 plus VAT.

As Countrywide Grounds Maintenance quote was cheaper, the Town Clerk agreed for the works to be undertaken under her delegated spending authority and this was carried out in September. I visited the site following the removal and noted there was no further visible vine. I also contacted the resident to check if they were happy with the works, but did not hear back from them.

3. RECOMMENDATION

To note the works undertaken at a cost of £180 plus VAT.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

£180 was from the grounds maintenance budget to pay for the work and we have £7,563 remaining. However, we have agreed tree works totalling £8,560 which are yet to be carried out and will therefore need to use some of our remaining earmarked reserve for grounds maintenance which currently stands at £4,980 to cover previously agreed tree works which will leave a balance remaining of £3,983.

AGENDA ITEM	20
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	To ratify agreement of 3 month tree works

1. INTRODUCTION

At March's Committee meeting it was agreed we would obtain estimates for trees listed on the tree survey where the structure was listed as poor and/or works needed to be undertaken within 3 months.

2. INFORMATION

Estimates were received from EH Treecare, Sussex Tree Surgery and Aspen Treecare, with EH Treecare providing the most competitive price of £3,570 plus VAT.

As EH Treecare were also due to undertake the works to trees where the structure was hazardous and/or works needed to be undertaken within 1 month, I emailed the Committee in June recommending that works for the second group of trees also be undertaken by EH Treecare. I received a majority positive response and a Purchase Order was issued to EH Treecare to undertake the work. It excluded £150 for tree 85 in the Copse which required approval from Lewes District Council via a planning application for tree works before any works could take place.

3. RECOMMENDATION

To ratify the decision that EH Treecare undertake works to trees listed as poor structure and/or works needed to be undertaken within 3 months, at **£3,420 plus VAT**.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

The grounds maintenance budget, nominal code 4101-201 currently stands at £7,563. Including the tree works above at £3,420, we have agreed tree works totalling £8,560. We will therefore need to use some of our remaining earmarked reserve for grounds maintenance which currently stands at £4,980 to cover the tree works which will leave a balance remaining of £3,983.

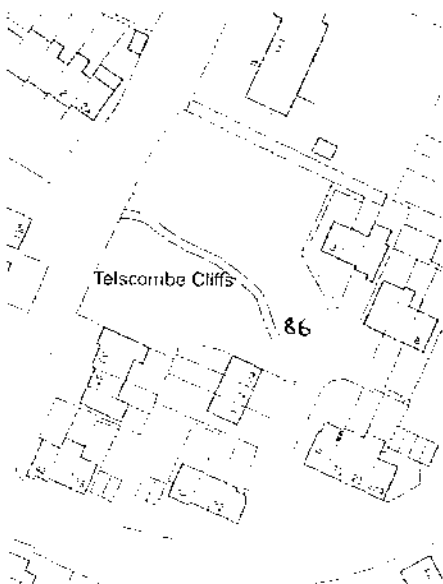
AGENDA ITEM	21
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	To consider works to tree 85 in the Copse

1. INTRODUCTION

Councillors agreed by email to EH Treecare's estimate to carry out works to trees listed as poor structure and/or works that needed to be undertaken within 3 months. This was recommended for ratification in the previous agenda item. Tree 85 located in the Copse was within that list of trees, but as it is subject to a tree preservation order (TPO), a planning application had to be submitted to Lewes District Council (LDC) for the recommended work before it could take place. A Purchase Order was therefore issued to EH Treecare to undertake works to all trees, excluding tree 85.

2. INFORMATION

The tree survey also highlighted another tree that required works to be undertaken in the Copse. Tree 86 is a Sycamore situated on the border of Bridle Way (map below). It is listed as fair structure and recommended work within 6 months to lift the branches over the road and lawn by 5 metres.



As I was completing a tree works application to LDC for tree 85, I also included tree 86 within the application.

LDC have now agreed to works on both trees, so I contacted EH Treecare for a price to undertake the work to tree 86. They have quoted £80 plus VAT for the above specification.

3. RECOMMENDATION

I recommend that we accept EH Treecare's quotation of **£80 plus VAT** to carry out works to tree 86. It should be noted that a resident has previously complained about leaves falling onto the parked cars underneath the tree.

Works were previously agreed to tree 85 in the sum of £150 plus VAT by EH Treecare to it is recommended to issue a purchase order to EH Treecare to carry out works to both trees in the Copse in the sum of **£230 plus VAT**.

4. ENVIRONMENTAL IMPACT

Trees produce oxygen and other health benefits to the local community.

5. FINANCIAL IMPLICATIONS

The grounds maintenance budget, nominal code 4101-201, has £7,563 remaining. However, we have agreed tree works totalling £8,560 which are yet to be carried out and will therefore need to use some of our remaining earmarked reserve for grounds maintenance which currently stands at £4,980 to cover the tree works which will leave a balance remaining of £3,983. The work above totalling £230 will therefore also have to come from the earmarked reserve for grounds maintenance, leaving a balance of £3,753.

AGENDA ITEM	22
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	To discuss way forward with obtaining estimates for works in Chatsworth Park

1. INTRODUCTION

At May's Committee meeting it was agreed to obtain estimates for proposed works in Chatsworth Park; repair works to the steps next to the north playground and re-grading and reduction of a bank bordering Kirby Drive.

2. INFORMATION

I have contacted over 10 contractors for quotes but have not received any prices. I then contacted Lewes District Council (LDC) and Peacehaven Town Council (PTC) Officers for their recommendations. LDC were unable to assist but PTC gave me the name of another contractor who I contacted. Unfortunately, they have also not responded to us. The Town Clerk has asked local Town Councils through the Sussex & Surrey Associations of Local Councils for their recommendations and has also been unsuccessful to date.

3. RECOMMENDATION

It is recommended that the Committee consider a way forward regarding obtaining estimates for these important works.

4. ENVIRONMENTAL IMPACT

Maintenance needs to be undertaken to allow residents and visitors to safely use the park.

5. FINANCIAL IMPLICATIONS

Previously agreed works means that our remaining budget under nominal code 4101-201 for grounds maintenance will be used up and some of our remaining earmarked reserve will be used. If works recommended in other reports considered at this meeting are agreed, they will reduce the earmarked reserve further to £3,753. We therefore have limited funds available in this financial year for any further works.

Although a draft budget has been drawn up for next year for grounds maintenance of £12,000, it is unlikely that we will have spare funds to put back into the earmarked reserve. If we manage to obtain estimates for improvement works in Chatsworth Park, alternative funding may have to be sought.

AGENDA ITEM	23
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	28 th November 2022
SUBJECT	To consider replacing battery and pads to defibrillator at Civic Centre

1. INTRODUCTION

The battery to the defibrillator needs replacing and the adult pads are due to expire soon. This has previously been replaced free of charge by Secamb, however, they have advised us that as the defibrillator is privately owned by ourselves, they will no longer provide replacement parts free of charge.

2. INFORMATION

Unfortunately as the battery has run out, we are unable to use the defib at present. We have investigated prices for a replacement battery and the average price is £270 and a set of adult pads average at £45. A new battery provides 4 years of standby life.

Although the defib has never been used since its installation in 2012, use of a defibrillator can improve survival rates dramatically and it would be a shame not to replace it.

3. RECOMMENDATION

We could investigate whether we could get a new defib via a grant/lottery funding or something similar. If not, it is recommended to replace the battery and also the pads when needed.

4. FINANCIAL IMPLICATIONS

The cost can be paid from the consumable supplies budget, nominal code 4402-301, which currently has £525 remaining.

If we do agree replacement, we could set up a new earmarked reserve for next year to put funds away for a new battery and also new pads as, each time the defib is used, we will need to buy a new set of pads.

AGENDA ITEM	24
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	28 th November 2022
SUBJECT	To agree gas boiler programmer repair and consider new gas service contract

1. INTRODUCTION

A short while ago the gas boilers stopped working. As British Gas had cancelled our service contract, we therefore contacted local companies to see if they could attend site and arranged for Gregory Gas Heating & Plumbing of Peacehaven to attend.

2. INFORMATION

They attended site and investigated the problem. They found the programmer to be faulty and advised it needed replacing. As this could not wait for the next meeting for approval, I agreed for them to carry out the work under my delegated authority as emergency works. The work they undertook included checking the pump and pump speed, replacing the programmer and setting the times, replacing the zone valve and testing and checking the system was working.

Parts to include a programmer, zone valve and 5 pin wire plug came to £195 and 2 hrs labour were £110, total £305.00 plus VAT.

Whilst on site, I asked them to provide a quote for servicing the boilers. They have quoted £95 plus VAT to carry out the service, including checking seals and flues and carrying out all safety checks.

3. RECOMMENDATION

In view of the circumstances, I recommend noting the works undertaken by Gregory Gas Heating & Plumbing and to agree for them to service the boilers annually at a cost of £95 plus VAT.

4. FINANCIAL IMPLICATIONS

The cost of future service can be paid from the equipment maintenance budget.

AGENDA ITEM	25
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk
MEETING DATE	28 th November 2022
SUBJECT	To consider adding an annual 3-hour duration test of the emergency lighting to the Securitel service schedule and agree works required following fire alarm service visit

1. INTRODUCTION

Our last Fire Risk Assessment stated that the emergency lighting needs to have a 3 hour duration test carried out annually which is a standard length of time should a fire occur.

2. INFORMATION

We asked Securitel if they could undertake this during their quarterly service visit for the fire alarm in October. They advised they could carry this out and would charge an extra 2 hours at their hourly rate of £55.00 plus VAT – total £110.00 plus VAT. I therefore agreed for this to be undertaken.

Their report following the test showed that 4 emergency lights failed the 3 hour duration test. Their report for the fire alarm also advised that the panel is isolated via an unswitched fuse spur which can be operated without the need for a special key/tool – recommendation that this is replaced with a key switched isolator and that the mains supply is wired in twin and earth, but all circuits should be wired in fire rated cable. We asked them to provide an estimate for the works, but we haven't received anything to date. We also asked another electrician to come and look at the emergency lights, as one was only replaced by them last year. The electrician, Westview Electrical Ltd, will replace the one they installed last year free of charge as it is under warranty and they provided a cost of £195 to replace the other 3, as well as a price of £55 to install a fire alarm isolation key switch. Regarding the mains supply, Westview have provided a price of £420 to undertake the work, although they advise that this work is not required. It is the first time it has been highlighted on a service visit by Securitel.

3. RECOMMENDATION

It is recommended to (a) add an annual 3-hour duration test of emergency lighting to the Securitel servicing schedule at next renewal and (b) to agree replacement of the 3 emergency lights by Westview at a cost of £195 and the fire alarm isolation key switch for £55, all plus VAT.

4. ENVIRONMENTAL IMPACT

Lights are being replaced with LED bulbs

5. FINANCIAL IMPLICATIONS

The fire alarm service contract price was £446.25 this year so it would increase by £110, net of VAT.

The cost of the electrical works can be taken from nominal code 4419-301, internal/external works, which has a current balance of £1,640.

AGENDA ITEM	26
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk
MEETING DATE	28 th November 2022
SUBJECT	To consider using the Civic Centre as a warm space/hub

1. INTRODUCTION

Councillor Robinson has asked for this item to be placed on the agenda for consideration.

2. INFORMATION

Warm hubs or spaces are welcoming spaces where residents can go if they are finding it hard to stay warm at home due to increasing energy costs. They should be safe, non-judgemental spaces where local people can sit and be warm, study or work on their laptops with access to wi-fi and have a hot or cold drink. They can come along on their own, or with a friend. Some hubs offer activities or have someone present to give practical tips and advice on saving energy costs and keeping safe and warm at home, but I do not think we would be able to offer this.

In view of regular hirers at the Civic Centre, there will be limited days/times where we could offer this service on a regular weekly basis. Also, as other local places are beginning to offer this service, it would be beneficial to offer the Civic Centre at alternate times so that members of the public can make use of all the hubs locally. The Council Chamber does not have heating and the exhibition area is very open and can be cold, so room 1 downstairs would be a better room to offer.

3. RECOMMENDATION

It is recommended to consider offering the Civic Centre as a warm space.

4. FINANCIAL IMPLICATIONS

There will be financial implications for the use of electricity for lighting and making hot drinks, as well as the cost for providing tea & coffee or squash if we decide to offer this.

AGENDA ITEM	27
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	28 th November 2022
SUBJECT	Future Events Update/Agreement

1. INTRODUCTION

Since the last Committee meeting, two events have been held at the Civic Centre.

2. INFORMATION

The Macmillan Coffee morning was held on Thursday 29th September, which was well attended by local residents and raised £440.

In addition, the children's Halloween party was held on Sunday 30th October with Cllrs Clarkson, Gallagher and O'Connor helping out at the event. The party was sold out early with 89 tickets being purchased.

The events working group have agreed for a Christmas tree to be added to the outside of the Civic Centre and this will be purchased soon.

Further details concerning the Christmas morning will be considered shortly. Cllrs Judd and Robinson have previously advised they are happy to run the kitchen and Cllr Clarkson has also offered to attend on the day. A decision regarding serving food will be made nearer the time, but it is anticipated to serve sausage rolls and mince pies.

At the last Committee meeting it was agreed I would contact Peacehaven Town Council (PTC) to see if they would consider holding a summer fayre on alternate years (with PTC holding their event in 2023 and Telscombe Town Council holding their event in 2024, etc). This was considered at PTC's Events Committee meeting, where it was agreed for each Town Council to host their fayre's bi-annually. They suggested that the two Town Councils work together to help market the events and hold a stall at the other's event.

3. RECOMMENDATION

To note the above information.

4. ENVIRONMENTAL IMPACT

Minimal.

5. FINANCIAL IMPLICATIONS

The Town Entertainment budget is showing an overspend of £202, but it is offset by the income received which is £690 over budget. The income was from the summer fayre as was the majority of the expenditure, but £377 was for various licences for the Civic Centre.

Following deduction for expenditure, there is £164.50 remaining from ticket sales from the Halloween party which has yet to be paid which will increase the entertainment from income to £954.50.