



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
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16th January 2023

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 23rd January 2023** 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 28th November 2022 – *see attached*
5. To receive action list – *see attached*
6. To note Income & Expenditure figures to 31st December 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. Update on weekly playground inspection reports – *see attached*
11. Update on Management Plan – *see attached*
12. To ratify bulb planting in Chatsworth Park already undertaken by Develop Outdoors – *see attached*
13. To consider increasing the size of the wildlife pond in Chatsworth Park – *see attached*
14. To consider estimate from Countrymans for works bordering a property in Chatsworth Park – *see attached*
15. Future Events update/agreement – *see attached*
16. 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 – 20th March 2023



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 28th November 2022** in Telscombe Civic Centre at 7.30 pm.

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

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

Cllr Clarkson welcomed everyone to the meeting and asked that agenda item number 26, to consider using the Civic Centre as a warm space, is discussed earlier on in the meeting, following the action list. This was **agreed** by the Committee.

1611. PUBLIC QUESTION TIME

There were no members of the public present.

1612. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Judd who had a physio appointment and Cllr Smith who was away. These reasons were accepted by the Committee. Cllr Brindley was absent but had not sent apologies.

1613. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1614. TO APPROVE MINUTES OF THE MEETING HELD ON 26th SEPTEMBER 2022

It was proposed by Cllr O'Connor, seconded by Cllr Selby and unanimously **RESOLVED** that the minutes of the meeting held on Monday 26th September 2022 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson.

1615. 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	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



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1615. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.9.21	Min 1461, p 3516 – To consider carbon footprint calculator for the Civic Centre	SN	Information on Civic Centre carbon footprint calculation to be taken to the Climate Change working group for consideration as to a way forward. <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 License.	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
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 License.	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



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1615. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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
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



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1615. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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
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



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1615. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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

Cllr Selby asked if minutes 1523 and 1540 could be added together as they have the same action. The Amenities Officer stated that they relate to works to two different groups of trees and were considered under separate meetings, so will need to be shown as such.

Cllr Page considered that the action list was too long and felt that only outstanding actions needed reporting.

Cllr Robinson asked why the oak saplings under minute 1577 had a due date of January but the update states they need to be planted in the autumn. Cllr Clarkson advised that Cllr Gallagher will be aiming to plant the surviving sapling at the volunteer session next week.

Cllr Clarkson reported that he had met with the District Council ecologist for planting advice on the hedgerow at the Copse, minute 1606. She had provided him with advice on best planting practice and this will be scheduled in for the January volunteer session.

The Amenities Officer advised that Meridian School have now completed the bee home bundles under minute 1520. Cllr Clarkson has collected them direct from the school and they will be added to the park in the spring.

1616. TO CONSIDER USING THE CIVIC CENTRE AS A WARM SPACE/HUB

Cllr Robinson informed the Committee that several local churches and community spaces were providing a warm space where residents can go if they are finding it hard to stay warm at home due to increasing energy prices. The District Council had provided grants to several groups to assist with costs. Although the grant process had closed, Cllr Robinson asked the Committee if they would consider the Town Council offering a warm safe space in the Civic Centre for our residents, at an allocated time each week. Following consideration it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Council temporarily offer Room 1 of the Civic Centre as a warm space every Thursday between 1.30 and 4.30pm, starting from 5th January 2023 with Cllr O'Connor supervising, that Cllr Robinson will obtain drinks and other items for residents to use, posters be shared to advertise the warm space and that the scheme is reviewed at March's committee meeting. Cllr Robinson advised she would contact Peacehaven Town Council who are currently providing a warm space, to see if the two Town Councils could produce a flyer together advertising the two locations.

1617. TO NOTE INCOME & EXPENDITURE FIGURES TO 31st OCTOBER 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



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1617. To note income & expenditure figures to 31st October 2022 (Contd)

Committee and Earmarked Reserves were noted. It was proposed by Cllr Gallagher, seconded by Cllr Page and unanimously **RECOMMENDED** that the income and expenditure figures for Amenities of £16,119 expenditure and income of £4,187 and Civic Centre expenditure of £22,403 and income of £16,084 at 31st October 2022 be accepted as correct.

1618. TO REVIEW/UPDATE THE BUSINESS PLAN

The Business Plan was **noted** and it was agreed no updates were necessary.

1619. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was **noted** by the Committee.

1620. 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. Cllr O'Connor had previously asked the Committee via email to re-consider the proposed location of the information board next to the car park at Chatsworth Park, so that it is further away from the bin in this area. As the location had already been agreed at the last meeting, it would need to be re-considered at this Committee meeting. It was therefore proposed by Cllr O'Connor, seconded by Cllr Selby and unanimously **RECOMMENDED** that the information board is positioned 2 metres north of its current proposed location along the pathway.

1621. TO CONSIDER WAY FORWARD WITH CHATSWORTH PARK ACCESS SURVEY RESULTS

The results from the Chatsworth Park access survey had previously been sent to the Committee and a working group consisting of Cllrs Clarkson, Gallagher, O'Connor, Robinson and the Amenities Officer met to discuss the findings. Residents felt that priority should be given to the path surfaces north of the park, including the memory garden, as well as Pigs Hill, the car park and the wooded area that runs east to west of the park between Bridle Way and Ambleside Avenue. Residents also asked that the pathways are cleared of mud and resurfaced. Following on from the survey, the Amenities Officer advised that a resident had informed the Office that they had broken their upper arm and shoulder 6 weeks ago tripping on a tree root on a pathway between the first and second field in Chatsworth Park, whilst trying to get away from the contractors cutting the grass. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a working group meet in January to draft an action plan on what items they would like taken forward, taking into consideration costs, labour and time and the Town Clerk contacts the resident who fell to advise the Town Council are undertaking investigations on the pathways throughout the park. Cllrs Clarkson, Gallagher and O'Connor volunteered to be part of the working group.

The Amenities Officer also reported that the pathway at the end of Pigs Hill, leading out of the park to Park Avenue, had become extremely muddy due to the recent wet weather. It is very difficult to pass and is one of the major walkways through the park, which is used to access the local primary school. The mud collects every time there is a lot of rain and two complaints have been received from residents who have asked that it be cleared. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Chatsworth Park volunteer group clear the mud from the pathway at their session at the weekend and that discussion on how to prevent the mud washing across the pathway be discussed at the access survey working group.



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1622. TO NOTE THE ANNUAL PLAYGROUND INSPECTION REPORT

The Committee **noted** the annual playground inspection report.

1623. UPDATE ON PLAYGROUND INSPECTION REPORTS

The playground inspection report was **noted** by the Committee

1624. TO CONSIDER FURTHER WORKS TO WET POUR SURFACES IN CHATSWORTH PARK SOUTH AND ROBERT KINGAN PLAYGROUNDS

The Committee considered the Amenities Officer's report. DCM Surfaces had carried out repairs to wet pour surfaces across the three Town Council owned playgrounds in the summer, but advised that the surfaces to the trampolines at Chatsworth Park South playground were too damaged for them to repair and the whole section would need replacing. In addition, the wet pour at Robert Kingan playground was damaged following the repairs due to members of the public entering the playground when it had been closed off. DCM provided a price of £1,250 plus VAT for Chatsworth Park South and £500 for Robert Kingan to cut out the damaged wet pour areas and re-lay.

Councillors raised concerns regarding the costs and that the earmarked reserves were being reduced, which would decrease funds for the next major playground refurbishment. It was noted that the annual playground inspection report highlighted the wet pour next to the trampolines in Chatsworth Park South playground as low risk and the damaged wet pour next to the roundabout at Robert Kingan playground as very low list, whilst both items on the weekly playground report were listed as low risk. It was therefore proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that works are not undertaken to either location at the present time and it is re-looked at in the New Year.

1625. TO CONSIDER REMOVAL OF CLIMBING APPARATUS IN CHATSWORTH PARK SOUTH PLAYGROUNDS

The report from the Amenities Officer advised that there were several low and medium risk findings from the weekly playground inspection report concerning the wooden climbing apparatus in Chatsworth Park South playground, including an extremely large crack on the bottom of one of the poles. The annual playground inspection report had also recently been received, with 12 findings listed from level 12, moderate risk to level 4, very low risk. Although five contractors had been contacted for a price, only one had responded. Playsafe Playgrounds quoted £2,265 plus VAT to fully remove the climbing apparatus or £1,723 plus VAT to replace the damaged post. The Committee felt the item was beyond repair and should be removed, but that the price from Playsafe Playgrounds was high. It was therefore proposed by Cllr Clarkson, seconded by Cllr Selby and unanimously **RECOMMENDED** that the Amenities Officer further investigates alternative prices from other contractors and if there is no response within 10 days, that the quote from Playsafe of £2,265 plus VAT to fully remove the equipment be accepted.

1626. TO CONSIDER REPLACEMENT LOG ON WOODEN TRIM TRAIL AT CHATSWORTH PARK SOUTH PLAYGROUND

The report from the Amenities Officer was considered by the Committee. One of the wooden logs on the trim trail at Chatsworth Park South playground was reported as missing on a recent playground inspection report. The hanging rope was removed for safety reasons and Playsafe Playgrounds, who installed the item, were asked to quote for a replacement log. They quoted £416 plus VAT to replace



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1626. To Consider Replacement Log On Wooden Trim Trail At Chatsworth Park South Playground

the stepping log with new steel fixings, but this did not include installation. Following discussion, it was proposed by Cllr Gallagher, seconded by Cllr Selby and **RECOMMENDED** to accept Playsafe Playgrounds quotation of £416 plus VAT to replace the stepping log and for M Evans to fit it. Cllr Clarkson agreed with the recommendation but Cllrs O'Connor, Page and Robinson abstained. Cllr Clarkson had the casting vote as Chair and this motion was carried.

1627. TO CONSIDER PRICE TO PAINT BALL WALL IN CHATSWORTH PARK

The Committee discussed the Amenities Officer's report. A local artist had created a mock-up of the painted ball wall in Chatsworth Park and listed the costings to cover materials. The Councillors were all in favour of the proposed picture and it was therefore proposed by Cllr Robinson, seconded by Cllr Selby and unanimously **RECOMMENDED** that the local artist paints the ball wall with the pre-agreed design at a cost of £343.24 for materials including an anti-graffiti coating and that the Town Clerk checks with our insurance company to see if the artist can be covered under the Town Council's insurance as a volunteer.

1628. TO CONSIDER ADDING BAT BOXES IN CHATSWORTH PARK

The report from Cllr Clarkson asked if the Committee would consider allowing the installation of 8 bat boxes in Chatsworth Park. The bat boxes would be assembled by students of Meridian Primary School, with materials and instructions on how to create the boxes being provided by the Chatsworth Park volunteers. Following consideration, it was proposed by Cllr Page, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that 8 bat boxes are added to Chatsworth Park and the allocated trees are decided alongside discussion with the Amenities Officer and findings from the most recent tree survey report.

1629. TO CONSIDER A NEW WILDFLOWER MEADOW IN CHATSWORTH PARK

The Committee considered Cllr Clarkson's request to add a wildflower meadow on the east side of Chatsworth Park in February 2023. It was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** for a meadow 3m by 20m to be added to this location at no cost to the Council, with all work being undertaken by the Chatsworth Park volunteers.

1630. TO NOTE REMOVAL OF RUSSIAN VINE TO AN AREA WITHIN CHATSWORTH PARK

The Amenities Officer's report confirmed that additional works had been carried out to an area within Chatsworth Park to remove Russian Vine at a cost of £160 plus VAT. The resident had been contacted to check if they were happy with the works undertaken but no response had been received. This was **noted** by the Committee. However, Cllr Clarkson asked the Amenities Officer to re-contact the resident now that some time had passed to check that they were happy with the work undertaken.

1631. TO RATIFY AGREEMENT OF 3 MONTH TREE WORKS

The report from the Amenities Officer confirmed that as agreed at March's Committee meeting, estimates had been obtained for trees listed on the tree survey where the structure was listed as poor and/or works needed to be undertaken within 3 months. The Committee were emailed in June by the Amenities Officer with the recommendation that works for this group of trees be undertaken by EH Treecare who had provided the most competitive price. As a majority response had been received, a



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1631. To Ratify Agreement Of 3 Month Tree Works

Purchase Order was issued to EH Treecare to undertake the work, excluding £150 for tree 85 in the Copse which required approval from Lewes District Council (LDC) before any works could take place. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously agreed to **RATIFY** the decision.

1632. TO CONSIDER WORKS TO TREE 86 IN THE COPSE

The Amenities Officer's report confirmed that as tree 85 in the Copse is subject to a Tree Preservation Order (TPO), an application was submitted to LDC for the recommended work to be undertaken. The tree survey highlighted another tree in the Copse that also required works; tree 86 listed as a Sycamore with fair structure and recommended work within 6 months to lift the branches over the road and lawn by 5 metres. As a tree works application to LDC was being completed for tree 85, the Amenities Officer also included tree 86 within the application. LDC have now approved works to both trees and EH Treecare were contacted for a price to undertake the work to tree 86. Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that EH Treecare undertake the proposed works to tree 86 in the Copse at a cost of £80 plus VAT.

1633. TO DISCUSS WAY FORWARD WITH OBTAINING ESTIMATES FOR WORKS IN CHATSWORTH PARK

The report from the Amenities Officer highlighted the difficulty in obtaining estimates for proposed works in two areas within Chatsworth Park; repair works to the steps next to the north playground and re-grading and reduction of a bank bordering a property in Kirby Drive. Unfortunately none of the contractors contacted to date had provided estimates for the proposed works.

Councillors discussed how to progress this. Councillor Gallagher suggested that the Town Council review their strategy and work with one or two contractors to build loyalty. She also suggested contact be made with Countrymans to see if they could re-consider quoting. Concerning the steps next to the north of the playground, Cllr Clarkson noted that this location within the park was not highlighted in the recent access survey responses provided by members of the public and may therefore not be a priority. Following consideration it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that a) a decision on the steps next to the north playground be taken to the access survey working group so that it is considered alongside the other access findings, b) that the Amenities Officer contacts S Willmot for a quotation on re-grading and reduction of a bank bordering a property in Kirby Drive, (c) contact is made with Countrymans to ask them to provide an estimate on the aforementioned bank and (d) that the Town Council advertises for contractors to quote for the works on social media and that it is shared on local interest pages.

1634. TO CONSIDER REPLACING BATTERY AND PADS TO DEFIBRILLATOR AT CIVIC CENTRE

The Town Clerk's report advised that the battery to the defibrillator needed replacing and the adult pads are due to expire soon. Secamb had previously replaced these free of charge but they have now advised that as the defibrillator is privately owned by the Town Council, they will no longer provide replacement parts free of charge. Prices for a replacement battery average at £270 and £45 for a set of adult pads. Cllr Page felt that the battery and parts should be obtained as soon as possible and it was therefore proposed by Cllr Page, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that a new battery and adult pads be purchased at the best price available.



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1635. TO AGREE GAS BOILER PROGRAMMER REPAIR AND CONSIDER NEW GAS SERVICE CONTRACT

The Committee considered the Town Clerk's report. The gas boilers at the Civic Centre had stopped working and Gregory Gas Heating & Plumbing were asked to inspect re repair and were subsequently instructed to resolve the problem. Whilst on site, the Town Clerk asked them to provide a quote to service the boilers. Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** for Gregory Gas Heating & Plumbing to service the boilers annually at a cost of £95 plus VAT.

1636. 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

The report from the Town Clerk confirmed that the emergency lighting at the Civic Centre requires an annual 3 hour duration test and Securitel, who service the fire alarm, were asked to undertake a test. Their report showed that 4 emergency lights had failed and that the fire alarm panel will need isolating via an unswitched fuse spur to be operated without the need for a special key. Securitel were asked to provide an estimate but the Town Council have not received anything to date. Westview Electrical Ltd were asked to look at the emergency lights as one of them had been replaced by them last year. They agreed to replace one light free of charge as it is under warranty and provided an estimate for the remaining works. Following consideration, it was proposed by Cllr Robinson, seconded by Cllr Selby and unanimously **RECOMMENDED** that an annual 3 hour duration test of emergency lighting is added to the Securitel servicing schedule at the next renewal and that Westview Electrical Ltd replace 3 of the emergency lights at a cost of £195 plus VAT and the fire alarm isolation key switch at a cost of £55 plus VAT.

1637. FUTURE EVENTS UPDATE/AGREEMENT

The Amenities Officer's report was considered by the Committee. It was noted that the Macmillan coffee morning had raised £440 and the children's Halloween party was sold out. Peacehaven Town Council have agreed to hold a summer fayre bi-annually with Telscombe Town Council, starting with Peacehaven Town Council holding their event in 2023. This was **noted** by the Committee. Cllr Robinson asked if Cllr Judd would be attending the Christmas morning and the Town Clerk confirmed that he had advised he will be present. Cllr Clarkson advised he would like to arrange another movie evening in the near future.

1638. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

There were no urgent matters.

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

Signed, CHAIRMAN

NB Next meeting of the Committee - Monday 23rd January 2023 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List
23rd January 2023

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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>	May 2023
21.03.22	Min 1523, p 3638 – Update on tree survey actions and to agree way forward with tree works	BB	EH Treecare have been advised by ecologist they can proceed with tree works to areas near badger setts providing the methodology does not change and excavations & heavy machinery is not used.	Mar 2023
21.03.22	Min 1524, p 3639 – Urgent Matters, bee homes	CCL	Meridian School have created the bundles and Cllr Clarkson will place them in the park in spring.	Mar 2023
30.05.22	Min 1542, p 3679 – To consider estimates for tree works in Chatsworth Park	BB	EH Treecare have been advised by ecologist they can proceed with tree works to areas near badger setts providing the methodology does not change and excavations & heavy machinery is not used.	Mar 2023
30.05.22	Min 1552, p 3681 – To consider quotes for café feasibility study	SN/BB	Stickland Wright have provided their drawings and breakdown of the stages. Working group to meet in Feb to discuss next steps	Complete
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 in March if required.	Mar 2023
25.07.22	Min 1565, p 3714 – Update on Develop Outdoors request to build a permanent shelter in Chatsworth Park	BB	Develop Outdoors still working on the shelter & fence – delays due to the weather.	Mar 2023
25.07.22	Min 1572, p 3715 – To discuss findings from the preliminary bat roost assessment in Chatsworth Park	BB	Tree surgeon has advised will be unable to complete works without a dusk emergence and dawn re-entry bat survey. Obtaining prices for 5 trees listed as having high bat roost potential as per report from Middlemarch.	Mar 2023
25.07.22	Min 1573, p 3716 – To agree for a wildflower pond and second	CCL	CCL to obtain funding for pond. Ecologist has recommended the pond is doubled in size.	See new agenda item

Agenda Item 5 - Amenities and Civic Centre Action List
23rd January 2023

	hibernacula being added in Chatsworth Park			
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 in autumn. A large amount of bramble cut back will also need to be undertaken.	Sep 2023
25.07.22	Min 1577, p 3717 – To consider accepting oak tree saplings	BB	The one surviving sapling was not planted in the park and will be planted in autumn 2023.	Sep 2023
26.09.22	Min 1599, p 3743 – Update on Management Plan and agree works required	BB	Specification Document drafted for quotes to clear the vegetation bordering 2 properties by 2m. Residents written to but no reply to date.	Mar 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 bench installed. Specification doc with Town Clerk for approval	Mar 2023
26.09.22	Min 1606, p 3744 – To consider way forward with planting a hedgerow at the Copse	CCL	Planting of the hedgerow was undertaken by volunteers early January. Saplings were planted in the grass verge and not the Copse boundary.	Complete
28.11.22	Min 1616, p 3786 – To consider using the Civic Centre as a warm space/hub	CR	Room 1 at Civic Centre is currently being used as a warm space 1.30-4.30pm every Thurs, from 05.01.2023. Scheme to be reviewed at March's A&CC mtg.	Mar 2023
28.11.22	Min 1620, p 3787 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	SN	3 out of the 4 information boards have been added to Chatsworth Park. 4 th is yet to be installed due to location issue.	Mar 2023
28.11.22	Min 1621, p 3788 – To consider way forward with Chatsworth Park access survey results	BB SN CCL	Working group meeting due on 18/01/23 to discuss findings & draft action plan. An update will be given at this mtg. SN has contacted resident to advise TTC investigating pathways through the park. Mud was cleared from the pathway at the bottom of Pigs Hill	Mar 2023 Complete Complete

Agenda Item 5 - Amenities and Civic Centre Action List
23rd January 2023

			by Chatsworth Park volunteers, but keeps being washed back.	
28.11.22	Min 1624, p 3788 – To consider further works to wet pour surfaces in Chatsworth Park South and Robert Kingan Playgrounds	BB	Agreed that works are not undertaken to either location and re-looked at in the New Year.	Mar 2023
28.11.22	Min 1625, p 3788 – To consider removal of climbing apparatus in Chatsworth Park South Playground	BB	Countrywide Contractors quoted a cheaper price to remove the climbing apparatus and a Purchase Order has been issued.	Mar 2023
28.11.22	Min 1626, p 3789 – To consider replacement log on wooden trim trail at Chatsworth Park South Playground	BB	A Purchase Order has been sent to Playsafe to replace the stepping log.	Mar 2023
28.11.22	Min 1627, p 3789 – To consider price to paint ball wall in Chatsworth Park	SN	Checks to be made with TTC insurers if artist covered. <i>Insurance due for renewal so will have to wait until new insurance agreed before we can check.</i>	March 2023
28.11.22	Min 1628, p 3789 – To consider adding bat boxes in Chatsworth Park	BB	Cllr Clarkson and Amenities Officer are scheduled to meet in Chatsworth Park on 20/01/2023 to consider locations.	Mar 2023
28.11.22	Min 1629, p 3789 – To consider a new wildflower meadow in Chatsworth Park	CCL	Cllr Clarkson will arrange for the new wildflower meadow to be created at the February volunteer session.	Mar 2023
28.11.22	Min 1630, p 3789 – To note removal of Russian Vine to an area within Chatsworth Park	BB	Resident contacted to check if the area is still clear of the vine, but no response received.	Complete
28.11.22	Min 1632, p 3790 – To consider works to tree 86 in the Copse	BB	EH Treecare have now completed works in this location.	Complete
28.11.22	Min 1633, p 3790 – To discuss way forward with obtaining estimates for works in Chatsworth Park	BB BB	Access working group to decide way forward re steps next to north playground when they meet on 18/01/23. Update will be provided at this meeting. Estimate received for works bordering a property in Kirby Drive.	Mar 2023 See new agenda item
28.11.22	Min 1634, p 3790 – To consider replacing battery and pads to	SN	SN to purchase new battery and adult pads. <i>Battery now working ok and pads to be purchased near expiry date.</i>	Complete

Agenda Item 5 - Amenities and Civic Centre Action List
23rd January 2023

28.11.22	defibrillator at Civic Centre			
28.11.22	Min 1636, p 3791 – 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		Security informed re annual 3-hour emergency lighting test. Westview Electrical Ltd have replaced the emergency lights and fire isolation key switch.	Complete

AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd January 2023
SUBJECT	To note Income & Expenditure to 31 st December 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 December 2022 are:-

Amenities - Income of £4,672 and expenditure of £19,938.

Civic Centre – Income of £20,851 and expenditure of £30,214.

Explanations for major variations are as follows:-

Amenities

1054-105 Income entertainment – The actual year to date figure of £955 comprises £790 from the summer fayre either through stalls or advertising from contractors and £117 from the inflatable bounce attraction and the balance of £165 from the Halloween event.

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 from the summer fayre.

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 – the majority of the income is the licence fee paid for the café concession from April to December and the remainder is part of the donation from the TRA towards the information boards of £662. (The rest of the donation from the TRA is allocated to P&R for the Tye boards)

4360-202 Café concession - £2,500 of this will cover the agreed feasibility study report. A part payment of £1,250 has been paid to date.

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 which have both been made and is therefore £227 under budget.

4060-101 Loan Accounts – payments for the loan for the Civic Centre are made twice a year in May and November and as both payments have been made this nominal code is therefore £566 under budget.

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, wetpour surface repairs and felt surface repairs.

9014-910 Telscombe Tye - £6,000 is for cutting of the Tye.

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 to cover the next instalment and we have incurred fees of £392 up until the end of the contract with them last December, which will be paid in the 2024/25 financial year.

9035-910 Grounds maintenance – the expenditure is for the bat roost assessment/report & badger report which had not been budgeted for.

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.

11/01/2023

15:16

Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Amenities</u>							
<u>105 Town Events</u>							
1054 Income entertainment	0	955	100	(855)			954.5%
Town Events :- Income	0	955	100	(855)			954.5%
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	(303)	(1,000)	(697)			
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098 Playground equipment Replacement	0	0	14,000	14,000	14,000	0	100.0%
4100 Playgrounds Spare Parts/Repair	0	1,692	2,000	308		308	84.6%
4101 Grounds Maintenance	415	3,568	10,000	6,432		6,432	35.7%
4104 Works contract 1, playgrounds	240	4,076	7,850	3,774		3,774	51.9%
4105 Works contract 2 -trees/hedges	0	2,095	2,600	505		505	80.6%
4106 Works contract 3 - small groundwrk	0	865	1,800	935		935	48.1%
4107 Playground inspections	195	1,987	2,700	713		713	73.6%
4108 Miscellaneous expenditure	0	2,506	0	(2,506)		(2,506)	0.0%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	850	16,789	40,950	24,161	14,000	10,161	75.2%
Net Expenditure							
	(850)	(16,789)	(40,950)	(24,161)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	1,150	1,150	0			100.0%
1063 Income memory garden plaques	0	305	300	(5)			101.7%
1065 Income miscellaneous	320	2,262	0	(2,262)			0.0%
Amenities General :- Income	320	3,717	1,450	(2,267)			256.3%
4351 Seats and Notice Boards	0	0	1,500	1,500		1,500	0.0%
4357 Memorial benches	0	576	1,150	574		574	50.1%
4358 Memory garden plaques	0	65	300	235		235	21.6%
4360 Cafe concession	0	1,250	3,500	2,250		2,250	35.7%
Amenities General :- Indirect Expenditure	0	1,891	6,450	4,559	0	4,559	29.3%
Net Income over Expenditure							
	320	1,826	(5,000)	(6,826)			
Amenities :- Income	320	4,672	1,550	(3,122)			301.4%
Expenditure	850	19,938	48,500	28,562	14,000	14,562	70.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

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	753	9,886	10,000	114			98.9%
1002 Income - C Centre FIT payments	1,172	5,379	4,800	(579)			112.1%
1003 Income - C Centre mast rental	1,653	4,959	6,615	1,656			75.0%
1004 Income miscellaneous	0	627	0	(627)			0.0%
Civic Building :- Income	3,578	20,851	21,415	564			97.4%
4401 General Repairs	70	1,789	2,000	211		211	89.4%
4402 Consumable Supplies	138	594	900	306		306	66.1%
4403 Equipment Maintenance	55	1,810	2,000	190		190	90.5%
4404 External/Internal Decorating	0	1,000	1,000	0		0	100.0%
4406 Refuse collection	20	767	1,100	333		333	69.7%
4407 Equipment	0	983	1,250	267		267	78.6%
4411 Rates	1,206	10,853	15,000	4,147		4,147	72.4%
4412 Water and Sewage	0	1,673	1,900	227		227	88.1%
4413 Electricity	0	596	2,550	1,954		1,954	23.4%
4414 Gas	333	855	3,250	2,396		2,396	26.3%
4419 Internal/external works	0	360	2,000	1,640		1,640	18.0%
Civic Building :- Indirect Expenditure	1,822	21,281	32,950	11,669	0	11,669	64.6%
Net Income over Expenditure	1,756	(430)	(11,535)	(11,105)			
302 Civic Building Loan							
4060 Loan Accounts	0	8,934	9,500	566		566	94.0%
Civic Building Loan :- Indirect Expenditure	0	8,934	9,500	566	0	566	94.0%
Net Expenditure	0	(8,934)	(9,500)	(566)			
Civic Centre :- Income	3,578	20,851	21,415	564			97.4%
Expenditure	1,822	30,214	42,450	12,236	0	12,236	71.2%

11/01/2023

Telscombe Town Council

15:16

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
910 Earmarked Reserves							
9011 Park/Playground refurbishment	0	16,867	103,182	86,315		86,315	16.3%
9012 Civic Centre Maintenance	0	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	110	2,161	2,051		2,051	5.1%
9039 Clifftop fencing	0	0	711	711		711	0.0%
9040 Community cafe	171	1,571	2,567	996		996	61.2%
9041 Tye management	0	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	171	45,964	293,915	247,951	0	247,951	15.6%
Net Expenditure	(171)	(45,964)	(293,915)	(247,951)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	171	45,964	293,915	247,951	0	247,951	15.6%
Grand Totals:- Income	12,243	312,450	296,595	(15,855)			105.3%
Expenditure	18,029	242,417	591,782	349,365	14,000	335,365	43.3%
Net Income over Expenditure	(5,785)	70,034	(295,187)	(365,221)			

AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	23 rd January 2023
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 undertaken last year and the revised version approved by full Council on 20.7.22.

It was subsequently agreed that 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	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 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 and regular inspections for play equipment in the playgrounds in Chatsworth	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>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>year maintenance contracts which commenced on 1.4.21 Monthly volunteer litter picks organised in addition to contractors. Contracts for 3 years commenced 1.4.21. BUDGET IMPLICATIONS</p>	<p>TC & AO</p>	<p>3 yearly</p> <p>ACC & FC</p>	<p>May 2023</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

6	<p>Declare Climate Change Emergency - Activity for ACC and FC</p>	<p>Declare Climate Emergency and aim for TTC to become carbon neutral by 2030.</p>	<p>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. BUDGET IMPLICATIONS 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. BUDGET IMPLICATIONS</p>	<p>TC & AO</p>	<p>Ongoing</p>	<p>ACC & FC</p>	<p>Complete</p>
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Business Plan v 2.6

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	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. 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	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	<p>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</p>	TC, CCLK, AS	6 monthly	ACC	July 2023	
11	Civic Centre Sustainability	Explore ways of cost reduction	<p>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.</p>	ACC/TC	Complete	ACC		
12	Telephone network upgrade	Digitise network to assist with possible use as business centre.	<p>To explore and agree digitising telephone network before the 2025 switch off of analogue and ISDN.</p>	TC, CCLK	Feb 2024	ACC	May 2024	

AGENDA ITEM	8
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	23 rd January 2023
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.	11.01.23 - EH Treecare informed by ecologist works can be carried out in this location.	Ongoing
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
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.	04.12.22 - Mud has been cleared by volunteer group. Resident informed.	Completed
39	15.11.2022	28.11.2022	Chatsworth Park	Pathways	Resident reported the bottom of Pigs Hill is very muddy.	04.12.22 - Mud has been cleared by volunteer group. Resident informed.	Completed
40	22.11.2022	23.01.2022	Chatsworth Park	Trees	Small unstable tree by Memory Garden next to pathway.	28.11.22 - Removed by the caretaker.	Completed
41	28.11.2022	28.11.2022	Chatsworth Park	Pathways	Resident caught foot on a tree root whilst escaping from contractors racing, whilst cutting the grass. Resident has broken upper arm and shoulder.	02.12.22 - Town Clerk contacted resident to advise she will contact contractors re behaviour and that TTC are analysing results from recent pathway survey for possible works in park.	Completed
42	28.11.2022	23.01.2023	Chatsworth Park	Trees	Small tree has come down in Chatsworth Park and blocking the path.	05.12.22 - Tree removed by caretaker.	Completed
43	30.11.2022	23.01.2023	Copse	Trees	Resident concerned with the height of two trees in Copse, which could cause damage to their property if they fall in high winds.	21.12.22 - Tree works undertaken to Copse as per tree survey. Resident spoke with tree surgeon on site and happy with their advice that the trees are in good condition & won't damage the properties.	Completed
44	06.12.2022	23.01.2023	Chatsworth Park	Pathways	Resident fell over black material under the pathway and has injured their knee.	Black material removed and to be reported to access working group.	Ongoing
45	07.12.2022	23.01.2023	Chatsworth Park	Pathways	Was present when resident fell over in Chatsworth Park (complaint no 44). Wanted to make us aware and could we please resolve.	Black material removed and to be reported to access working group.	Ongoing
46	06.01.2023	23.01.2023	Chatsworth Park	Pathways	Resident called to advised she has previously complained about the mud at the bottom of Pigs Hill. She would like it concreted over to resolve the issue and feels the Council aren't doing enough. A woman fell in it yesterday.	Advised resident that being taken to a working group meeting for discussion and would update resident thereafter. Mud cleared again at volunteer session 08.01.2023.	Ongoing

AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	23 rd January 2023
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.

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 working group is due to meet on Wednesday 18th January to discuss the findings of this survey and a verbal update will be provided at this meeting.

3. RECOMMENDATION

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

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

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

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

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.	3 of the 4 information boards have been installed.	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. Unsuccessful in obtain prices from contractors so will be taken forward by the access survey working group alongside other access findings.	Ongoing

No. & Element	Current Situation	Recommendation	Update	Status
3.12 Car Park entrance via Park Avenue	There is a small car park for the Park at the entrance off Park Avenue on the south west side of the Park. The surface of the car park is very uneven.	Carry out remedial work to the car park to create a firm and even surface. This surface also to be regularly maintained throughout the year.	This work was completed following the site visit for the Access Report but prior to receiving the report	Completed
3.13 Car Park entrance via Park Avenue	There are no designated accessible bays here. This may mean that Blue Badge holders are excluded from parking here on occasions.	Once the surface is level and even, mark out accessible parking bays as per guidance. The number of accessible bays should be min. 6% of the total number of spaces. Allocated bays to be as close as possible to pedestrian route(s) which have a firm and even surface.	Disabled parking sign now fixed to a post. White lines unable to be painted due to surface.	Completed
4.1 Path surfaces	Many of the path surfaces around the Park are uneven or cracked in places, which can be a significant barrier to access for some people.	Carry out a rolling programme of improvement and maintenance of path surfaces around the Park starting with the most frequented routes such as the route across from Park Avenue to Ambleside Avenue. Path surfaces to be firm and even and well drained. They should be flush with any adjoining paths (for example the path alongside Ambleside Avenue).	A yearly ongoing programme will need to take place. Residents have been consulted on where they feel the need is most and a working group meeting is being held 18/01/2023 to discuss findings	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	<p>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.</p>	<p>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.</p>	<p>Three benches have since been added to the grassed area by the car park, near to the café concession.</p>	Completed
8.1 Events and activities	<p>These need to be as inclusive as possible.</p>	<p>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.</p>	<p>Risk Assessments actioned when holding events. TTC telephone number provided on all promotional literature.</p>	Completed
9.2 Volunteers	<p>There is a significant element of maintenance and monitoring that needs to be carried out at the Park on a regular basis.</p>	<p>Recruit volunteers (if not already in place) to carry out essential maintenance tasks at the Park and in doing so they also act as monitors of the Park. The tasks to include maintenance (sweeping) of paths, removal of any temporary obstacles, cleaning of playground equipment, pruning shrubby back from the paths, carryout out remedial work to any damaged seats or signs etc.</p>	<p>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.</p>	Completed
9.3 Staff training	<p>Any Council Staff who manage activities or deal directly with the public regarding the Park need to be disability confident.</p>	<p>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.</p>	<p>Town Clerk is investigating training options</p>	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 and a working group meeting is being held on 18/01/2023 to discuss findings. Updates have been made on social media concerning maps. To be considered 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
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	23 rd January 2023
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 49 items listed; we are waiting for prices on 20 items, prices have been obtained for 11 items, works are due to be undertaken on 9 items, 2 items are for monitoring and 1 item is weather related and is therefore being monitored. The remaining 6 items all relate to wetpour works, where it was agreed at the last Committee meeting for repairs not to be undertaken at the present time and to be re-looked at in the New Year.

3. RECOMMENDATION

It is recommended to note the most recent playground inspection report and a decision be made on how to progress the damaged wet pour, which is prevalent in all three playgrounds.

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, most of which has been used. Nearly £17,000 of playground equipment replacement 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.

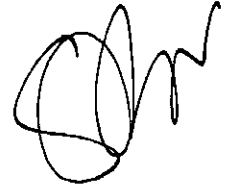
Inspections included in this report

Provider Lewes District Council
Site Name Chatsworth Park North Play Area
Actual Date 09/01/2023 10:10:38
Inspection Type Playground-Routine Visual
Inspector Sophia Daw
Inspection Status Completed



09/01/2023

Provider Lewes District Council
Site Name Chatsworth Park South Play Area
Actual Date 09/01/2023 10:25:25
Inspection Type Playground-Routine Visual
Inspector Sophia Daw
Inspection Status Completed



09/01/2023

Provider Lewes District Council
Site Name Robert Kingan Play Area, Telscombe
Actual Date 09/01/2023 10:39:17
Inspection Type Playground-Routine Visual
Inspector Sophia Daw
Inspection Status Completed



09/01/2023

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
Wooden Train & Carriages	Item - Timber rotting	22/11/2022 12:18:57		Low
Spring Elephant	Delamination of Wood	22/11/2022 12:22:31		Low
Brick maze	Item - Cracked	22/11/2022 12:24:09		Low
Fencing metal	Other / Miscellaneous	04/01/2023 08:13:23		Low
Quad Springy	Worn Edges	29/11/2022 10:55:41		Very 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
General Surface Areas	Item - Hole(s)	22/11/2022 11:33:43		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
Flat seat and seesaw swings	Item - Corrosion	22/11/2022 11:37:20		Low
Senior Modular Unit	Fixtures - Loose or Missing	12/12/2022 09:34:53		Low
Play Table under Platform	Item - Corrosion	09/08/2022 08:09:44		Very Low
Overall Site	Other / Miscellaneous	29/11/2022 10:36:59		Very Low
Grass Areas	Ground Eroded	05/12/2022 12:27:06	12/12/2022 12:28:21	Very Low

Finding Summary

Robert Kingan Play Area, Telscombe Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Senior Modular Unit	Fixtures - Loose or Missing	22/11/2022 10:16:28		Medium
Ball Game Area	Item - Graffiti - Present	09/01/2023 10:43:00	23/01/2023 10:44:31	Medium
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
Junior Multiplay Surface	Item - Cracked	22/11/2022 10:20:28		Low
Wooden Seat	Fixtures - Loose or Missing	12/12/2022 10:26:00		Low
Junior swing surface	Item - Damaged	05/01/2023 11:39:04		Low
Round a bout Surface	Item - Damaged	26/07/2022 06:53:13		Very Low
Overall Site	Autumn leaves need lifting	29/11/2022 11:26:22		Very Low

Inspection - Chatsworth Park North Play Area - 09/01/2023 10:10:38

Provider	Lewes District Council
Site Name	Chatsworth Park North Play Area
Actual Date	09/01/2023 10:10:38
Inspection Type	Playground-Routine Visual
Inspector	Sophia Daw
Inspection Status	Completed



09/01/2023

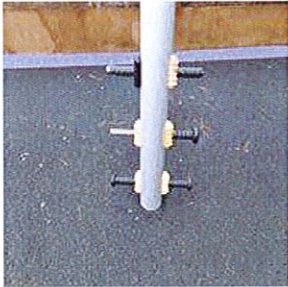
Site Name	Chatsworth Park North Play Area
Address	
Postcode	
Notes	

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. This is three now.

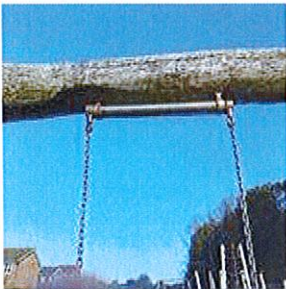
Finding Photos



Flat seat and seesaw swings - Findings

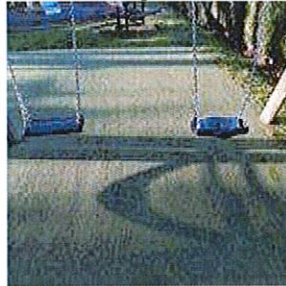
Asset	Flat seat and seesaw swings
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	22/11/2022 11:37:20
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	The head bar attachments are all starting to corrode.

Finding Photos



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. Update of pictures 22.11.22

Finding Photos



General Surface Areas - Finding

Asset	General Surface Areas
Finding Title	Item - Hole(s)
Finding Group	Maintenance
Cause	Unknown
Finding Status	Open
Finding Creation Date	22/11/2022 11:33:43
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	This needs filling in.

Finding Photos



Grass Areas - Finding

Asset	Grass Areas
Finding Title	Ground Eroded
Finding Group	Maintenance
Cause	Unknown
Finding Status	Open
Finding Creation Date	05/12/2022 12:27:06
Resolve By Date	12/12/2022 12:28:21
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	The grass along the path has been eroded/dug and needs to be made good. 12.12.22 new pic.

Finding Photos



Overall Site - Finding

Asset	Overall Site
Finding Title	Other / Miscellaneous
Finding Group	Maintenance
Cause	Other - See Finding Notes
Finding Status	Open
Finding Creation Date	29/11/2022 10:36:59
Resolve By Date	
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	The wood in this corner near the zip wire has a missing piece of wood with what looks like some sort of filler exposed

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



Senior Modular Unit - Finding

Asset	Senior Modular Unit
Finding Title	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	12/12/2022 09:34:53
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Rubber covering missing on step.

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. Difficult to check do to ice. New pic added. Post ice pic added

Finding Photos



Inspection - Chatsworth Park South Play Area - 09/01/2023 10:25:25

Provider	Lewes District Council		Site Name	Chatsworth Park South Play Area
Site Name	Chatsworth Park South Play Area		Address	Ambleside Avenue, Telscombe
Actual Date	09/01/2023 10:25:25		Postcode	
Inspection Type	Playground-Routine Visual		Notes	
Inspector	Sophia Daw			
Inspection Status	Completed	09/01/2023		

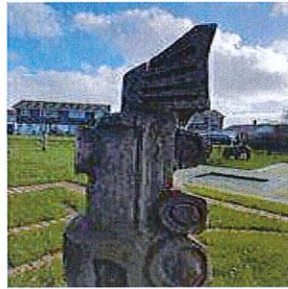


Previously Reported Findings (unresolved at time of Inspection)

Brick maze - Finding

Asset	Brick maze
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	22/11/2022 12:24:09
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



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 it 11.10.22 Put new tape around this apparatus and placed the notice under the tape. 18.10.22 Latest picture

Finding Photos



Fencing metal - Finding

Asset	Fencing metal
Finding Title	Other / Miscellaneous
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	04/01/2023 08:13:23
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Brambles coming through the fence in basketball court

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	Wooden 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.

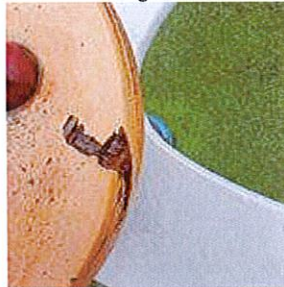
Finding Photos



Quad Springy - Findings

Asset	Quad Springy
Finding Title	Worn Edges
Finding Group	Maintenance
Cause	Maintenance
Finding Status	Open
Finding Creation Date	29/11/2022 10:55:41
Resolve By Date	
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	Worn on one edge slightly raised needs to be repaired

Finding Photos



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 - Findings

Asset	Spring Elephant
Finding Title	Delamination of Wood
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	22/11/2022 12:22:31
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



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

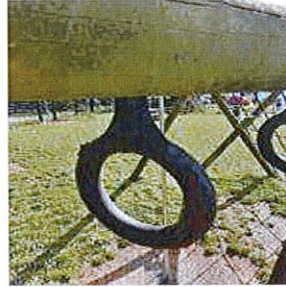
Asset	Trellis Unit
Finding Title	Item - Damaged
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	23/05/2022 09:35:01
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	Temp repair done, but still damaged. This climbing frame rocks when on the 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. Chain fixing removed presumably for repair or replacement. 12.12.22 new pic added

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 - Findings

Asset	Wooden Train & Carriages
Finding Title	Item - Timber rotting
Finding Group	Maintenance
Cause	Act of God
Finding Status	Open
Finding Creation Date	22/11/2022 12:18:57
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos




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



Inspection - Robert Kingan Play Area, Telscombe - 09/01/2023 10:39:17

Provider	Lewes District Council		Site Name	Robert Kingan Play Area, Telscombe
Site Name	Robert Kingan Play Area, Telscombe		Address	
Actual Date	09/01/2023 10:39:17		Postcode	
Inspection Type	Playground-Routine Visual	09/01/2023	Notes	
Inspector	Sophia Daw			
Inspection Status	Completed			

Findings reported within the Inspection

Ball Game Area - Finding

Asset	Ball Game Area
Finding Title	Item - Graffiti - Present
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	09/01/2023 10:43:00
Resolve By Date	23/01/2023 10:44:31
Finding Resolved Date	
Risk Level	Medium
Finding Notes	There is graffiti on the reverse side of the ball games area please can this be removed

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	

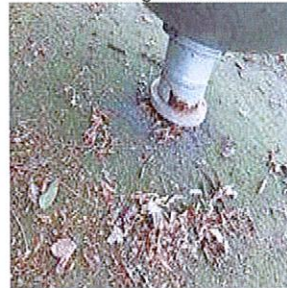
Finding Photos



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	

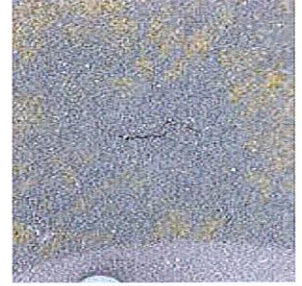
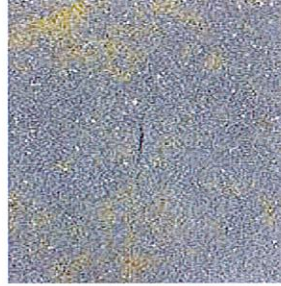
Finding Photos



Junior Multiplay Surface - Finding

Asset	Junior Multiplay Surface
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	22/11/2022 10:20:28
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	These are hairline splits. Just to notify you. This is the junior swing surface. Unless to check due to ice 12.12.22

Finding Photos



Junior swing surface - Finding

Asset	Junior swing surface
Finding Title	Item - Damaged
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	05/01/2023 11:39:04
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Slightly worn under swing

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	Other
Finding Status	Open
Finding Creation Date	29/11/2022 11:26:22
Resolve By Date	
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	Leaves need to be cleared from bench next to toddler area

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 wed 28.9.22

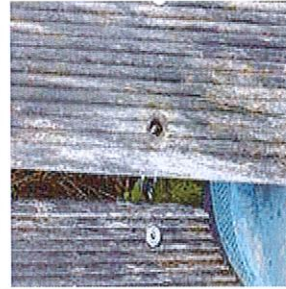
Finding Photos



Senior Modular Unit - Finding

Asset	Senior Modular Unit
Finding Title	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	Unknown
Finding Status	Open
Finding Creation Date	22/11/2022 10:16:28
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	The slatted walkway has one wooden slat not fixed.

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



Wooden Seat - Finding

Asset	Wooden Seat
Finding Title	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	12/12/2022 10:26:00
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	The seat is loose

Finding Photos



AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	23 rd January 2023
SUBJECT	Management Plan Update

1. INTRODUCTION

Inspections to some of the zones within the Management Plan have been carried out in Chatsworth Park.

2. INFORMATION

The inspections are on the following major pathways and routes through Chatsworth Park.

Zone 8 (path above Chatsworth Park North Playground)

This location was inspected in September 2022, with another inspection undertaken this month as per the Management Plan action list. At the last inspection it was noted there was mud gathering on the pathways and pine needles covering the path. Cllr Clarkson confirmed that the mud is cleared at the monthly volunteer sessions and it would continue to be carried out. The volunteers also sweep the pathways in addition to the sweep undertaken every other month by the grounds maintenance contractors. Unfortunately, we have recently experienced a lot of wet weather and although the pine needles are no longer an issue, rain water and mud is sitting on top of the pathway, as highlighted in the pictures below.



Zone 18 (path west of the park between Bridle Way and Park Avenue)

This location was also inspected in September 2022, with another inspection undertaken this month as per the Management Plan action list. It was noted in September that there was a large amount of mud along the pathway, which was subsequently cleared by the

Chatsworth Park volunteers. Upon my recent visit there was minimal mud across the pathway, with only a little near to the car park entrance (pictures below).



Zone 20 (path east of the park from Ambleside Avenue going north)

This third location was also inspected in September 2022, with another inspection undertaken this month as per the Management Plan action list. In September there was mud visible in several areas along the path and pine needles opposite the entrance to the wooded area that leads to Bridle Way. Both the mud and the pine needles were then cleared by the Chatsworth Park volunteers. At my recent inspection, both mud and puddles were evident across the location (see pictures below).



Car Park (from Park Avenue)

I undertook an annual inspection of the car park. There are several large pot holes at the entrance to the car park, but the actual car park itself has only a couple very small pot holes present, as highlighted in the below pictures.



Pot holes in car park



Pot holes at entrance



Close up at entrance

I also visited zone 6 (hedge at Kirby Drive) and 24 (Pigs Hill) to check if vegetation was overhanging the pathways and road. Both sites had no encroachment.

3. RECOMMENDATION

I recommend we ask the Chatsworth Park volunteers to clear mud from the above pathways at their next session and that we investigate prices to fill the pot holes at the entrance to the car park.

4. ENVIRONMENTAL IMPACT

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

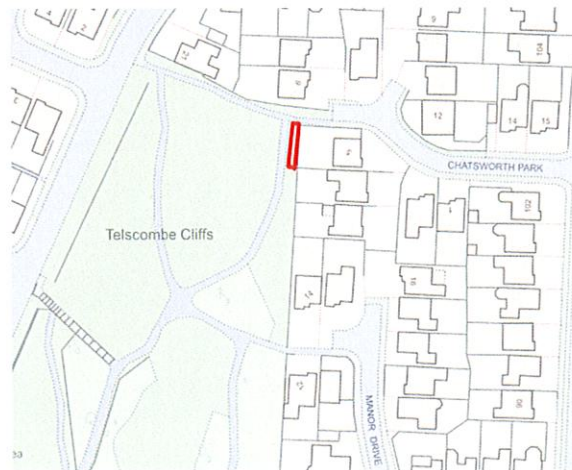
5. FINANCIAL IMPLICATIONS

There will be a cost for filling the pot holes at the car park.

AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	23 rd January 2023
SUBJECT	To ratify bulb planting in Chatsworth Park already undertaken by Develop Outdoors

1. INTRODUCTION

In December, Cllr Clarkson informed me that Develop Outdoors students had planted bulbs in the park as part of the park management. These were planted at the northern end of zone bed 3, by the foot entrance to Chatsworth Park road (picture and map of location below):



2. INFORMATION

Cllr Clarkson has asked if this area of ground can be removed from grass cuts or strimmed carefully avoiding the bulbs when they grow.

The management plan recommends this specific location to be planted with bulbs.

3. RECOMMENDATION

I recommend the Committee ratify the bulb planting and agree to Cllr Clarkson's request regarding the grass cutting.

4. ENVIRONMENTAL IMPACT

Flowers promote a healthy ecosystem and biodiversity as well as encouraging more bees and butterflies to the area.

5. FINANCIAL IMPLICATIONS

None.

AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	23 rd January 2023
SUBJECT	To consider increasing the size of the wildlife pond in Chatsworth Park

1. INTRODUCTION

At July's Amenities & Civic Centre meeting, the Committee agreed to Cllr Clarkson's request for a wildlife pond to be added in Chatsworth Park on the west side of the east footpath near the trees that cross the park to Bridle Way (pictures below).



Location in park



Close up

2. INFORMATION

Cllr Clarkson will obtain funding for the pond and once created, information will be added to our website with a QR code link. He has also met with an ecologist who has suggested the pond is doubled in size and it is protected with a dead hedge.

3. RECOMMENDATION

It is recommended that the Committee consider doubling the size of the wildlife pond and it be protected with a dead hedge.

4. ENVIRONMENTAL IMPACT

The pond will create a rich wildlife habitat. The ecological report recommends that a wildlife pond is created in Chatsworth Park.

5. FINANCIAL IMPLICATIONS

The estimated cost for the smaller pond was approximately £380 with volunteer support to install. The cost of a larger pond is unknown at this stage. It has been agreed for Cllr Clarkson to seek grants or donations of materials to build the pond so there is no cost to the Council.

AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	23 rd November 2023
SUBJECT	To consider estimate from Countrymans for works bordering a property in Chatsworth Park

1. INTRODUCTION

At November's Committee meeting, Councillors were informed of the struggle to obtain estimates for proposed works in Chatsworth Park, including the re-grading and reduction of a bank bordering a property in Kirby Drive. It was agreed we would re-make contact with Countrymans Contractors and ask them to provide an estimate for the works and to also invite contractors via our social media to provide quotes.

2. INFORMATION

Due to staff sickness, we were unable to advertise for contractors on social media. However, the Vice Chair of this Committee and I met on site with Countrymans to discuss a way forward for these works. Countrymans noted that there were several self-seeded Sycamore trees next to the border that would need removing so they could undertake the work. They also advised that the Town Council will need to carry out maintenance to this border (pictures below), once or twice a year:-



Countrymans have provided the attached quotation to fell two Sycamore trees (they may also need to remove a third, which is included within their price), to grade out the bottom bank by 1.5-2 metres, spread woodchip along the bank and for the larger logs to be cut and stacked next to the verge at a cost of **£2,910 plus VAT**.

If it is agreed to have the works carried out, we will need to further discuss how we wish to maintain the border. We could plant some low shrubs and plants to reduce the speed of erosion to this location or create an open ditch to channel excess water down the slope. Our current grounds maintenance contract expires in March 2024, so

we should also consider adding maintenance works to this location in our next contract to make sure the area remains secure and maintained.

3. RECOMMENDATION

It is recommended that we accept Countrymans' quotation of £2,910 plus VAT to undertake works to this location and that this area is considered for works to be included in the grounds maintenance contract from April 2024. I also recommend we investigate planting of shrubs and plants following any works undertaken, to help support the bank going forward.

4. ENVIRONMENTAL IMPACT

Maintenance needs to be undertaken to allow residents and visitors to safely use the park. This border is highlighted as a red zone in the ecological report, which means that no works can be undertaken without prior consultation from an ecologist. However, we have requested advice from a Chartered Surveyor. It has previously been agreed to plant a tree in the park for every one that is felled.

5. FINANCIAL IMPLICATIONS

Our remaining budget under nominal code 4101-201 for grounds maintenance is £6,432 and the earmarked reserve, nominal code 9035-910, is £4,980. Grounds maintenance works totalling approximately £9,700 have been agreed to date which means all the remaining budget will be used, along with most of the earmarked reserve. The 2023/24 budget for grounds maintenance has been agreed at £12,000. If any of the previously agreed works have not been completed before year end, the outstanding budget can be put into the earmarked reserve for 2023/24. Apart from that, we are unlikely to have any spare funds to top-up the earmarked reserve.



Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
East Sussex
BN10 7ES.

10th January 2023

Quote 1283

Dear Bianca

Chatsworth park

To fell 2. No Sycamores and grind out stumps.

Grade out bottom of bank by 1.5 - 2m level with bottom of fence line. All woodchip to be spread along bank. Cordwood to be cut into manageable lengths and stacked on verge.

All dig out to be stacked along bank line.

£2,530.00

Additional cost for if we need to remove third Sycamore due to finding the roots grading out £380.00

TOTAL COST £2,910.00 plus VAT

We hope this quote proves favourable and we await your reply

Yours Sincerely

Beverley Fenn
Director of Opertations

*Countrymans, Stud Farm, Telscombe Village, Lewes, East Sussex, BN7 3HZ
Tel: 01273 814816 Accounts/Admin 01435 817 300
Email: beverley@countrymans.co.uk*

AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	23 rd January 2023
SUBJECT	Future Events Update/Agreement

1. INTRODUCTION

Since the last Committee meeting, Councillors have run the Christmas Day coffee morning.

2. INFORMATION

Cllr Clarkson advised at November's Committee meeting that he would like to arrange another movie evening. However, from mid-March 2023 we will be in a pre-election period (Purdah) until Town Council elections are held on 4th May 2023 and there will not be enough time to organise any events. Any events we wish to take forward will need to be arranged following election of the new Council.

The Telscombe Residents Association (TRA) have advised they would like to hold a joint race night with the Council on the evening of Saturday 18th November. Full details are not known at the moment, but the financial implications will need to be considered, i.e., hire charges to cover caretaker and lighting/heating costs.

3. RECOMMENDATION

To note the above information and consider if we would like to hold a joint race night with the TRA.

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 £855 over budget.