



TELSCOMBE TOWN COUNCIL

To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr C Clarkson, Cllr C Gallagher, Cllr D Judd *Deputy Mayor*
Cllr M Lawrie, Cllr L O'Connor *Mayor*, Cllr J Perrotta,
Cllr C Robinson, Cllr I Sharkey & Cllr N Watts

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES
Tel: 01273 589777
www.telscombetowncouncil.gov.uk

30th May 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 5th June 2023** at 7.30pm for the purpose of transacting the following business:-

Yours faithfully

Stella Newman
Town Clerk/RFO

AGENDA

1. To appoint a Chairman and Vice Chairman
2. 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.
3. Apologies for absence and substitutions
4. To receive Members' declarations of interest in relation to matters on the agenda
5. To approve minutes of the meeting held on Monday 20th March 2023 – *see attached*
6. To note action list and agree any further actions required – *see attached*
7. To note Income & Expenditure figures to 30th April 2023 – *see attached*
8. To review/update the Business Plan – *see attached*
9. To note amenities complaints since last meeting – *see attached*
10. Update on works bordering a property in Chatsworth Park – *see attached*
11. Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces – *see attached*
12. To approve amendments to the Chatsworth Park & Copse Management Plan – *see attached*
13. To consider quotations to clear the vegetation bordering two properties next to the Copse – *see attached*
14. Update on weekly playground inspection reports & agree any possible actions – *see attached*
15. To consider removal of the wooden hippo & elephant at Chatsworth Park South playground and ratify removal of springer at Robert Kingan Playground – *see attached*
16. To ratify decision for Lewes District Council to undertake annual playground area inspections – *see attached*
17. To consider whether to allow horses to use Chatsworth Park – *see attached*
18. To consider way forward with planting at the bottom of 'pigs hill' in Chatsworth Park – *see attached*
19. To consider a tree survey for Chatsworth Park & the Copse – *see attached*
20. To ratify planting of 6 trees in Chatsworth Park – *see attached*
21. To decide whether to extend the current grounds maintenance contracts or draw up new ones for 2024-27 – *see attached*
22. To consider expanding two wildflower areas in Chatsworth Park – *see attached*



TELSCOMBE TOWN COUNCIL

23. To consider adding a second wildlife pond in Chatsworth Park – *see attached*
24. To consider adding a gate to an area of Chatsworth Park that has been fenced by Develop Outdoors Forest School – *see attached*
25. To ratify decision to share information board maps with Friendly Fox – *see attached*
26. To agree the refuse collection price increase – *see attached*
27. To consider possible repairs to Civic Centre clock – *see attached*
28. To consider installing fire sleds and CO2 fire extinguishers to upstairs fire exits at Civic Centre – *see attached*
29. Future Events update/agreement – *see attached*
30. 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 – 31st July 2023



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on **Monday 20th March 2023** in Telscombe Civic Centre at 7.30 pm.

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

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

1655. PUBLIC QUESTION TIME

There were no members of the public present.

1656. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Selby and Smith due to family commitments. These reasons were accepted by the Committee. Cllr Brindley was not present and had not provided apologies.

1657. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr Robinson and Cllr Clarkson both declared a non-pecuniary interest in agenda item 20 – To consider new phone system and broadband for the Civic Centre.

1658. TO APPROVE MINUTES OF THE MEETING HELD ON 23rd JANUARY 2023

It was proposed by Cllr Page, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes of the meeting held on Monday 23rd January 2023 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson.

1659. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED

The action list was noted as follows:-

| 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 undertaken works to all trees. | Complete |
| 21.03.22 | Min 1524, p 3639 – Urgent Matters, bee homes | CCL | Meridian School have created the bundles and they have been placed in the park. | Complete |



TELSCOMBE TOWN COUNCIL

1659. To note action list and agree any further actions required (Contd)

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|---|--------------|---|----------|
| 30.05.22 | Min 1542, p 3679 – To consider estimates for tree works in Chatsworth Park | BB | EH Treecare have undertaken works to all trees. | 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. <i>As at February, the nominal codes have not gone over budget and no virements are therefore required.</i> | Complete |
| 25.07.22 | Min 1565, p 3714 – Update on Develop Outdoors request to build a permanent shelter in Chatsworth Park | BB | Develop Outdoors are finalising works to the shelter & fence. | Complete |
| 25.07.22 | Min 1572, p 3715 – To discuss findings from the preliminary bat roost assessment in Chatsworth Park | BB | Tree surgeon undertook height and climbing assessment & no evidence of bats was seen. Works were therefore undertaken to the five trees. | Complete |
| 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 with Town Clerk for approval to clear the vegetation bordering 2 properties by 2m. Residents written to but no reply to date. | May 2023 |
| 26.09.22 | Min 1600, p 3743 – To consider planting at bottom of ‘Pigs Hill’ in Chatsworth Park | BB | Specification document with Town Clerk for approval 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. | May 2023 |



TELSCOMBE TOWN COUNCIL

1659. To note action list and agree any further actions required (Contd)

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|--|--------------|---|---------------------|
| 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 every Thurs afternoon. Scheme to be reviewed at tonight's meeting. | See new agenda item |
| 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. | May 2023 |
| 28.11.22 | Min 1621, p 3788 – To consider way forward with Chatsworth Park access survey results | BB | 6 contractors have been contacted to see if they can attend site visit but no responses received to date. | See new agenda item |
| 28.11.22 | Min 1624, p 3788 – To consider further works to wet pour surfaces in Chatsworth Park South and Robert Kingan Playgrounds | BB | A way forward with wet pour works to be considered at this meeting. | See new agenda item |
| 28.11.22 | Min 1626, p 3789 – To consider replacement log on wooden trim trail at Chatsworth Park South Playground | BB | Playsafe Playgrounds have replaced the stepping log. | Complete |
| 28.11.22 | Min 1627, p 3789 – To consider price to paint ball wall in Chatsworth Park | SN/BB | Agreed to proceed & TTC insurers have agreed that artist will be covered. Risk Assessment drafted and works to be undertaken when weather improves. | July 2023 |
| 28.11.22 | Min 1628, p 3789 – To consider adding bat boxes in Chatsworth Park | BB | 8 bat boxes have been added to trees in the park. | Complete |
| 28.11.22 | Min 1629, p 3789 – To consider a new wildflower meadow in Chatsworth Park | CCL | Weed control fabric was pegged to the ground in February before the ground is turned over & seeded. | Complete |
| 28.11.22 | Min 1633, p 3790 – To discuss way forward with obtaining estimates for works in Chatsworth Park | BB | 6 contractors have been contacted to seek their advice and attend site visit but no responses received to date. | May 2023 |



TELSCOMBE TOWN COUNCIL

1659. To note action list and agree any further actions required (Contd)

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|--|--------------|--|---------------------|
| 23.01.23 | Min 1648, p 3817 – Update on weekly playground inspection reports | BB | A way forward with wet pour works to be considered at this meeting. | See new agenda item |
| 23.01.23 | Min 1649, p 3817 – Update on management plan | BB | 6 contractors have been contacted to seek their advice and attend a site visit for a more permanent solution for repairing /replacing the car park surface, but no responses received to date. Prices are being obtained to fill the pot holes with MOT at the entrance of the car park in the short term. | May 2023 |
| 23.01.23 | Min 1650, p 3818 – To ratify bulb planting in Chatsworth Park already undertaken by Develop Outdoors | BB | Countrymans have been advised to remove this area from their grass cutting schedule. | Complete |
| 23.01.23 | Min 1651, p 3818 – To consider increasing the size of the wildlife pond in Chatsworth Park | CCL | It was agreed that the pond be doubled in size, protected with a dead hedge and work to be undertaken in March with use of the landscape gardeners digger. | Mar 2023 |
| 23.01.23 | Min 1652, p 3818 – To consider estimate from Countrymans for works bordering a property in Chatsworth Park | BB | Purchase Order for works has been issued to Countrymans, who plan to carry out the works on 17 th and 20 th March, weather permitting. | Mar 2023 |
| 23.01.23 | Min 1653, p 3819 – Future Events update/agreement | BB | TRA have been contacted to ask for more details on race night & what support they would like from TTC. | See new agenda item |

Minute 1574, To consider wildflower meadow location - Cllr Clarkson asked the Committee if they would be in agreement for this item not to be progressed by the old car park in Chatsworth Park. He stated that the brambles are too thick and would be a struggle to cut back. The area also currently has a lot of wildlife present. This was **agreed** by the Committee.

Min 1620, Access Report High Priority Items (information boards) -The Amenities Officer stated that other alternative locations at the car part had been considered but were not possible as they would be too far from the pathway to be easily accessible, likely to be damaged by grass cutting or near to cars turning in the car park. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **agreed** to re-site the litter bin and position the information board in its place.



TELSCOMBE TOWN COUNCIL

1660. TO NOTE INCOME & EXPENDITURE FIGURES TO 28th FEBRUARY 2023

The Town Clerk's report detailed any significant differences between budget and actual spend figures, along with the full income and expenditure list detailing the current budget lines for the Committee and Earmarked Reserves. The income and expenditure figures for Amenities of £23,422 expenditure and income of £5,237 and Civic Centre expenditure of £35,276 and income of £23,184 at 28th February 2023 were **noted** by the Committee.

1661. TO REVIEW/UPDATE THE BUSINESS PLAN

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

1662. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was **noted** by the Committee. The Amenities Officer advised that regarding complaint number 53 re graffiti at Robert Kingan Playground, this has now been removed by M Evans. Cllrs O'Conner and Robinson asked that their thanks for all his hard work in removing the graffiti is passed on.

1663. TO CONSIDER WORKS TO TREES IN CHATSWORTH PARK THAT ARE ENCROACHING A RESIDENT'S PROPERTY

The report concerning 6 trees touching the roof and gutters of a property bordering Chatsworth Park was considered by the Committee. The trees had pink paint but as no recommendations were listed in the previous tree report, Aspen Treecare were contacted for their advice. They confirmed that the trees should be cut back or coppiced and prices had been obtained for either cutting back or fully removing the trees. The Amenities Officer had recommended that as the trees are self-seeded and not part of the landscape of the park or plans, that they be removed to avoid regular cutting and further issues for the property in the long run. This was considered by the Committee, who felt that the trees were an important wildlife corridor in this area. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the quotation by EH Treecare to cut back the 6 trees, at a cost of £240 + VAT.

1664. 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. The Amenities Officer confirmed that she had contacted 6 companies for advice and a walk of Chatsworth Park, but had not received any responses. Cllr Robinson asked if Countrywide could be contacted, to see if they could recommend any companies who may be able to assist.

Cllr Robinson noted that East Sussex County Council had previously advised they do not have the resources to install a controlled crossing, as recommended in item 3.2 of the access report, and had recommended that the Town Council apply for match funding. It was previously agreed by the Committee to put the item on hold and Cllr Robinson asked that it be closed on the report as the Town Council do not have the money to take this forward. It was therefore proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the item be closed as there is no funding available from the County Council and the Town Council do not have monies to take this forward.



TELSCOMBE TOWN COUNCIL

1664. Update on high priority items listed on the access report for Telscombe Town Council's green spaces (Contd)

Cllr O'Connor reported that the trench built at the bottom of Pigs Hill was working well, but will need maintaining by the Chatsworth Park volunteers. He felt that other areas within the park could have similar works undertaken to avoid muddy sections on the pathways. Cllr O'Connor also reported that the District Council owned car park on Park Avenue is flooding regularly and that he would ask Lewes District Council if they could put a drainage system in to stop the water coming onto the Town Council owned land.

Cllr Robinson advised that item number 3.9 makes reference to item number 3.1, which is not listed under the urgent items on the report. It was **agreed** that the report be amended to clarify what changes are recommended for this item.

1665. TO REVIEW THE CHATSWORTH PARK & COPSE MANAGEMENT PLAN

The Chatsworth Park and Copse Management Plan had been emailed to the Committee for noting. Cllr Clarkson confirmed that a pond, two hibernacula's and bat boxes had been added to the park since the Plan had been finalised. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that Cllr Clarkson update the Management Plan with this new information and it be taken to the next Committee meeting for consideration.

1666. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS

The playground inspection report was **noted** by the Committee. Cllr Gallagher highlighted that a lot of the benches and tables in the playgrounds need replacing and/or moving away from trees.

1667. TO DISCUSS WAY FORWARD WITH WET POUR SURFACES IN THE THREE PLAYGROUNDS

The Committee discussed how best to proceed with the damaged wet pour across the three playgrounds. DCM had previously provided a quotation to repair the wet pour around two trampolines in Chatsworth Park South playground and to replace the damaged wet pour in Robert Kingan playground. In addition to these two areas, there are 4 other damaged wet pour findings highlighted on the playground inspection report. The wet pour finding in Chatsworth Park North playground relates to wet pour shrinking on the infant play area. Sutcliffe Play who installed the wet pour and equipment in 2013, have advised the Town Council can fill the gap with tarmac to fill the small gap and prices are currently being obtained. It was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** that tarmac be added to the gapping between the wet pour and pathway at Chatsworth Park North playground and the remaining wet pour findings be placed on hold due to them being reported as low risk. Cllr Robinson asked the Amenities Officer if she could look at the surfacing used at Tydean Hall, which could be used as an option when the Town Council next undertake a playground refurbishment.

1668. TO CONSIDER EXTENDING WANDER COFFEE'S CONCESSION

The report from the Amenities Officer was considered and it was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that Wander Coffee be invited to extend their concession until 30th September 2023, that a new agreement is signed and that they



TELSCOMBE TOWN COUNCIL

1668. To consider extending Wander Coffee's concession (Contd)

continue to pay the £40 weekly charge to cover the portable toilet hire. It was noted that Cllr Clarkson had asked the Amenities Officer to collate some details and arrange a meeting for the Town Council to put a CIL bid together. Cllr Robinson suggested that this could be arranged once the new administration was in place.

1669. TO CONSIDER ADDING HEDGEHOG HOMES IN CHATSWORTH PARK

Cllr Clarkson had been offered 9 hedgehog houses, built by students of Meridian Primary School. It was proposed by Cllr O'Connor, seconded by Cllr Page and unanimously **RECOMMENDED** that the houses be placed in the understory of the park, around the edges in un-walkable areas. Cllr Robinson gave her thanks to the pupils of Meridian Primary School.

1670. TO CONSIDER WHERE TO PLACE THE 'SUPERBIN' IN CHATSWORTH PARK

An application had been submitted to Lewes District Council for a 'superbin', which comes with a kit containing litter pickers, sacks, sack hoops, gloves and a combination lock, which was successful. The Committee discussed where this could be placed and it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the bin is placed in a suitable position in the Civic Centre car park, possibly under the fire escape.

1671. TO CONSIDER REDUCING THE HEIGHT OF THE TREES TO THE NORTH SIDE OF ROBERT KINGAN PLAYGROUND

The report from the Amenities Officer was considered by the Committee. A resident had reported that trees to the north of Robert Kingan Playground are touching the overhead power cables and the BT Openreach drop wire had been damaged. The trees in question had previously been cut back by the Town Council for similar issues. EH Treecare had been contacted for an estimate and submitted a price of £360 plus VAT to clear the tree branches by approximately 1 metre. The Amenities Officer also contacted BT Openreach who advised that the resident would need to contact their service provider directly so they could investigate, although it was noted that they may not undertake any works or accept liability. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that EH Treecare be instructed to carry out the work at a cost of £360 plus VAT and that when the grounds maintenance contract is up for renewal in April 2024, that a regular cut back of these trees is included within the programme of works.

1672. TO REVIEW THE WARM SPACE HUB SCHEME AT THE CIVIC CENTRE

The Committee discussed the warm hub scheme, which had been held weekly on a Thursday from 5th January. Cllr O'Connor had been in situ during these sessions and apart from two representatives from Telscombe Residents Association, only two residents had attended the hub. Cllr Clarkson thanked Cllr O'Connor for his time in running the scheme. It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the warm hub scheme ceased with immediate effect, that the scheme be reviewed again in September for next winter, that the representatives from Telscombe Residents Association are informed with the Town Council's thanks, any unopened perishables are added to the fareshare collection basket at the Civic Centre and that any opened perishables are used at the next Town Council bingo evening.



TELSCOMBE TOWN COUNCIL

1673. TO CONSIDER ESTIMATES FOR ROOFING REPAIRS AT THE CIVIC CENTRE

The report from the Town Clerk was considered by the Committee. A leak to the Civic Centre roof was found last year and contact had been made with numerous companies for a quotation for repairs to three separate areas. One company advised that they would need to erect scaffolding in order for them to submit an accurate estimation. The Town Clerk emailed the Committee and it was agreed that additional prices be obtained for scaffolding and to continue contacting builders for further quotes.

Further prices were received for scaffolding and an estimate for repairs. ARN Roofing Sussex submitted an estimate of £1,360 plus VAT to repair the leaks, including to erect a ladder to gain access to the back of the solar panels & seal the area where the leak is occurring, to access the other areas via scaffolding and supply and fix lead flashings where required & seal, check any other areas of concern & seal and to clear all rubbish from site. Clarification was required if their price included for the scaffolding and following consideration it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to accept ARN Roofing Sussex's quotation of £1,360 plus VAT and that the Town Clerk can spend up to an additional £1,640 (total £3,000) in case alternative scaffolding was required and other repairs needed to be undertaken.

1674. TO CONSIDER NEW PHONE SYSTEM AT THE CIVIC CENTRE

There was much discussion regarding the quotations to digitise the telephone network before the 2025 switch off of analogue and ISDN. Cllr Clarkson, who had previously declared an interest in this item, advised that he had some understanding of the process. He noted that Fastnet and Cloud Voice Data had not provided customer referrals and only CNC confirmed how many minutes of free calls would be included. The Town Clerk confirmed that the other companies included calls to mobile and UK landline numbers. Cllr Clarkson felt that the Town Council should be considering the following; how will the company manage implementation, can they provide customer testimonials, how does the handset feel, are the buttons in good positions, can they confirm what the lead time is for repairs and any costs if the handsets are damaged, what happens if the internet and/or telephone line goes down, can conference calls be added, could additional handsets be purchased and will the line work with Wi-Fi or will it need a cabled network. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Clerk and Cllr Clarkson arrange meetings with Fastnet and Cloud Voice Data concerning the above questions and a subsequent recommendation be taken to Full Council for consideration.

1674. FUTURE EVENTS UPDATE/AGREEMENT

The Committee **noted** the report from the Amenities Officer, confirming that Brighton Bouncy Castles had cancelled the 'Bounce in the Park' sessions at Chatsworth Park.

1675. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Page thanked the Committee for all their support and advised he had enjoyed working with everyone at the Town Council. The Town Clerk in turn thanked Cllr Page, who had been a Councillor for the majority of her time at the Council.

The Amenities Officer asked Councillors if they would like her to obtain quotations for a tree survey to be undertaken in autumn 2023. Councillors **agreed**, confirming that it be placed on a future agenda to enable the new Committee to consider a way forward once prices had been received.

TELSCOMBE TOWN COUNCIL



1675. Urgent matters at the discretion of the chairman for noting

There being no further business the meeting closed at 8.50pm.

Signed, CHAIRMAN

NB Next meeting of the Committee - Monday 5th June 2023 at 7.30 pm

DRAFT

Agenda Item 6 - To note action list & agree any further actions required

Amenities & Civic Centre Action List for 5th June 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.</i> <i>March 2023 – there is a possible place we could donate the table to, but it will not be in the immediate future – need to confirm if happy to donate.</i> | May 2023 |
| 25.07.22 | Min 1574, p 3716 – To consider two wildflower meadow locations in Chatsworth Park | CCL | Agreed at March's A&CC Committee meeting not to progress. | Complete |
| 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 | Quotations received to clear the vegetation bordering 2 properties at the Copse. | See new agenda item |
| 26.09.22 | Min 1600, p 3743 – To consider planting at bottom of 'Pigs Hill' in Chatsworth Park | BB | Specification document drafted but start and finishing points need clarifying. | See new agenda item |
| 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 due to be installed shortly. | July 2023 |
| 28.11.22 | Min 1627, p 3789 – To consider price to paint ball wall in Chatsworth Park | SN/BB | Agreed to proceed & TTC insurers have confirmed that artist will be covered. Risk Assessment drafted and works to be undertaken imminently. | July 2023 |
| 28.11.22 | Min 1633, p 3790 – To discuss way forward with obtaining estimates for works in Chatsworth Park | BB | Site visits with Countrywide & Hailsham Roadways carried out. Awaiting their comments. | See new agenda item |
| 23.01.23 | Min 1649, p 3817 – Update on management plan | BB | Site visits with Countrywide & Hailsham Roadways carried out. Awaiting their comments. | See new agenda item |
| 23.01.23 | Min 1651, p 3818 – To consider increasing the | CCL | Pond and dead hedge have been built. | Complete |

Agenda Item 6 - To note action list & agree any further actions required

Amenities & Civic Centre Action List for 5th June 2023

| | | | | |
|----------|--|-----|--|-------------------------------------|
| | size of the wildlife pond in Chatsworth Park | | | |
| 23.01.23 | Min 1652, p 3818 – To consider estimate from Countrymans for works bordering a property in Chatsworth Park | BB | Countrymans carried out the works as agreed. Resident has raised concerns and Councillors informed via email. | See new agenda item |
| 20.03.23 | Min 1663, p 3853 – To consider works to trees in Chatsworth Park that are encroaching a residents property | BB | EH Treecare have cut back the 6 trees. | Complete |
| 20.03.23 | Min 1664, p 3853 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces | BB | Site visits with Countrywide & Hailsham Roadways carried out. Awaiting their comments, which will be taken to a future meeting. Item 3.2 closed as the Town Council do not have the funds to take this forward. BB amended item 3.9 to include reference from item 3.1. | July 2023 Complete |
| 20.03.23 | Min 1665, p 3854 – To review the Chatsworth Park & Copse management plan | CCL | Cllr Clarkson has updated the management plan with new information. | See new agenda item |
| 20.03.23 | Min 1667, p 3854 – To discuss way forward with wet pour surfaces in the three playgrounds | BB | Awaiting price to add tarmac between wet pour and pathway at CPN. | July 2023 |
| 20.03.23 | Min 1668, p 3854 – To consider extending Wander Coffee's concession | BB | Wander Coffee have extended their concession until 30.9.23. | Complete |
| 20.03.23 | Min 1669, p 3855 – To consider adding hedgehog homes in Chatsworth Park | CCL | Hedgehog homes have been placed in the understory of the park, around the edges in un-walkable areas. | Complete |
| 20.03.23 | Min 1670, p 3855 – To consider where to place the 'superbin' in Chatsworth Park | | Bin due to be installed to the wall of the Civic Centre, under the car park fire escape. | July 2023 |
| 20.03.23 | Min 1671, p 3855 – To consider reducing the height of the trees to the north side of Robert Kingan playground | | EH Treecare have now cleared the tree branches 1 metre from the telephone cables. A regular cut back of these trees should be included in the next grounds maintenance contract. | Complete See new agenda item |

Agenda Item 6 - To note action list & agree any further actions required

Amenities & Civic Centre Action List for 5th June 2023

| | | | | |
|----------|--|----|---|---------------------|
| 20.03.23 | Min 1672, p 3855 – To review the warm space hub at the Civic Centre | SN | Unopened perishables have been added to the fareshare collection basket and opened perishables have been added to the Town Council bingo supplies. | Complete |
| 20.03.23 | Min 1673, p 3856 – To consider estimates for roofing repairs at the Civic Centre | SN | PO issued to ARN Roofing. <i>No response re start date following chase-ups. Website has now been taken down & believe they may no longer be trading. Will need to re-start the process.</i> | July 2023 |
| 20.03.23 | Min 1674, p 3856 – To consider new phone system at the Civic Centre | SN | SN and CCL to arrange meetings with Fastnet and Cloud Voice Data (CVD) re questions in minutes and to be taken to full Council for consideration. <i>Meetings undertaken. Both companies offering similar package. Have received 2 testimonials from CVD & agreed preferable to proceed with them as local. SN to take recommendation to next full Council.</i> | July 2023 |
| 20.03.23 | Min 1675, p 3856 – Urgent Matters, tree survey | BB | Quotations have been obtained for a tree survey and will be considered at this meeting. | See new agenda item |

| | |
|---------------------|---|
| AGENDA ITEM | 7 |
| REPORT TO | Amenities & Civic Centre |
| REPORT FROM | Stella Newman, Town Clerk & RFO |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To note Income & Expenditure to 30 th April 2023 |

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 30th April 2023 are:-

Amenities - Income of £160 and expenditure of £3,395.

Civic Centre – Income of £1,767 and expenditure of £3,590.

As it is the first month of the new financial year not many explanations are required, but those that may be queried are as follows:-

Amenities Committee

4101-201 Grounds maintenance - £2,910 was the payment for works to the bank in Chatsworth Park, bordering a property in Kirby Drive.

Civic Centre Committee

4412-301 Water and Sewage - £1,876 is the annual payment to Business Stream. There is no other payment to come out of this nominal code for the remainder of the year.

Committed expenditure are funds that we have put in the budget which will be transferred to an earmarked reserve at year end.

Figures for all committees were taken to the Annual Council meeting on 17th May 2023 and approved.

3. RECOMMENDATION

It is recommended to note the figures.

4. FINANCIAL IMPLICATIONS

None at the present time.

10/05/2023

12:02

Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

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 | 0 | 100 | 100 | | | 0.0% |
| Town Events :- Income | 0 | 0 | 100 | 100 | | | 0.0% |
| 4363 Town Entertainment / Events | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4365 Entertainment consumables | 0 | 0 | 100 | 100 | | 100 | 0.0% |
| Town Events :- Indirect Expenditure | 0 | 0 | 1,100 | 1,100 | 0 | 1,100 | 0.0% |
| Net Income over Expenditure | 0 | 0 | (1,000) | (1,000) | | | |
| <u>201 Parks, Open Spaces/Playgrounds</u> | | | | | | | |
| 4098 Playground equipment Replacement | 0 | 0 | 12,000 | 12,000 | 12,000 | 0 | 100.0% |
| 4100 Playgrounds Spare Parts/Repair | 95 | 95 | 2,000 | 1,905 | | 1,905 | 4.8% |
| 4101 Grounds Maintenance | 2,910 | 2,910 | 12,000 | 9,090 | | 9,090 | 24.3% |
| 4104 Works contract 1, playgrounds | 0 | 0 | 8,230 | 8,230 | | 8,230 | 0.0% |
| 4105 Works contract 2 -trees/hedges | 0 | 0 | 2,730 | 2,730 | | 2,730 | 0.0% |
| 4106 Works contract 3 - small grnd. Wrk. | 0 | 0 | 1,890 | 1,890 | | 1,890 | 0.0% |
| 4107 Playground inspections | 390 | 390 | 2,700 | 2,310 | | 2,310 | 14.4% |
| Parks, Open Spaces/Playgrounds :- Indirect Expenditure | 3,395 | 3,395 | 41,550 | 38,155 | 12,000 | 26,155 | 37.1% |
| Net Expenditure | (3,395) | (3,395) | (41,550) | (38,155) | | | |
| <u>202 Amenities General</u> | | | | | | | |
| 1062 Income memorial benches | 0 | 0 | 1,150 | 1,150 | | | 0.0% |
| 1063 Income memory garden plaques | 0 | 0 | 300 | 300 | | | 0.0% |
| 1065 Income miscellaneous | 160 | 160 | 0 | (160) | | | 0.0% |
| Amenities General :- Income | 160 | 160 | 1,450 | 1,290 | | | 11.0% |
| 4351 Seats and Notice Boards | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% |
| 4357 Memorial benches | 0 | 0 | 1,150 | 1,150 | | 1,150 | 0.0% |
| 4358 Memory garden plaques | 0 | 0 | 300 | 300 | | 300 | 0.0% |
| 4360 Cafe concession | 0 | 0 | 3,500 | 3,500 | | 3,500 | 0.0% |
| Amenities General :- Indirect Expenditure | 0 | 0 | 6,450 | 6,450 | 0 | 6,450 | 0.0% |
| Net Income over Expenditure | 160 | 160 | (5,000) | (5,160) | | | |
| Amenities :- Income | 160 | 160 | 1,550 | 1,390 | | | 10.3% |
| Expenditure | 3,395 | 3,395 | 49,100 | 45,705 | 12,000 | 33,705 | 31.4% |

Continued over page

10/05/2023

12:02

Telscombe Town Council**Detailed Income & Expenditure by Budget Heading 30/04/2023****Month No: 1****Committee Report**

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <u>Civic Centre</u> | | | | | | | |
| <u>301 Civic Building</u> | | | | | | | |
| 1000 Income Civic Centre -room hire | 1,767 | 1,767 | 11,000 | 9,233 | | | 16.1% |
| 1002 Income - C Centre FIT payments | 0 | 0 | 5,000 | 5,000 | | | 0.0% |
| 1003 Income - C Centre mast rental | 0 | 0 | 6,615 | 6,615 | | | 0.0% |
| Civic Building :- Income | 1,767 | 1,767 | 22,615 | 20,848 | | | 7.8% |
| 4401 General Repairs | 0 | 0 | 2,000 | 2,000 | 2,000 | | 0.0% |
| 4402 Consumable Supplies | 63 | 63 | 800 | 737 | 737 | | 7.9% |
| 4403 Equipment Maintenance | 224 | 224 | 2,000 | 1,776 | 1,776 | | 11.2% |
| 4404 External/Internal Decorating | 0 | 0 | 1,000 | 1,000 | 1,000 | | 0.0% |
| 4406 Refuse collection | 221 | 221 | 1,200 | 979 | 979 | | 18.5% |
| 4407 Equipment | 0 | 0 | 1,100 | 1,100 | 1,100 | | 0.0% |
| 4411 Rates | 1,205 | 1,205 | 15,450 | 14,245 | 14,245 | | 7.8% |
| 4412 Water and Sewage | 1,876 | 1,876 | 2,000 | 124 | 124 | | 93.8% |
| 4413 Electricity | 0 | 0 | 3,825 | 3,825 | 3,825 | | 0.0% |
| 4414 Gas | 0 | 0 | 4,875 | 4,875 | 4,875 | | 0.0% |
| 4419 Internal/external works | 0 | 0 | 1,500 | 1,500 | 1,500 | | 0.0% |
| Civic Building :- Indirect Expenditure | 3,590 | 3,590 | 35,750 | 32,160 | 0 | 32,160 | 10.0% |
| Net Income over Expenditure | (1,823) | (1,823) | (13,135) | (11,312) | | | |
| <u>302 Civic Building Loan</u> | | | | | | | |
| 4060 Loan Accounts | 0 | 0 | 9,000 | 9,000 | | 9,000 | 0.0% |
| Civic Building Loan :- Indirect Expenditure | 0 | 0 | 9,000 | 9,000 | 0 | 9,000 | 0.0% |
| Net Expenditure | 0 | 0 | (9,000) | (9,000) | | | |
| Civic Centre :- Income | 1,767 | 1,767 | 22,615 | 20,848 | | | 7.8% |
| Expenditure | 3,590 | 3,590 | 44,750 | 41,160 | 0 | 41,160 | 8.0% |

Continued over page

10/05/2023

Telscombe Town Council

12:02

Detailed Income & Expenditure by Budget Heading 30/04/2023

Month No: 1

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------|
| <u>Earmarked Reserves</u> | | | | | | | |
| 910 Earmarked Reserves | | | | | | | |
| 9011 Park/Playground refurbishment | 0 | 0 | 99,399 | 99,399 | | 99,399 | 0.0% |
| 9012 Civic Centre Maintenance | 0 | 0 | 5,511 | 5,511 | | 5,511 | 0.0% |
| 9013 Information Technology | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 9014 Telscombe Tye | 0 | 0 | 59,807 | 59,807 | | 59,807 | 0.0% |
| 9018 Tye Signage Expenditure | 0 | 0 | 1,567 | 1,567 | | 1,567 | 0.0% |
| 9020 Youth Projects Expenditure | 0 | 0 | 3,018 | 3,018 | | 3,018 | 0.0% |
| 9021 Election Expenses | 0 | 0 | 13,669 | 13,669 | | 13,669 | 0.0% |
| 9023 Street Lighting Expenditure | 0 | 0 | 20,328 | 20,328 | | 20,328 | 0.0% |
| 9026 Councillor training | 0 | 0 | 3,300 | 3,300 | | 3,300 | 0.0% |
| 9027 Burial fees | 1,500 | 1,500 | 1,700 | 200 | | 200 | 88.2% |
| 9028 Bus shelters | 0 | 0 | 7,326 | 7,326 | | 7,326 | 0.0% |
| 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 | 0 | 7,890 | 7,890 | | 7,890 | 0.0% |
| 9036 Coastal Management | 0 | 0 | 30,000 | 30,000 | | 30,000 | 0.0% |
| 9037 CIL monies | 0 | 0 | 13,197 | 13,197 | | 13,197 | 0.0% |
| 9038 Neighbourhood Plan | 0 | 0 | 2,051 | 2,051 | | 2,051 | 0.0% |
| 9039 Clifftop fencing | 0 | 0 | 711 | 711 | | 711 | 0.0% |
| 9040 Community cafe | 160 | 160 | 2,601 | 2,441 | | 2,441 | 6.2% |
| 9041 Tye management | 0 | 0 | 3,200 | 3,200 | | 3,200 | 0.0% |
| 9042 Memorials - bench maintenance | 0 | 0 | 550 | 550 | | 550 | 0.0% |
| 9043 Bridleway 8 gate key deposits | 0 | 0 | 200 | 200 | | 200 | 0.0% |
| 9044 Wave Leisure | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% |
| 9045 Legal fees | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| Earmarked Reserves :- Indirect Expenditure | 1,660 | 1,660 | 291,055 | 289,395 | 0 | 289,395 | 0.6% |
| Net Expenditure | (1,660) | (1,660) | (291,055) | (289,395) | | | |
| Earmarked Reserves :- Income | 0 | 0 | 0 | 0 | | | 0.0% |
| Expenditure | 1,660 | 1,660 | 291,055 | 289,395 | 0 | 289,395 | 0.6% |

| | |
|---------------------|------------------------------------|
| AGENDA ITEM | 8 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 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

I have attached the Amenities & Civic Centre section. This a new version 1 covering the Councillors new term of office being May 2023 - May 2027 which was updated & considered at full Council on 17th May.

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.

TELSCOMBE TOWN COUNCIL

Business Plan

INTRODUCTION

A Business Plan is a flexible collection of ideas/projects/ambitions for implementation during a 4 year administration.

It is also an opportunity to harmonise a forward plan between Councillors, staff and groups which:-

- Is easy to understand and monitor
- Provides a vehicle for consulting ideas with residents and visitors
- Allocates funds through the budget setting process as appropriate to deliver the plan.

Each Committee with its members, staff and relevant residents questions, has a part to play in progressing these ideas.

In some cases, additional working groups can be formed to progress and/or deliver specific projects contained within the adopted plan.

This is a dynamic plan, meaning that new work can be added and existing work or that completed or found not to be viable or necessary can be removed.

Business Plan 2023/2027 - v 1

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. PART 1 working group Notes

| SECTION I - AMENITIES & CIVIC CENTRE COMMITTEE | | | | | | |
|---|---|---|---------------------------|------------------|-----------|-----------------------|
| Project | Objective | Activity | Responsible Person | Key Review Dates | Committee | Project Delivery Date |
| 1 | Tree Survey To survey the trees in Chatsworth Park and the Copse. | Arrange annual tree survey and report to be taken to A/CC committee meeting. Bat roost survey carried out – 10 trees identified as having bat roost potential. | AO, TC | Yearly | ACC | Ongoing |
| 2 | Tree Works Tree works to continue as required by the survey reports in Chatsworth Park and the Copse. | Once report on trees received, take to ACC Committee to agree works to be undertaken. | AO, TC | Yearly | ACC | Ongoing |
| 3 | Establish a maintenance programme and regular inspections for play equipment in the playgrounds in Chatsworth Park & Robert Kingan & keep | 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 year maintenance contracts which commenced on 1.4.21 | AO, TC & ACC & volunteers | 6 monthly | ACC | Ongoing |

| | | | |
|---------|-------------|---------|---------|
| 2023-24 | 2024 - 2025 | 2025-26 | 2026-27 |
|---------|-------------|---------|---------|

Business Plan 2023/2027 - v 1

| | | | | | | | |
|---|--|--|---|---------|----------|----------|------------|
| | areas clean and tidy | | Monthly volunteer litter picks organised in addition to contractors. | | 3 yearly | ACC & FC | April 2024 |
| 4 | New Council Contracts – Contract specification to pay the living wage to employees | Appraisal of grounds maintenance contract renewal due in Spring 2023 for renewal in April 2024. Examine potential to combine all existing contracts. | Contracts for 3 years commenced 1.4.21. BUDGET IMPLICATIONS | TC & AO | | | |
| 5 | New Café in Chatsworth Park Project | Examine the feasibility of building a new café in Chatsworth Park | Working group set up. Agreed at committee to trial a café concession to test market. Concession started April 2021 & reviewed 6 monthly in April & September. Covenants for Park examined by LDC lawyer & report received. 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 get study | AO & TC | Ongoing | ACC | July 2023 |

Business Plan 2023/2027 - v 1

| | | | | | | |
|---|--|--|---|--------------------|--|--|
| 6 | <p>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>undertaken. Feasibility study received & working group have agreed further investigations.</p> <p>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.</p> <p>BUDGET IMPLICATIONS Single Use Plastics Policy adopted at Council meeting on 16.9.20.</p> | <p>TC & AO</p> | <p>Ongoing</p> <p>Com-plete</p> <p>Com-plete</p> | <p>ACC & FC</p> <p>ACC</p> <p>2023</p> |
|---|--|--|---|--------------------|--|--|

Business Plan 2023/2027 - v 1

| | | | | | | | |
|---|--|---|--|---------|---------|--------|---------|
| 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 | 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 | 2023 |
| 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. | CC | | 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 hold due to Covid-19. No revised details received from ESCC. | TC & CR | | ACC | |

Business Plan 2023/2027 - v 1

| 11 | Civic Centre Sustainability | Explore ways of cost reduction | BUDGET IMPLICATIONS 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. | ACC/TC | Complete | ACC |
|----|-----------------------------|--------------------------------|--|--------|------------|-----|
| 12 | Telephone network upgrade | Digitise network. | To explore and agree digitising telephone network before the 2025 switch off of analogue and ISDN. | TC, CC | March 2023 | ACC |

Abbreviations

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

| | |
|---------------------|---|
| AGENDA ITEM | 9 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 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 4 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 |
|--------------|---------------|---------------|----------------------------------|----------|--|---|----------------|
| 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. | Tree branches cut back by EH Treecare. | Completed |
| 51 | 20.02.2023 | 20.03.2023 | Chatsworth Park | Trees | Tree branches from park are touching his roof. | Tree branches cut back by EH Treecare. | Completed |
| 52 | 23.02.2023 | 20.03.2023 | Chatsworth Park | Trees | Resident advised she has spoken with tree surgeons, who have agreed the trees bordering her property are shading her garden and house. They suggested further limbs are removed. | Emailed contractor asking him to advise and chased. | Ongoing |
| 54 | 10.05.2023 | 05.06.2023 | Chatsworth Park | Animals | Someone has bagged up a dead fox and fly tipped it in Chatsworth Park car park. | Removed fox and taken to Newhaven tip. | Completed |
| 55 | 12.05.2023 | 05.06.2023 | Chatsworth Park North Playground | Gate | Top gate in Chatsworth Park North isn't locking closed | New lock added. | Completed |
| 56 | 13.05.2023 | 05.06.2023 | Chatsworth Park North Playground | Gate | The top gate in the playground no longer has the bolt attached so is wide open | New lock added. | Completed |
| 57 | 19.05.2023 | 05.06.2023 | Chatsworth Park | Animals | Dead badger found on verge on Ambleside Avenue, next to Chatsworth Park. | LDC now advised they will not remove so investigating removal by other means. | Ongoing |

| | |
|---------------------|---|
| AGENDA ITEM | 10 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | Update on works bordering a property in Chatsworth Park |

1. INTRODUCTION

At January's Committee meeting, Councillors were updated on the complaint from a resident whose property borders Chatsworth Park. I had visited the site with the Vice Chair of this Committee and Countrymans Contractors to discuss a way forward. Countrymans provided an estimate and it was agreed to accept their price to fell 2 Sycamore trees (and potentially a third), grade out the bank bordering the property by 1.5 – 2 metres level with the bottom of the fence line, woodchip to be spread along the bank and deadwood to be cut into manageable lengths and stacked on the verge. This was carried out in March.

2. INFORMATION

Following completion of the work, the resident made contact with me and raised concerns with the works undertaken. She felt that the potential for stability issues had increased and was also concerned with the level area next to the fence line being too open. The resident also reported that the contractors had damaged her fence but I believe the fencing was already damaged prior to the works. Due to the grading of the bank not being sloping and as there was no woodchip spread in the area, I asked Countrymans if they had completed the work. They advised it had been completed as per our specification document and their quotation, and that the woodchip had been spread prior to them digging up the bank and regrading. Councillors were informed and it was agreed I would contact the resident to let them know the work was undertaken as recommended by the Chartered Surveyor and that we would consider planting of shrubs in the area. I also advised the resident that if they have any complaints that they should do so in writing and it would be included in our discussions at tonight's meeting. I did not hear back from the resident so contacted her by phone. She confirmed that she was not happy with our response and that the fence was rotten from the park side only. The resident advised she would send pictures and something in writing but nothing has been received to date.

As highlighted in January's report, the Committee will need to further discuss how we wish to maintain this border going forward. We have an agenda item under this meeting to consider extending our current grounds maintenance contract or drawing up new ones from 2024, which could include adding maintenance works to this location to make sure the area remains secure and maintained. Low shrubs and plants could be planted to reduce the speed of erosion.

3. RECOMMENDATION

I recommend that this complaint is closed as we have not had any further contact from the resident. I also recommend that this area is considered for works to be included in the grounds maintenance contract from April 2024 and we investigate planting of shrubs and plants 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

The 2023/24 budget for grounds maintenance has been agreed at £12,000 and we have just over £7,500 in an earmarked reserve.

| | |
|---------------------|---|
| AGENDA ITEM | 11 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces |

1. INTRODUCTION

As previously agreed, 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 ongoing and 1 is closed.

Items 4.1 and 4.2 recommends we carry out a rolling programme of improvement and maintenance of path surfaces around Chatsworth Park. A working group consisting of myself, Cllr Gallagher and Cllr O'Connor met in January to discuss the findings of the recent resident survey and it was agreed that I would contact a contractor to seek their advice and walk round the park. I emailed various companies, but did not receive any responses back. I subsequently contacted two other companies, Countrymans and Hailsham Road Ways and I have met both on site. They will send over their advice on a way forward and any costings shortly.

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 20/03/2023 to close item as ESCC do not have funding available and TTC do not have monies to take forward. | Closed |

| No. & Element | Current Situation | Recommendation | Update | Status |
|--|--|---|--|-----------|
| 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. | 3.1 recommendation: "a new step-free route with firm surface to be created to the north of the playground from further up Kirby Drive at the top west corner of the park parallel to the road but on the other side of the hedge to meet up on the level landing outside the yellow gate to the playground. Path to be min 1500m wide with minimum camber allowing for slight cross-fall to drain water." Site visits undertaken with 2 contractors and we are awaiting their information with recommendations. | Ongoing |
| 3.12 Car Park entrance via Park Avenue | There is a small car park for the Park at the entrance off Park Avenue on the south west side of the Park. The surface of the car park is very uneven. | Carry out remedial work to the car park to create a firm and even surface. This surface also to be regularly maintained throughout the year. | This work was completed following the site visit for the Access Report but prior to receiving the report | Completed |
| 3.13 Car Park entrance via Park Avenue | There are no designated accessible bays here. This may mean that Blue Badge holders are excluded from parking here on occasions. | Once the surface is level and even, mark out accessible parking bays as per guidance. The number of accessible bays should be min. 6% of the total number of spaces. Allocated bays to be as close as possible to pedestrian route(s) which have a firm and even surface. | Disabled parking sign now fixed to a post. White lines unable to be painted due to surface. | Completed |

| No. & Element | Current Situation | Recommendation | Update | Status |
|------------------------------|--|--|---|-----------|
| 4.1 Path surfaces | <p>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.</p> | <p>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).</p> | <p>Residents have been consulted on where they feel the need is most. Site visits undertaken with 2 contractors and we are awaiting their information with recommendations.</p> | Ongoing |
| 4.2 Path widths | <p>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.</p> | <p>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.</p> | <p>A rolling programme will need to be investigated alongside item 4.1</p> | Ongoing |
| 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 |

| No. & Element | Current Situation | Recommendation | Update | Status |
|---------------------------|--|---|--|-----------|
| 8.1 Events and activities | These need to be as inclusive as possible. | When designing and promoting events or activities, ensure that the accessibility of the event or activity has been considered and prepared for. This element can also be promoted and a telephone number given for anyone who may have queries about the accessibility of the activity or event. | Risk Assessments actioned when holding events. TTC telephone number provided on all promotional literature. | Completed |
| 9.2 Volunteers | There is a significant element of maintenance and monitoring that needs to be carried out at the Park on a regular basis. | Recruit volunteers (if not already in place) to carry out essential maintenance tasks at the Park and in doing so they also act as monitors of the Park. The tasks to include maintenance (sweeping) of paths, removal of any temporary obstacles, cleaning of playground equipment, pruning shrubbery back from the paths, carryout out remedial work to any damaged seats or signs etc. | Most of these items are listed under our grounds maintenance contracts, although we have utilised volunteers further to help with monitoring of the park. | Completed |
| 9.3 Staff training | Any Council Staff who manage activities or deal directly with the public regarding the Park need to be disability confident. | Provide disability confidence training for all front facing staff. This should be provided by an experienced trainer who is themselves disabled and who works from the Social Model of Disability. | Town Clerk is investigating training options | Ongoing |
| 9.4 Feedback | Getting ongoing feedback about the Park and its accessibility is important for the Council and assists the Council in meeting its duties to disabled people at the Park. | Consider increasing the ways in which people can give feedback about the Park so that it is as easy as possible. Use a variety of methods to give people options and ensure that those who have given feedback are given feedback from the Council on their ideas. Ways of giving feedback include social media, 1-1 questionnaire at events, community focus groups etc. | Residents have been consulted on accessibility in the park in August 2022. Updates have been made on social media concerning maps. Ongoing feedback to be considered alongside 8.2 (consulting with the community on events - low priority). | Ongoing |

| No. & Element | Current Situation | Recommendation | Update | Status |
|---------------------------------|--|---|------------|-----------|
| 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 | 12 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To approve amendments to the Chatsworth Park & Copse Management Plan |

1. INTRODUCTION

At the last Committee meeting, Councillors were asked to review the Chatsworth Park & Copse Management Plan. Since the plan has been in place, a pond, two hibernaculas and bat boxes have been added to the park. Cllr Clarkson agreed to update the Management Plan with this new information and it be taken to the next meeting for consideration.

2. INFORMATION

Cllr Clarkson has made a couple of changes, details of which are on the attached document. There are details on the above new items and two additional officer inspections to be undertaken. A copy of the Management Plan with these updates has been emailed out to the Committee but not included in the papers due to its length.

3. RECOMMENDATION

I recommend that the Committee approve the amendments to the Management Plan and that the Plan is reviewed again in May 2024.

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

The Management Plan recommends works to be completed by volunteers, but this may incur costs if they cannot be recruited. There will also be costs for consultations with an ecologist for works within the Management Plan, as recommended in the ecological report. The grounds maintenance budget for 2023/24 has been set at £12,000, but we have not set a budget for ecologist costs.

Tasks - The council should inspect the bat boxes annually

Removal of line - The creation of a wildlife pond within Chatsworth Park. This would increase the ecological value of the site by introducing a previously absent habitat which would provide opportunities for a range of fauna, including amphibians.

Adding

Bat Boxes and Hibernacula

The park has 8 bat boxes. All are mounted to trees and facing South or South East. The boxes are made from plywood with hardwood roofs so should be resistant to weather for a number of years. The council should inspect the bat boxes annually to determine if they are in safe condition and any risk to park users. Any boxes that appear to be a risk should be replaced. If the box is uninhabited this can be done by council staff or volunteers. If there are bats in the box the council will need volunteers from Sussex Bat Group or a similar organisation to remove the bats first.

The park currently has 2 hibernacula. One is on the East side of the park along Ambleside Avenue to the left of Pig Hill by the bramble. The second is also along Ambleside Avenue to the right-hand side of the footpath. Their locations are pictured below. The hibernacula require no maintenance, but their locations should be noted to avoid disturbance during any work in the park.



Pond

The park currently has one pond on its East side measuring approximately 4m by 5m. It is 60cm at its deepest point. It is manmade with fleece underlay and pond liner topped with 10cm of mud. This creates a natural looking pond that can be planted. The pond has a dead hedge to prevent dogs entering the water. It is planted with Hard Rush, Water Plantain, Water Mint, Brook Lime, Cuckoo Flower, Water Forget Me Not, Lesser Water Plantain, Square-Stalked St. John's Wort, Marsh Cinquefoil, Purple Loosestrife, Yellow Flag, Ragged Robin, Lesser Spearwort, Water Figwort, Adderwort, Greater Spearwort, Flowering Rush, Dwarf Hairgrass, Mare's Tail, Water Violet, Miniature Pennywort, Crystal Confetti, Red Stemmed Parrots Feather, Water Shamrock, Pepper Grass, Water Crowsfoot, Ivy-Leaved Crowsfoot and Upright Water Milfoil.

On advice from an LDC and ESCC ecologist the pond management should be low touch. The pond should be allowed to dry out in the event of warm weather.

The council should avoid animal dumping in the pond. Currently the pond does not have any frogs, toads or newts but may have through natural migration in the future. The introduction of animals like fish or terrapins will endanger native animals we should be encouraging. Any reports of animals like fish or terrapins should be taken seriously and where possible they should be removed.

The council should inspect the pond annually in the Autumn. The inspection should include the condition of the dead hedge and how much of the pond water is free of growth. There should be approximately 1/3 water free of plants. If the hedge is damaged or there is more plant cover then the volunteers or council staff should coordinate its removal over the Autumn and Winter.

| | |
|---------------------|---|
| AGENDA ITEM | 13 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To consider quotations to clear the vegetation bordering two properties next to the Copse |

1. INTRODUCTION

An annual inspection was undertaken on the vegetation encroaching the properties at 83 Telscombe Cliffs Way and 2a Bush Close and alongside the highway at Telscombe Cliffs Way. This was taken to Committee in September, when it was agreed to obtain estimates to clear the vegetation bordering the two properties by 2 metres and that I write to the residents to ask if they would be in agreement to the Town Council having this work carried out.

2. INFORMATION

I wrote to the residents at both properties, but did not receive any responses. I also sent a specification document to three contractors, asking for estimates to clear the vegetation bordering both properties by either 1 or 2 metres. I received a response from two, as follows:

Countrywide Grounds Maintenance completed the attached specification document and quoted £450 + VAT to clear the vegetation bordering both properties by 1 metre and £550 + VAT to clear the vegetation bordering both properties by 2 metres.

Countrymans Contractors Ltd quoted £425 + VAT to clear low-level vegetation bordering both properties by 1 metre and £575 + VAT to clear low-level vegetation bordering both properties by 2 metres. They have advised that if we would require any overhanging tree branches removed, they would need to quote an additional cost. There may also be an increase if the cost to dispose the green waste at the recycling facility goes up.

3. RECOMMENDATION

I recommend the Committee consider which quotation they would like to proceed with.

4. ENVIRONMENTAL IMPACT

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

The border of the Copse is highlighted as a red zone in the ecological report, which means that no works can be undertaken without prior consultation from an ecologist.

5. FINANCIAL IMPLICATIONS

We have £12,000 in the grounds maintenance budget for 2023/24.

Specification to clear 2 metres of vegetation from the Copse, where it borders 2 properties – March 2023

The vegetation from the Copse is encroaching the 2 bordering properties - see pictures and map below



83 Telscombe Cliffs Way



2a Bush Close



Price to clear the vegetation bordering both properties by 1 metre £ 450

Price to clear the vegetation bordering both properties by 2 metres £ 550

Includes VAT

/ No

countrywide -



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

16/03/2023

Quote 1430

Dear Bianca

Vegetation Clearance near the Copse

To clear overgrown vegetation beside the two properties the border the Copse by 1 meter and remove waste from site.

COST £425.00 plus VAT

To clear overgrown vegetation beside the two properties the border the Copse by 2 meters and remove waste from site.

COST £575.00 plus VAT

Addendum: This quotation is based on low level overgrowth including self-seeded trees and shrubs. Should you require overhanging tree branches within this specification a further quotation would be required.

We hope this quote proves favourable and we await your reply

Yours Sincerely,

A handwritten signature in black ink, appearing to be "JB", written over a large, stylized oval scribble.

James Botting
Foreman

| | |
|---------------------|---|
| AGENDA ITEM | 14 |
| REPORT TO | Amenities & Civic Centre |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | Update on weekly playground inspection reports & agree any possible actions |

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 has been emailed and will not be sent due to its length. There are 53 items listed; works are due to be undertaken on 15 items, we are waiting for prices on 20 items, 15 items are for monitoring, 2 items have been completed and we are exploring a way forward with 1 item.

3. RECOMMENDATION

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

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

Our budget for playground equipment replacement of £12,000 (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.

The 2023/24 playground spare parts/repairs budget has been set at £2,000.

| | |
|---------------------|---|
| AGENDA ITEM | 15 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To consider removal of the wooden hippo & elephant at Chatsworth Park South Playground and ratify removal of springer at Robert Kingan Playground |

1. INTRODUCTION

Our recent weekly playground inspection reports highlighted a couple of findings as follows; deteriorating wood to the elephant wooden animal at Chatsworth Park South Playground (CPS) and damaged nest springer at Robert Kingan Playground (RKP).

2. INFORMATION

I visited CPS and noted that both the wooden elephant and hippo were rotting



Elephant



Hippo

Both animals were filled and sanded at the last playground refurbishment to try and make them last longer. As they are now at the end of their lifespan, I emailed Cllr Clarkson as Chair of this Committee to ask if he would be in agreement for the items to be removed, or if he would like a repair to be undertaken. Cllr Clarkson confirmed that he would be happy for them to be removed so we asked the caretaker to remove them and are awaiting his quotation.

We also received a high risk finding to the nest springer at RKP, stating that the arm assembly and springs were broken and need replacing. I visited RKP and the spring had eroded/rusted away from the metal plate underneath, leaving the wooden cover at an angle (picture of damaged spring below).



The spring could not be replaced without fully removing the equipment and trying to put it back together. As this was high risk, we removed the item straight away for the safety of the playground users. The Town Clerk approved for this to be carried out by M Evans at a cost of £95 (no VAT applicable), under her emergency delegated authority spending power.

3. RECOMMENDATION

I recommend that the wooden elephant and hippo at CPS are removed once we have obtained a price and the Town Clerk can authorise the expenditure once the amount is known under her delegated authority spending power. I also recommend that we ratify the removal of the nest springer at RKP at a cost of £95.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

The 2023/24 playground spare parts/repairs budget has been set for £2,000.

| | |
|---------------------|---|
| AGENDA ITEM | 16 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To ratify decision for Lewes District Council to undertake annual playground area inspections |

1. INTRODUCTION

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

2. INFORMATION

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

Main inspection £55.20 per site x 3 = £165.60

DDA (disability discrimination act) inspection £10.50 per site x 3 = £31.50

Play value inspection £10.50 per site x 3 = £31.50

Life expectancy inspection £5.20 per site x 3 = £15.60

The above prices have only slightly increased from the previous two years costs.

LDC advised we would need to respond to them with our decision by Friday 19th May 2023. As our next Committee meeting was following the deadline provided by LDC, I contacted the Committee and asked if they would be happy to progress with these inspections and if a response was not received, I would assume that they were in agreement. As 4 out of 9 Committee members responded favourably and there were no objections, we instructed LDC to carry out the inspections.

3. RECOMMENDATION

I recommend that we ratify the above inspections be carried out at a total cost of £244.20.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

We have a budget for playground inspections, nominal code 4107-201, for 2023/24 of £2,700 which allows for the weekly inspections by LDC and the annual inspections.

| | |
|---------------------|--|
| AGENDA ITEM | 17 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Stella Newman, Town Clerk & RFO |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To consider whether to allow horses to use Chatsworth Park |

1. INTRODUCTION

We have recently been notified of increasing instances of horses riding throughout Chatsworth Park.

2. INFORMATION

You can see from the attached Rights of Way map that there is a registered bridleway going through the park leading between Ambleside Avenue and Park Avenue – see green line. However, horses have been seen riding off of the bridleway and north through the park and they have left evidence behind.



The park is an area widely used by families for recreation and dog walkers. Horses could be spooked for various reasons which could pose a risk to members of the public.

3. RECOMMENDATION

It is recommended that consideration be given as to whether we allow horses to ride off of the registered bridle way and through other areas of the park. If we do not, signage should be put up accordingly and information added to our website and via social media.

4. ENVIRONMENTAL IMPACT – n/a

5. FINANCIAL IMPLICATIONS - There would be a small cost if signage was put up.

| | |
|---------------------|---|
| AGENDA ITEM | 18 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To consider way forward with planting at the bottom of 'pigs hill' in Chatsworth Park |

1. INTRODUCTION

Councillors have previously agreed for estimates to be obtained to carry out works to the bottom left-hand corner of Pigs Hill. Works include: cut back the vegetation to the tree line, rotavate and grass seed the area, add a walkway through with bark chippings held in place with logs, planting of new shrubs and install a new bench.

2. INFORMATION

I have drafted the attached specification document but am not sure on the start and finish points for both the vegetation cut back and the walkway, or how long they should be. I have estimated the cut back of the vegetation on the specification document as 70m x 60m x 30m.

Please also note that I have not included the planting of new shrubs and bench installation, which could be carried out at a later stage.

3. RECOMMENDATION

It is therefore recommended that Councillors decide how much vegetation they would like cut back and where the walkway should start and end and its length.

4. ENVIRONMENTAL IMPACT

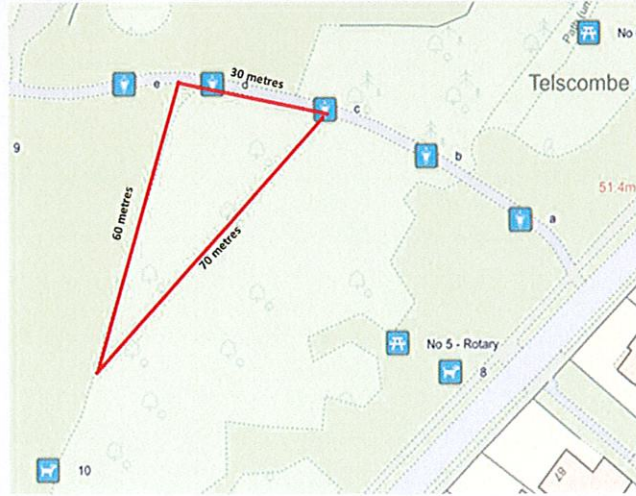
This area was listed in the red zone of the ecological report, which states that no work can be undertaken without prior consultation from an ecologist.

5. FINANCIAL IMPLICATIONS

Not known at this stage. Cllr Gallagher has intimated that the Saltdean Charity may be able to help financially.

Specification to carry out works to an area in Chatsworth Park, Telscombe Cliffs

There are brambles and nettles located next to a main pathway in Chatsworth Park - see *pictures and map below*. We would like to clear the area and put in a walkway



Price to cut back and remove the vegetation to the tree line (see highlighted area above) £

Price to rotavate and grass seed the area (see highlighted area above) £

Price to add a walkway with bark chippings held in place with logs ?? metres in length £

Includes VAT

Yes / No

Declaration

Signed:

Date:

Name:

On behalf of:-

| | |
|---------------------|---|
| AGENDA ITEM | 19 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To consider a tree survey for Chatsworth Park & the Copse |

1. INTRODUCTION

The Council, either in its capacity as owner or manager, is responsible for trees located on land for which it manages or has total control over. As such, it has a common law and statutory duty of care in relation to its trees. Compliance with the duty will require the operation of a reasonable systematic inspection of all its trees, which has been determined in accordance with a sufficient and informed risk assessment.

2. INFORMATION

Tree surveys have been carried out from 2016 for trees in Chatsworth Park and The Copse, with works implemented in accordance with the recommendations. The most recent survey was undertaken by Aspen Treecare in January 2022.

I contacted several contractors to ask if they would submit a quotation as well as advertising on social media. I requested prices for a basic survey as well as more in depth one, along with details of what they would include. Estimates were provided by four companies, as follows:

- Arbosense (based in Eastbourne) have quoted £600 excluding VAT to inspect all the trees in Chatsworth Park and The Copse. This quotation will be for a more basic survey.
- Countrymans (based in Telscombe Village) have provided the attached quotation of £940 plus VAT to survey all trees across both sites and supply a report outlining the findings with recommended schedule of works.
- Aspen Treecare (based in Lewes), have quoted £1000 plus VAT for a basic survey. This would cover all the details of the trees previously surveyed, as described on their attached report, plus a renewed condition assessment per tree. Regarding a more detailed survey, they do not feel there is a great more detail they can add, due to them undertaking a more detailed survey in January 2022. If we would like something more in depth, they suggest the report could include survey specific details and more background information on habitat potential, planting opportunities, etc. Costs for this would require further discussions on the nature of the service and what we would like included in the quote.
- Nicholas Jones Consultants Limited (based in Lewes) have provided the attached quotation of £1,250 + VAT to undertake a ground based visual assessment of all individual trees located within the site boundaries and to prepare a written report detailing the survey methodology and survey key along with detailed maps of the sites indicating the tree locations.

3. RECOMMENDATION

I recommend we ask Aspen Treecare to undertake the tree survey for continuity.

4. ENVIRONMENTAL IMPACT

Tree Surveys will help decide on the management of our green spaces and how best to maintain the local environment.

5. FINANCIAL IMPLICATIONS

We have £12,000 in the general grounds maintenance budget.



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

11/05/2023

Quote 1478

Dear Bianca

Tree survey

Chatsworth Park & The Copse

To survey all trees across and affecting the sites.

To supply a tree report outlining the findings of the survey with recommended schedule of works.

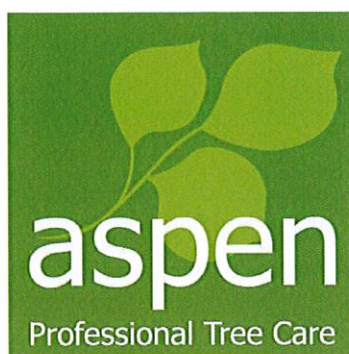
COST £940.00 plus VAT

We hope this quote proves favourable and we await your reply.

Yours Sincerely,

A handwritten signature in black ink, appearing to be "JB", written over a circular scribble.

James Botting
Foreman



Tree condition Survey

Client details: Telescombe Town Council

Site: Chatsworth Park, Telescombe Cliffs, Peacehaven BN10 7DZ

Date of inspections: 16 January 2022

Inspected by: Duncan Armstrong L4Arb, Tech ArborA, BSc Hons

Table of Contents

| | |
|--|--------|
| Table of Contents | Page 1 |
| Introduction | Page 2 |
| Objectives | Page 2 |
| Survey Categories | Page 2 |
| Mapping | Page 3 |
| Recommended Works | Page 3 |
| Key to abbreviations within recommended works listings | Page 3 |

Introduction

I have been instructed by Bianca Bus Amenities Officer on behalf of Telescombe Town Council to undertake a tree condition survey at Chatsworth Park, Telescombe Cliffs, Peacehaven BN10 7DZ.

Objective

To assess the trees condition, primarily to address any safety concerns, and ensure they have an acceptable level of risk. Additionally, to ensure the trees are maintained in good health, and continue to provide amenity, and ecological value.

The survey will examine the safety of each tree and give it a 'risk rating' by assessing whether a particular tree, or part of a tree, poses a low, medium or high level of risk.

This rating is calculated by considering the potential for all or part of the tree to break or fail; considering the size of this tree, or tree section; and then assessing the potential 'target area' by considering whether it is constantly, frequently, intermittently or occasionally populated by people or property.

From this assessment, the nature and urgency of any recommended tree works is devised, and a recommend re-inspection frequency determined.

General Features

The trees in the park are generally semi-mature: 10-35 years old.

There are several stands of Pinus Radiata – Monterey Pines. These pines are prone to shedding elongated limbs, and therefore require limb shortening.

There is also significant squirrel damage throughout the park. This has already caused limb losses through the park, and has increased the risk of more.

Survey categories

The categories which were chosen to be recorded are as follows:

| | |
|-----------------------|---|
| Tree number. | Where tagged, tag number. |
| Species: | Common name |
| Height: | Estimated in meters. |
| Age | Class: Young, Semi Mature, Mature, Over Mature, Veteran |
| Condition: | As stated |
| Work Priority: | As stated, within a given time period. |
| Re-inspection: | As stated, within a given time period. |
| Cost: | As stated |
| Risk. | This was assessed by looking at three features of the tree: |

- The potential for the tree, or a section of the tree, to fail. This is assessed as either low, medium, high or severe risk.
- The size of the tree or section of tree which has the potential to fail.
- The target area at risk.

The target area refers to the area around the tree into which it could fall should it become unstable. What is assessed is the frequency of occupation which this area below the tree has, i.e. how often are there people or property occupying this space. This is expressed as either occasional, intermittent, frequent or constant.

For the purposes of this survey, assessment of the frequency of occupation of the target area below the tree is an estimate, based on observed usage, the presence of roads, car parks, hard surfaced footpaths and desire lines. A more detailed examination of usage for specific trees can be arranged, where risk reduction requirements dictate.

Mapping

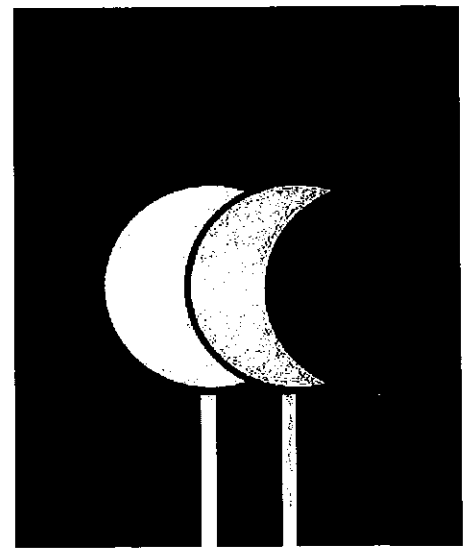
Maps attached as a pdf document with survey.

Key to abbreviations within recommended works listings

CI: Cut ivy
CL: Crown Lift
CR: crown reduce
DW: Deadwood
RB: Remove Branch.
RBS: Cut epicormic growth from stem
RH: Reduce Height

References

National Tree Safety Council Common Sense Risk Management of Trees



Nicholas Jones Consultants Limited

Independent Professional Arboricultural Consultancy

Tree Survey - Fee Proposal

Chatsworth Park & The Copse
Telscombe Cliffs
East Sussex

Prepared for Telscombe Town Council
22nd May 2023
Ref: NJC2068

Introduction

Nicholas Jones Consultants Limited recognizes the importance of impartial professional advice on both tree and landscape issues and has over 22 years' experience in providing client focused advice.

Our ethos is to work with rather than for our clients and to provide an innovative, flexible and sustainable solution for their arboricultural requirements.

We have an established reputation for providing quality professional consultancy within the full range of arboricultural services specializing in tree condition assessments and the often-complex interface between trees and people.

We can confirm that we have £2,000,000 Professional Indemnity and £10,000,000 Public Liability insurances in place.

Survey proposal

The proposed survey will take the form of a non-invasive ground-based inspection using the Visual Tree Assessment methodology expounded by Mattheck and Breloer.

The survey will advise on the condition of individual trees within the survey areas identified on the maps supplied in your e-mail dated 20th April 2023.

All trees within the survey areas will be subject to visual assessment, in particular those within falling distance of buildings, site boundaries, highways, play areas and public and internal footpaths however, only those trees with defects or causing nuisance, and warranting remedial work will be tagged and recorded.

All trees identified will be affixed with a unique reference number and their locations plotted onto an Ordnance Survey map of the sites using a GPS device.

The following details will be recorded for each individual tree identified:

- Tree/tag number
- Species (both common name and full botanical classification)
- Height
- Crown radius
- Stem diameter
- Maturity
- Potential to contain roosting bats (which can impact remedial works)
- General tree condition
- Condition of: Branches
 - Leaf/bud
 - Roots/rooting area
 - Stem
- Recommendations for remedial action (along with associated priorities)
- Surveyors name
- Comments
- Date of inspection
- Next inspection date

A sample survey schedule and map are provided below for reference:

General Tree Assessment (Detailed)

| | | |
|--------------|--|---|
| Tree ID: 258 | Common Oak <i>Quercus robur</i> | Assessor: Nick Jones Date: 10-Jan-17 |
| Details | Tag: TPO: Tree Comment: Survey Comment: Fair specimen | QTRA score: N/A Condition: Fair |
| Observations | Height: 25 ft Spread: 12 ft Stems: 1 Maturity: Mature Bark: No Con Area: N/A Prev Insp: N/A Next Due: 10-Jan-19 Leaf/Bud: Normal | QTRA score: N/A Condition: Fair |
| Work | Root: Soil compaction: Stem: No visual defects: Action: Major dead wood: Category: Remove: Priority: 1 year Done: No | QTRA score: N/A Condition: Fair |

| | | |
|--------------|--|---|
| Tree ID: 259 | Sweet Chestnut <i>Castanea sativa</i> | Assessor: Nick Jones Date: 10-Jan-17 |
| Details | Tag: TPO: Tree Comment: Survey Comment: Fair specimen | QTRA score: N/A Condition: Fair |
| Observations | Height: 20 ft Spread: 12 ft Stems: 2 Maturity: Mature Bark: No Con Area: N/A Prev Insp: N/A Next Due: 10-Jan-19 Leaf/Bud: Normal | QTRA score: N/A Condition: Fair |
| Work | Root: Soil compaction: Stem: No visual defects: Action: Major dead wood: Category: Remove: Priority: 1 year Done: No | QTRA score: N/A Condition: Fair |

| | | |
|--------------|---|---|
| Tree ID: 260 | Munby Oak <i>Quercus macronota</i> | Assessor: Nick Jones Date: 10-Jan-17 |
| Details | Tag: TPO: Tree Comment: Survey Comment: Fair specimen | QTRA score: N/A Condition: Fair |
| Observations | Height: 20 ft Spread: 6 ft Stems: 1 Maturity: Mature Bark: No Con Area: N/A Prev Insp: N/A Next Due: 10-Jan-19 Leaf/Bud: Normal | QTRA score: N/A Condition: Fair |
| Work | Root: No visual defects: Stem: No visual defects: Action: Minor dead wood: Category: Remove: Priority: 1 year Done: No | QTRA score: N/A Condition: Fair |



Nicholas Jones Consultants Limited
 The Studio, 1 Spring Gardens, Glynde
 Nr Lewes, East Sussex, BN8 6SA
 01273 855826 - info@nicholasjonesconsultants.co.uk

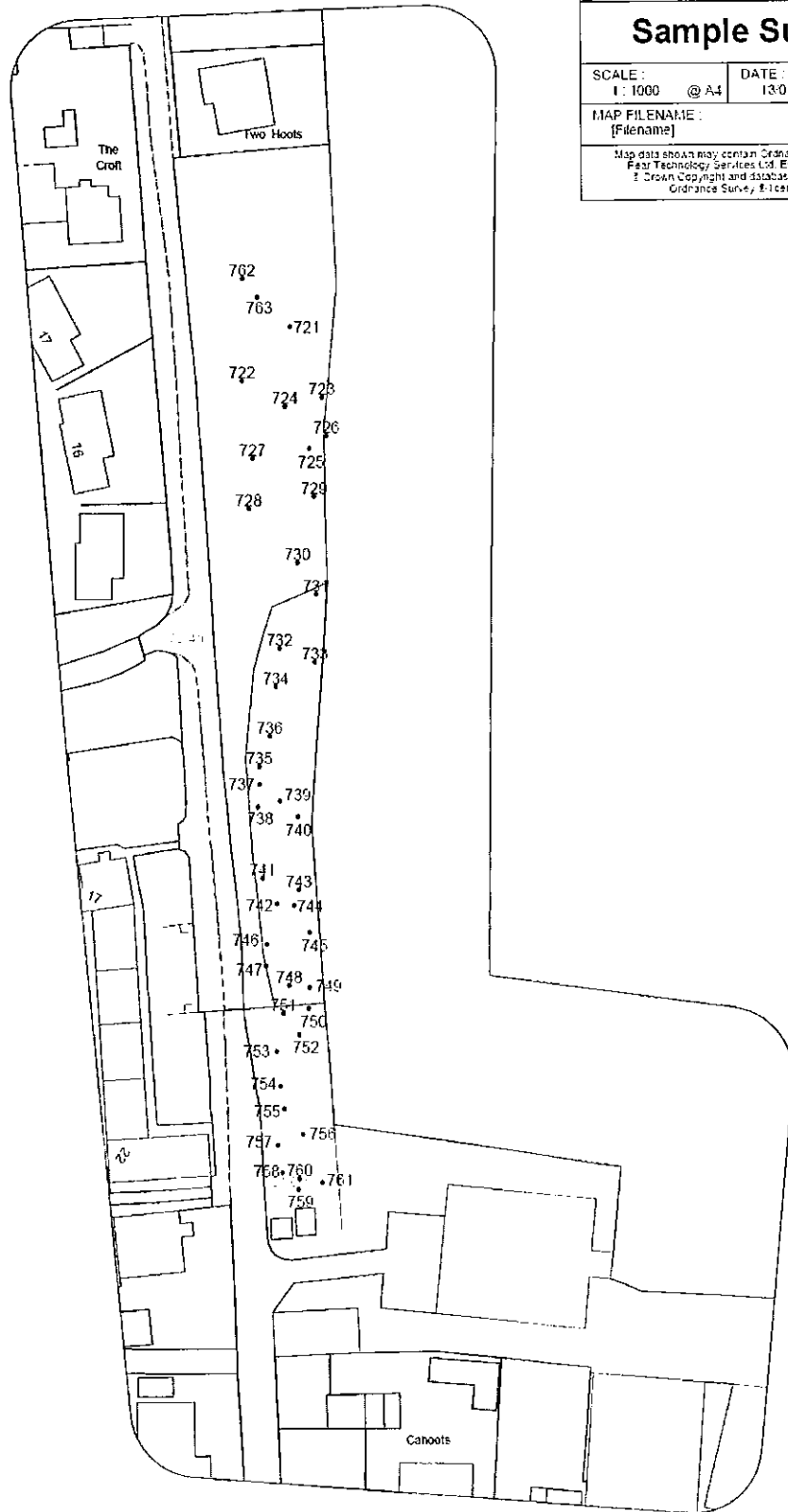
Sample Survey Plan

SCALE : 1 : 1000 @ A4 DATE : 13-01-2017



MAP FILENAME : [Filename]

Map data shown may contain Ordnance Survey, & products supplied by
 Pear Technology Services Ltd. Email: info@peartechnology.co.uk
 © Crown Copyright and database rights from data shown above
 Ordnance Survey, & licence number: 100023145



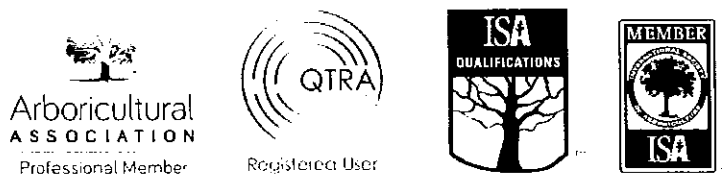
© Crown copyright and database rights 2016 Ordnance Survey 100023145

Project Experience

The proposed survey will be undertaken exclusively by Nicholas Jones. Nicholas has 33 years' experience in the arboricultural industry with the past 32 years acting as a consultant.

Nicholas holds a BSc (Hons) in Arboriculture and an MSc in Arboriculture & Urban Forestry awarded by the University of Central Lancashire, along Professional Memberships of the Arboricultural Association and The International Society of Arboriculture. Moreover, Nicholas holds a LANTRA Professional Tree Inspection accreditation and is a Registered Advanced User of the Quantified Tree Risk Assessment system and the International Society of Arboriculture's TRAQ system (Tree Risk Assessment Qualification). Nicholas is committed to maintaining a robust record of Continued Professional Development (CPD) and has attended numerous courses on tree management, tree condition surveying, visual assessment and decay detection. A full CPD record along with certificates of competence and certificates of attendance are available on request.

Due to his extensive involvement in tree management on local authority and educational facilities Nicholas holds a DBS certificate.



Quotation

| | | | | |
|--|-----------------------|------------------------------|------------------|-----------------|
| Telephone: 01273 858 826 | | Mobile: 07377 393 897 | | |
| e-mail: info@nicholasjonesconsultants.co.uk Web: www.nicholasjonesconsultants.co.uk | | | | |
| One Bell Lane, Lewes, East Sussex, BN7 1JU | | | | |
| Registered in England & Wales No.9903065 - VAT Registration: GB 235 8716 86 | | | | |
| Project Details | | | | |
| Project Title: | Tree Condition Survey | Reference: | NJC2068 | |
| Proposal Author: | NJ | Date: | 22.05.2023 | |
| Services | | | | |
| Attend both Chatsworth Park and The Copse and undertake a ground based visual assessment of all individual trees located within the site boundaries. Adopting a negative reporting approach all trees identified as containing significant defects or causing nuisance, and warranting remedial work will have their details recorded and locations plotted onto a map of the sites along with a detailed survey schedule of all component trees and clearly defined priorities. | | | £1250.00 | |
| Prepare a written report detailing the survey methodology and survey key along with detailed maps of the sites indicating the tree locations. | | | | |
| Conditions All fees unless otherwise stated are exclusive of VAT @ 20% All additional work over and above that quoted for will be charged at £65.00 +VAT per hour. This fee proposal is valid for one month from the date of issue. | | | | |
| <u>Our full terms and conditions are provided on page 4</u> | | | Sub Total | £1250.00 |
| | | | VAT @ 20% | £ 250.00 |
| | | | Total | £1500.00 |



Nicholas Jones Consultants Limited
Independent Professional Arboricultural Consultants

Terms and Conditions

Definitions

In these Terms and Conditions, the following words shall have the following definitions:

"Client" means the person, firm or company for whom Nicholas Jones Consultants Limited is to provide the Services under the Contract

"Conditions" means the standard terms and conditions for the provision of the Services set out in this document and includes any special terms and conditions agreed in writing between the Client and Nicholas Jones Consultants Limited.

"Contract" means the contract for the purchase and the provision of the Services

"Contract Fee" means the fee set out in Nicholas Jones Consultants Limited written fee proposal

" Services" means the provision of arboricultural consultancy services by Nicholas Jones Consultants Limited to the Client.

1. Appointment

1.1 Nicholas Jones Consultants Limited shall provide and the Client shall purchase the Services in accordance with any written quotation by Nicholas Jones Consultants Limited which is accepted by the Client subject to these Conditions.

1.2 No variation to these Conditions shall be binding unless made in writing between authorised representatives of the Client and of Nicholas Jones Consultants Limited.

1.3 Both parties warrant their power to enter into the Contract and have obtained all necessary approvals to do so.

2. Statement of Professional Standards

Nicholas Jones Consultants Limited will conduct its business in accordance with sound business practice and will respect client confidentiality at all times. Nicholas Jones Consultants Limited will not circulate any information prepared on behalf of the client to any third party without the prior consent of the client with the exception of clauses 14.1, 14.2 & 19.

3. Payment

3.1 The Client agrees to pay Nicholas Jones Consultants Limited the Contract Fee and any other sums due in respect of the Services including but not limited to expenses in accordance with clause 4 of these Conditions.

3.2 In the absence of any other agreed payment terms, all invoices issued under the Contract shall be payable upon receipt of the invoice unless otherwise agreed in writing.

3.3 Nicholas Jones Consultants Limited shall be entitled to charge interest at the rate of 2% per month on all amounts that remain unpaid 30 days after the agreed payment date.

3.4 All documents supplied will be watermarked with the wording *Draft – Not for submission* until full payment is received whereupon a final version will be issued.

4. Expenses

4.1 Expenses may be levied in addition to the Contract fee. This section provides clarification of Nicholas Jones Consultants Limited's standard policy on what expenses will be claimed and how.

4.2 Unless expenses are expressly provided for in Nicholas Jones Consultants Limited's written fee quotation, Nicholas Jones Consultants Limited is hereby authorised to incur, without prior notice to the Client, reasonable travel, accommodation and subsistence expenses in performing the Client's instructions. The Client agrees to re-imburse these in addition to the Contract Fee. Reasonable travel expenses will include second class rail travel, car mileage at 48 pence per mile and/or taxi fares at cost. Reasonable accommodation expenses will not exceed £100 per person per night. Subsistence and any other expenses will be agreed on a project by project basis.

4.3 Additional bound copies of client commissioned reports will be charged at £50 + VAT per copy.

4.4 Any additional charge for incidental expenses such as telephone, fax and presentation materials would normally be waived, except where such costs represent a significant proportion of the Contract value.

4.5 Nicholas Jones Consultants Limited employees are required to obtain receipts for expenses wherever practical. These are retained by Nicholas Jones Consultants Limited and are available for inspection by the Client upon request.

5. Performance

All commitments whether verbal or written with respect to the timing and scope of a project given to the client by Nicholas Jones Consultants Limited are made in good faith but are made necessarily in advance of knowing the full scope of the difficulty that may pertain to performance on specific points. For this reason, whilst Nicholas Jones Consultants Limited agrees to use its reasonable endeavours to fulfill such commitments to clients on the timing and the scope of the Services, Nicholas Jones Consultants Limited cannot guarantee performance in either respect.

6. Changes to the Services

The Client may alter, add to or deduct from the Services without invalidating these Conditions or the Contract. If any changes under this clause increases or decreases Nicholas Jones Consultants Limited's cost of or time required for the performance of the Services the Contract Fee shall be modified in writing accordingly.

7. Acceptance by Client

The Services shall be deemed performed and accepted by the Client and liable for payment in full unless the Client gives Nicholas Jones Consultants Limited written notice within 7 days of the submission of Nicholas Jones Consultants Limited's written report to the Client. Nicholas Jones Consultants Limited reserves the right to withdraw documents, reports and products produced or supplied in performance of the Services at any time until payment by the Client is made in full.

8. Termination

8.1 The Contract shall be regarded as a whole unless there are break points within it agreed in advance or it is divided into stages or where it is subject to periodic renewal. Where no such division is agreed in advance in writing, the Client shall be liable for the totality of the value of the Contract - including all expenses incurred to the date of cancellation - whether or not the Client wishes the work to be completed.

8.2 Where the Client cancels, the Client shall pay for all stages of the Contract that have been commenced. The Client also agrees to pay all expenses incurred, whether or not these relate to the stages cancelled or to any prior stages.

8.3 Specific terms apply to cancellation in the event of a conflict of interest (see Clause 14), client insolvency (see Clause 9) or force majeure (Clause 18).

8.4 In the event of cancellation, expenses incurred referred to in this clause shall be interpreted as including all monies spent on behalf of the Client plus all spending irrevocably committed to on the Client's behalf by Nicholas Jones Consultants Limited up to the date of cancellation plus any cancellation charges that may be levied by third party suppliers as a result of the contract cancellation.

9. Insolvency

Nicholas Jones Consultants Limited reserve the right to discontinue immediately all work for the Client should the Client or another person petition for the Client's bankruptcy, the Client be declared insolvent, or be placed into administrative receivership or be generally unable to pay bills as they become due.

10. Limitation of liability

10.1 Without prejudice to other more restrictive limitations elsewhere in the Contract, liability on the part of Nicholas Jones Consultants Limited is limited to the value of the Contract or the value of the loss whichever is the smaller.

10.2 Except in respect of death or personal injury caused by Nicholas Jones Consultants Limited's negligence, Nicholas Jones Consultants Limited shall not be liable to the Client by reason of any representation (unless fraudulent) or any implied warranty, condition or other term or any duty at common law, or under the express terms of the Contract, for any indirect, special or consequential loss or damage, costs, expenses or other claims for compensation whatsoever (whether caused by the negligence of Nicholas Jones Consultants Limited, its employees, or otherwise) which arise out of or in connection with the supply of the Services.

11. Insurance

Nicholas Jones Consultants Limited shall place and maintain public liability and professional indemnity insurance cover in respect of the Services to the Client to the value of £2,000,000 for professional indemnity and £10,000,000 for public liability. Nicholas Jones Consultants Limited shall provide to the Client within 30 days if requested copies of public liability and professional indemnity insurance policies and/or certificates as evidence of payment of insurance premiums.

12. Health and Safety

The Client shall ensure that Nicholas Jones Consultants Limited and its employees are informed of all relevant health and safety, risk assessment and protective personal equipment requirements before accessing any site in order to perform the Services. Nicholas Jones Consultants Limited shall ensure that its employees comply with the Nicholas Jones Consultants Limited company Health and Safety policy.

13. Access

The Client shall ensure that Nicholas Jones Consultants Limited and, its employees are provided with access to any site as required in order to perform the Services. Failure by the Client (or any other party instructed by the Client) to provide Nicholas Jones Consultants Limited with such access may result in delays in the performance of the Contract and Nicholas Jones Consultants Limited reserves the right to charge for any time incurred while waiting to obtain such site access or for travel expenses and time incurred resulting from a return to site to gain access.

14. Confidentiality

14.1 Nicholas Jones Consultants Limited agrees to hold all information provided by the Client confidential where the Client so specifies, save where such information is known to Nicholas Jones Consultants Limited already, or exists already in the public domain, until, either the information enters the public domain, or Nicholas Jones Consultants Limited is given the same information by a third party, or is released from its confidentiality requirement by the client, or the Client is in breach of contract with Nicholas Jones Consultants Limited (including non-payment of account) or three years have elapsed - whichever is the sooner.

14.2 The Client agrees to hold confidential all information about Nicholas Jones Consultants Limited's proposal(s), fee structures, fees and personnel.

15. Copyright

15.1 Notwithstanding any payments received from the client, all rights of ownership to all materials prepared by Nicholas Jones Consultants Limited, whether written or not, shall remain the property of Nicholas Jones Consultants Limited- copyright and distribution rights are reserved by Nicholas Jones Consultants Limited at its sole discretion, except where these rights are explicitly stated in writing to have been waived or where the contract between Nicholas Jones Consultants Limited and the client explicitly so provides or where the material is so endorsed by Nicholas Jones Consultants Limited.

15.2 Without prejudice to its position under clause 15.1 Nicholas Jones Consultants Limited grants the right to the Client to copy freely any material provided by Nicholas Jones Consultants Limited as part of work wholly commissioned by the Client provided that distribution of these copies is exclusively within the Client's organisation.

15.3 This clause shall apply to all reports, including the final client report and all presentation materials. It shall also apply to any audio or videotaping of any presentations made by Nicholas Jones Consultants Limited for the Client.

16. Subcontracting

Nicholas Jones Consultants Limited may subcontract any part of the Services without the consent of the Client. Any subcontractor shall be appointed from Nicholas Jones Consultants Limited's preferred list of sub-consultants and shall be required by Nicholas Jones Consultants Limited to carry out the Services under Nicholas Jones Consultants Limited's standard terms for subcontractors

17. Force Majeure

17.1 Nicholas Jones Consultants Limited will not be responsible for any delay or failure to complete the Contract which is beyond Nicholas Jones Consultants Limited's reasonable control.

17.2 Where the delay caused by third party events outside either party's control or influence causes such delay that the purpose of the Contract is wholly or significantly destroyed, either party shall be entitled in these circumstances to cancel the remaining portion of the Contract. In such circumstances the Client will not make any further payments of fees but there will be no refund of payments already made (including any payments for that part of the Contract that remains unfulfilled) and Nicholas Jones Consultants Limited will be entitled to recover any costs already incurred.

18. Severability

If any clause of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other clauses of these Conditions and the remainder of the clause in question shall not be affected.

19. Publicity

Nicholas Jones Consultants Limited shall have the right, without further reference to the client, to publicise the fact that the Client is, or was, a client and to utilise the Client's name in publicity materials in this respect. Nicholas Jones Consultants Limited may also describe in general terms the type of work conducted for the Client.

20. Dispute Resolution

20.1 All unresolved disputes between the parties shall be referred to arbitration before a single arbitrator to be appointed by agreement between both parties.

20.2 Both parties agree that all disputes arising with respect to this Contract will be arbitrated upon within the English legal system.

21. Waiver

The failure or delay by either party to enforce any one or more of the terms in these Conditions shall not be a waiver of them or of the right at any time subsequently to enforce all or any of these Conditions.

22. Contract (Rights of Third Parties) Act 1999

A person who is not a party to these Conditions shall have no rights under the Contract (Rights of Third Parties) Act 1999 to rely upon or enforce any term of these Conditions provided that this does not affect any right or remedy of the third party which exists or is available apart from that Act.

23. Jurisdiction

These Conditions and the Contract shall be governed by and construed in accordance with English law and the jurisdiction of the English courts.

24. Entire Agreement

24.1 Each party acknowledges that these Conditions form part of the Contract between the parties, except where explicitly excluded or modified by agreement in writing between authorised representatives of the Client and of Nicholas Jones Consultants Limited.

24.2 These Conditions, together with Nicholas Jones Consultants Limited's written fee proposal and any other agreement in writing about the price of the Services or performance of the Contract, supersede any prior written or oral agreement between the parties.

25. Acceptance of these Conditions

I/we acknowledge receipt of a copy of these Conditions on behalf of the Client and agree that that provision of Services to me/us shall at all times hereafter be subject to these Conditions, as varied in writing from time to time.

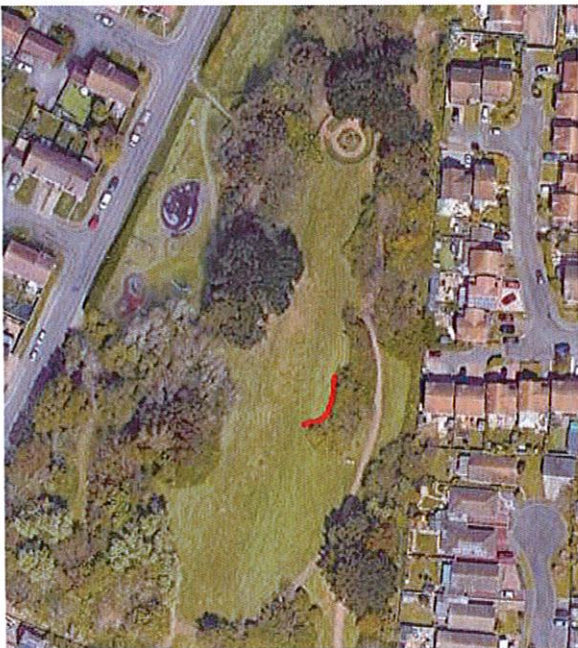
| | |
|---------------------|--|
| AGENDA ITEM | 20 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To ratify planting of 6 trees in Chatsworth Park |

1. INTRODUCTION

6 trees were planted at May's volunteer session in Chatsworth Park.

2. INFORMATION

The trees were planted in the west of the park next to a piece of scrub, south of the memory garden (see map below of location, which is highlighted in red) by volunteers. The 6 trees planted were Amelanchier, Hornbeam, Field Maple, Plum, Hazel and Cherry Plum.



3. RECOMMENDATION

I recommend that Councillors ratify the planting of these 6 trees and that further requests for tree planting be brought before the Committee for approval prior to planting.

4. ENVIRONMENTAL IMPACT

Trees have many positive environmental impacts, including providing oxygen, storing carbon and boosting wildlife.

5. FINANCIAL IMPLICATIONS

None.

| | |
|---------------------|--|
| AGENDA ITEM | 21 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To decide whether to extend the current grounds maintenance contracts or draw up new ones for April 2024- March 2027 |

1. INTRODUCTION

Telscombe Town Council have three separate grounds maintenance contracts for our open spaces. The current contracts started in April 2021 and are due to expire in March 2024, with an option to extend them for one additional year.

2. INFORMATION

The three attached contracts are as follows:-

- Contract 1 – Parks and Playgrounds: This covers works inside Chatsworth Park and within our three playgrounds (Chatsworth Park North, Chatsworth Park South and Robert Kingan Playground). This work is currently being undertaken by Countrymans Contractors Ltd.
- Contract 2 - Hedge and tree cutting: This covers cutting overhanging trees, gorse, deadwood and hedges to boundaries in Chatsworth Park, the Copse, Ashurst Avenue and Robert Kingan Playground. This work is currently being undertaken by Countrywide Grounds Maintenance.
- Contract 3 - Small works ground maintenance: This covers maintenance of the area outside the Civic Centre, local twittens, pathways to the Tye from East Saltdean and grass cutting in Gorham Way on the outside edge of the Tye fencing. This work is currently being undertaken by Countrywide Grounds Maintenance.

We have previously discussed adding additional items to contract 2 due to resident complaints, specifically cutting back overhanging tree branches in Chatsworth Park bordering properties in Bridle Way; regular cut back of shrubs to an area in Chatsworth Park bordering Kirby Drive and cutting back tree branches at Robert Kingan Playground that touch the BT cable wires. We may also wish to add or take away other elements from the three contracts going forward.

3. RECOMMENDATION

I recommend that the Committee consider if we would like to either a) extend the contracts for an additional year or b) start a new tender process with contracts as existing, with new contractors to be agreed by January 2024 at the latest, ready to start in April 2024 or c) start a new tender process with some/all of the contracts combined,

with new contractors to be agreed by January 2024 at the latest, ready to start in April 2024.

If it is decided to start a new tender process, we should consider drawing up new contracts by way of a working group to include the Town Clerk and I, and drafts to be taken back to a future Committee meeting for agreement.

4. ENVIRONMENTAL IMPACT

Maintaining our green spaces will allow the local biodiversity to prosper.

5. FINANCIAL IMPLICATIONS

The current budgets for the contracts are as follows:-

Nominal code 4104-201 Contract 1 - £8,230
Nominal code 4105-201 Contract s - £2,730
Nominal code 4106-201 Contract 1 - £2,075

If we are to extend the contracts for a further year, the budget for 2024/25 can remain the same, if the contractors are in agreement to an extension. If new contracts are to be drawn up, it is recommended that the budget is increased from the current £13,000 for the three contracts.

TELSCOMBE TOWN COUNCIL



Contract 1

Parks and Playgrounds

April 2021 to March 2024

Introduction

The attractiveness of our public realm has a direct influence on the success of our campaigns to promote culture and leisure, improve people's health, reduce crime and anti-social behaviour, tackle climate change, and attract visitors, new residents and inward investment into our Town. It's important, therefore, that green spaces are maintained well and we're able to measure our success in achieving quality open spaces and real customer satisfaction.

Whilst the specification sets clear standards for the maintenance service, we are introducing an inspection system which will provide a mechanism to measure and monitor how well those standards are being achieved. The Town Council may ask users of the park for feedback via consultations or via working groups.

General Aims of the Town

- To provide good quality and well cared for open spaces that all members of our town are able to enjoy.
- To ensure that each individual site is well cared for, left clean and tidy and provides a good image for Telscombe and East Saltdean.
- We want our chosen service providers to provide a high quality of grounds maintenance that is carried out with professionalism and pride. In return, we will award a three-year contract with an option for the work to be extended by a further year.

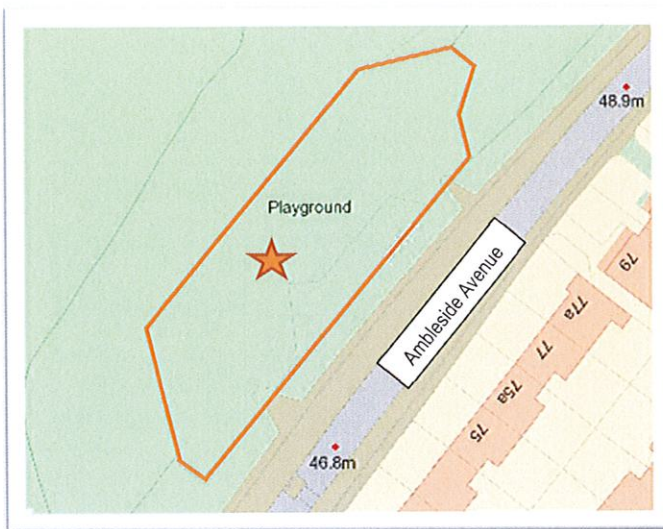
Specification of Works: Chatsworth Park, Telscombe Cliffs



Chatsworth Park★ (edged in orange on map) is an elongated open space located between Ambleside Avenue in the east, and Central Avenue/Kirby Drive in the west. It covers approximately 69,000m² in total and consists of mainly grassland, but incorporates two playgrounds, areas of landscaping and a memory garden. The park is bordered by a variety of mature trees that act as a buffer between the park and the nearby houses. For the purposes of this contract we have separated the park into three separate areas: Chatsworth Park (all grass land between Ambleside Avenue and Kirby Drive, memory garden, landscaped areas and car park); Chatsworth South Playground (located west side Ambleside Avenue) and Chatsworth North Playground (located east side of Kirby Drive).

| Chatsworth Park | Quantity | Frequency | Cost per visit | Cost P.A. |
|--|----------|---|----------------|-----------|
| Carry out grass cutting – 1 st April to 31 st October | 7 | 1 per month – at least 14 days in between | | |
| Carry out grass cutting – December and February | 2 | 1 in Dec and 1 in Feb | | |
| Clear leaves and debris from paths throughout park – 1 st April to 31 st March | 6 | 1 every other month | | |
| Grass cut wildflower bank | 1 | October | | |
| Grass cut & weed memory garden – 1 st April to 31 st October | 14 | 2 per month – minimum 14 days in between | | |
| Plant memory garden | 2 | Spring & Autumn | | |
| Empty 11 joint litter/dog waste bins throughout park 1 st April – 31 st March | 52 | 1 per week – minimum 3 days in between | | |
| Litter pick entire park - 1 st April – 30 th September | 6 | 1 per month, minimum 14 days between | | |
| SUB TOTAL | | | | |

Specification of Works: Chatsworth Park South Playground, Telscombe Cliffs

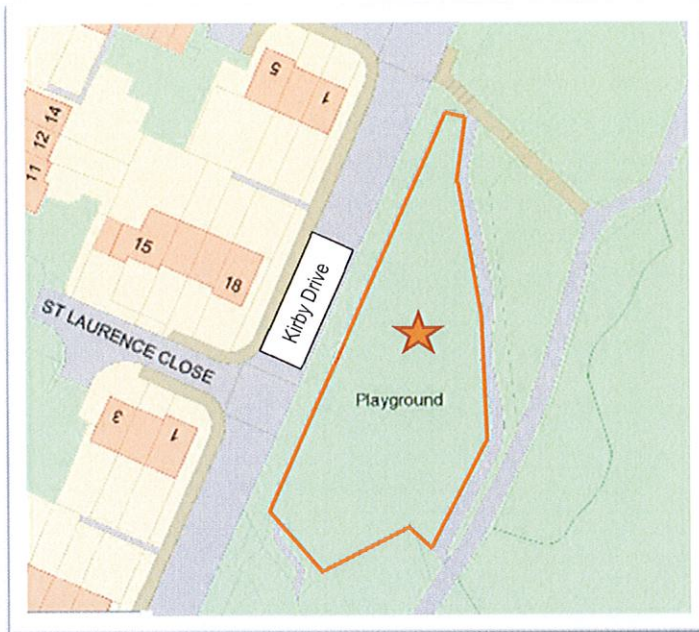


Chatsworth Park South Playground (edged in orange on map) is located on the east side of the park near Ambleside Avenue, Telscombe Cliffs. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular with local residents and is used throughout the year.

The playground measures approximately 1500m².

| Chatsworth Park South Playground | Quantity | Frequency | Cost per visit | Cost P.A. |
|--|----------|---|----------------|-----------|
| Carry out grass cutting – 1 st April to 31 st October | 7 | 1 per month – at least 21 days between cuts | | |
| Full litter pick and emptying bins – 1 st April to 31 st March | 52 | 1 per week – Monday | | |
| Additional full litter pick and emptying of bins – 1 st April to 31 st October | 31 | 1 per week – Friday | | |
| Sweep play park area – remove debris and leaves – 1 st April – 31 st March | 12 | 1 per month – at least 21 days between | | |
| Jet wash wet pour surfacing to prevent build-up of moss | 2 | October & February | | |
| SUB TOTAL | | | | |

Specification of Works: Chatsworth Park North Playground, Telscombe Cliffs

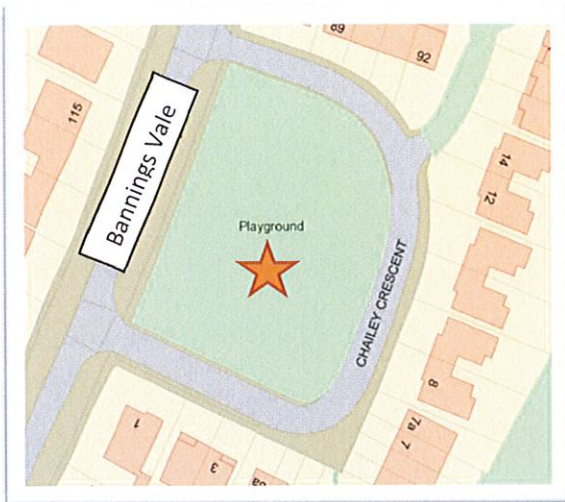


Chatsworth Park North Playground (edged in orange on map) is located to the northwest of the park and is situated next to Kirby Drive, Telscombe Cliffs. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular with local residents and is used throughout the year.

The playground measures approximately 1500m².

| Chatsworth Park North Playground | Quantity | Frequency | Cost per visit | Cost P.A. |
|--|----------|---|----------------|-----------|
| Carry out grass cutting – 1 st April to 31 st October | 7 | 1 per month – at least 21 days between cuts | | |
| Full litter pick and emptying bins – 1 st April to 31 st March | 52 | 1 per week – Monday | | |
| Additional full litter pick and emptying of bins – 1 st April to 31 st October | 31 | 1 per week – Friday | | |
| Sweep play park area – remove debris and leaves – 1 st April – 31 st March | 12 | 1 per month – at least 21 days between | | |
| Jet wash wet pour surfacing to prevent build-up of moss | 2 | October & February | | |
| SUB TOTAL | | | | |

Specification of Works: Robert Kingan Playground, East Saltdean



Robert Kingan Playground is located next to Bannings Vale in East Saltdean. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular with local residents and is used throughout the year.

The playground measures approximately 2300m².

| Robert Kingan Playground | Quantity | Frequency | Cost per visit | Cost P.A. |
|---|-----------------|---|-----------------------|------------------|
| Carry out grass cutting – 1st April to 31st October | 7 | 1 per month – at least 21 days between cuts | | |
| Full litter pick and emptying bins – 1st April to 31st March | 52 | 1 per week – Monday | | |
| Additional full litter pick and emptying of bins – 1st April to 31st October | 31 | 1 per week – Friday | | |
| Sweep play park area – remove debris and leaves – 1st April – 31st March | 12 | 1 per month – at least 21 days between | | |
| Jet wash wet pour surfacing to prevent build-up of moss | 2 | October & February | | |
| SUB TOTAL | | | | |

Specification of Works: Telscombe Tye, Telscombe Cliffs



Telscombe Tye is a large area of common land enclosed by fencing.

It sits between Telscombe Cliffs and East Saltdean and is accessed from various points in both areas.

There are 5 dog bins (soon to be changed to joint litter bins) which are highlighted by an orange star on the map. 3 on the east are off Gorham Way, one off the A259 South Coast Road and one is at the junction of Ashurst Avenue and Bevendean Avenue, East Saltdean.

| Telscombe Tye | Quantity | Frequency | Cost per visit | Cost per Annum |
|--|----------|------------|----------------|----------------|
| Empty 5 dog bins at southern half of Telscombe Tye | 52 | 1 per week | | |
| | | | | |
| <u>SUB TOTAL</u> | | | | |
| | | | | |
| <u>OVERALL CONTRACT TOTAL</u> | | | | |

Signed _____ Date _____

On behalf of contractor

Signed _____ Date _____

On behalf of TTC

Grass Cutting

General

The grass cutting season is from 1st April to the end of October. The schedule of works is set out in this contract. The Contractor is to follow and adhere to approved mowing schedules, completing one area before moving onto the next.

Areas where mowers cannot cut will be cut by strimmer to obtain a uniform appearance over the whole area.

Machinery

The machinery being used is to be of an appropriate standard, type and size for the area being cut. The machinery will be in good working order and had regular services.

All persons operating machinery will have been properly trained, competent in its use and abide by the strict Health and Safety Regulations in force at the time.

Liability

The Contractor is liable for any damage to property, persons or animals caused by their operatives or equipment and is required to make good any such damage. They will be held responsible for any claims for compensation arising from their actions or omissions.

In the case of trees, hedges or shrubs, if any damage affects their future viability they will be replaced by the Contractor at their own expense, with suitable sized replacements planted when it is most likely to take.

In the case of damage to walls, masonry, cars or windows, the contractor is to make good any damage using qualified and experienced tradesmen informing the Council of the action undertaken and ensuring continued liaison with all relevant persons.

Height of Grass

During growing season the maximum height of grass should be 40mm and the minimum should be 20mm. The maximum height identified is the highest permitted length that the grass is allowed to grow to. Any grass beyond this level will be deemed to be a "default in performance".

Grass Seeding

The Contractor will be required to sow grass seed to enable a good quality grass area to be obtained if they have damaged an area. The Contractor will notify the Council of any damage caused.

Sowing will usually be undertaken during spring/autumn and will only be undertaken if ground conditions are suitable. The Contractor will be responsible for all costs.

The Contractor will be responsible for the maintenance of new grass until it is established and incorporated into the contract.

All paths

The areas of hard surfaces within the specification are to be kept weed and moss free at all times. All debris must be removed from site and taken to an authorised disposal site. Eco-friendly herbicides will be supplied and applied by the Contractor in accordance with regulations.

Litter

Prior to mowing, the Contractor is to inspect the site and ensure all litter, branches, and other debris is removed to an approved disposal site. Any litter/debris mown over is to be cleared by the Contractor before leaving the site. Failure to do so will be considered a "default" of the contract.

Grass cuttings

Any grass cuttings falling onto adjacent hard surfaced areas shall be swept/blown back onto the grassed area at the time of cutting.

Edging

Where possible edges will be sharply cut and defined particularly around pathways.

Frequency

Any additional cuts will be agreed prior to cutting, and charged for at the same rate inserted in the bill of quantities. Similarly, any reduction in the number of cuts will be deducted at the rate inserted in the bill of quantities.

Inclement weather

In very wet conditions with the agreement of the Council, grass cutting must cease until conditions allow operations to continue without damage to the ground surface. Any damage arising from failure to cease operations must be fully reinstated at the Contractor's own expense and the Council's satisfaction.

If inclement weather has prevented the Contractor from mowing, they must resume as soon as the conditions allow and the Contractor will be expected to provide any additional resources needed to catch up any lost time.

Litter Bins

The bins if necessary should be washed out to remove any litter sticking to the base of the bin.

The bins should be in a good state of repair and any damage should be reported to the Council.

Litter Clearance

All arisings and litter are to be disposed of to an approved disposal site on the day of collection.

The Contractor shall at all times have due regard to the Environmental Protection Act 1990, Code of Practice on litter and refuse, Control of Waste regulation 1992, Registration of Waste Carriers and Waste duty of care code of practice.

The Contract

Liability of the Contractor

The Contractor shall indemnify and keep indemnified the Town Council against injury or death, loss/damage to property, default or negligence.

Insurance

The Contractor will be responsible for ensuring that full Public Liability & Employers Liability insurance is in place throughout the contract period against any injury or death and loss of or damage to any property arising out of the Contractor's work in association with this contract.

The Contractor is to ensure that the insurance complies with the Employers Liability (Compulsory) Insurance Act 1969 and all other applicable regulations.

Customer Services

The Contractor will ensure that all work is undertaken in the interest of the general public and their safety. Contractors should ensure that staff remain well-mannered and polite at all times when working in public areas and any complaints from members of the public should be referred to the Town Council.

Default in Performance

If following an inspection the Contractor has failed to perform any part of the contracted services or has not had due consideration to public care, then the Town Council will provide a written notice setting out and requiring the Contractor to remedy the problems. If the problem is not remedied, then the Town Council will decide whether or not to issue a default notice.

Should a Contractor be given three or more default notices inside six months, the Council will terminate the contract with immediate effect.

Notices

Each party must give six months written notice for termination of the contract, unless three default notices have been received (as set out above).

Arbitration

All disputes between the parties shall be referred to an external independent arbitrator. The costs for the arbitrator to be shared equally between both parties.

Contract

The Council seeks to appoint a Contractor for a period of three years from 1st April 2021 to 31st March 2024, with the option of an additional year, subject to approval from the Council.

The contract is written under English Law and any quotes provided will be taken as a fixed price.

Once the tender has been submitted all prices will be valid for 90 days while the Council undertakes the appointment of a Contractor. It is intended to finalise the contract at the beginning of January 2021 with a view of work commencing on 1st April 2021.

Contractor Requirement

The successful Contractor will provide the following documents annually to the Council:

- Public Liability & Employers Liability Insurance certificates
- Environmental Management Certification if applicable
- Environmental Policy
- Health & Safety Policy
- Risk Assessment
- Safe working statements
- Equipment Inventory

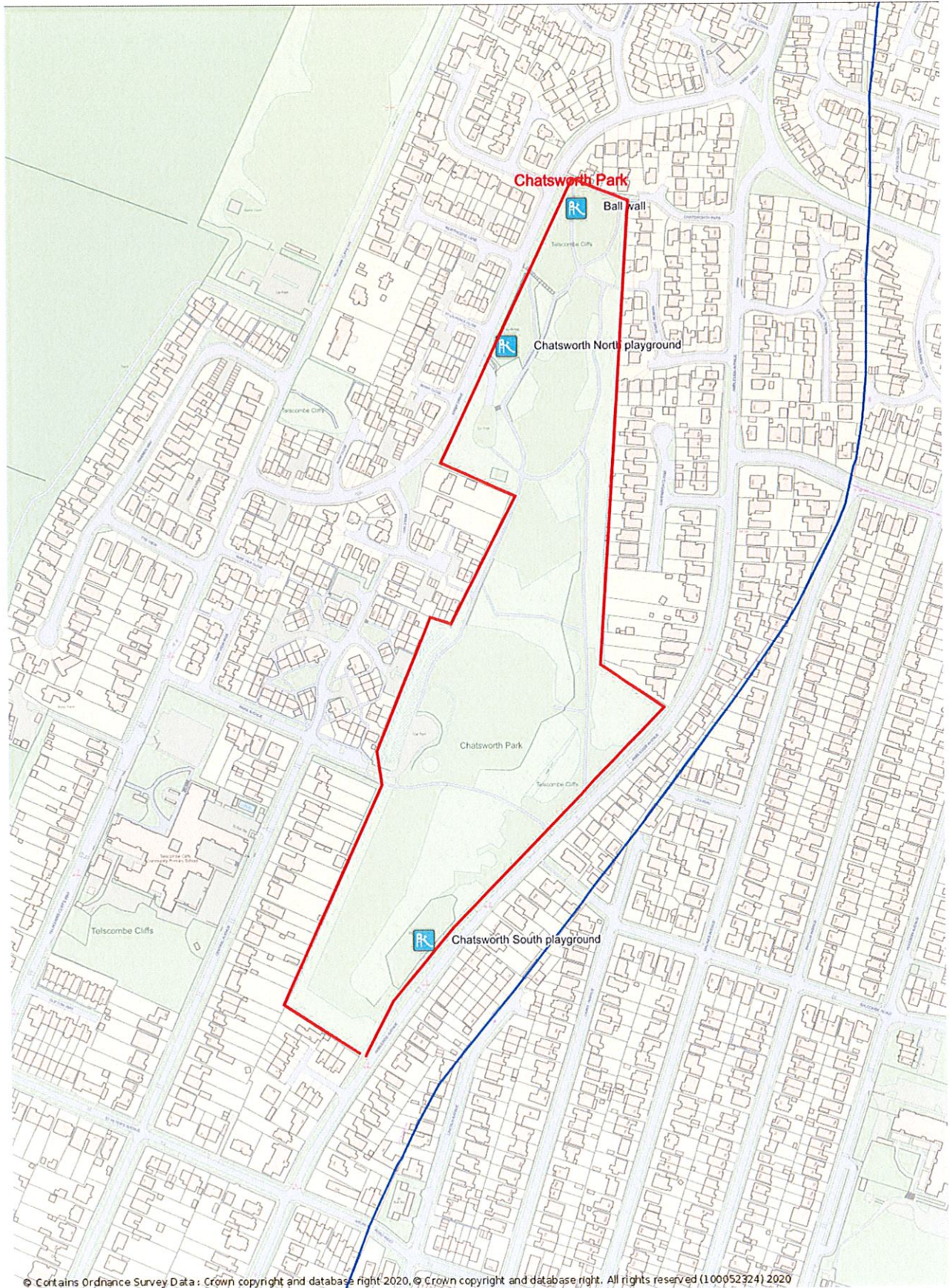
How to Complete Quote

There are two copies of this document. Please fill in the cost per visit, cost per annum and overall contract cost in the tables above. Return one of the copies by 15th November 2020 in the envelope provided marked Private & Confidential to:

Mrs Stella Newman, Town Clerk
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
E Sussex
BN10 7ES

Please also include the documentation detailed in 'Contractor Requirement' above, any other information that you think is relevant to the quote, as well as details of 2 referees.

Shortlisted tenders will go to Council on 16th December 2020 with a view to confirming Contractors at the beginning of January 2021.



TELSCOMBE TOWN COUNCIL



Contract 2
Hedge & Tree Cutting

April 2021 to March 2024

Introduction

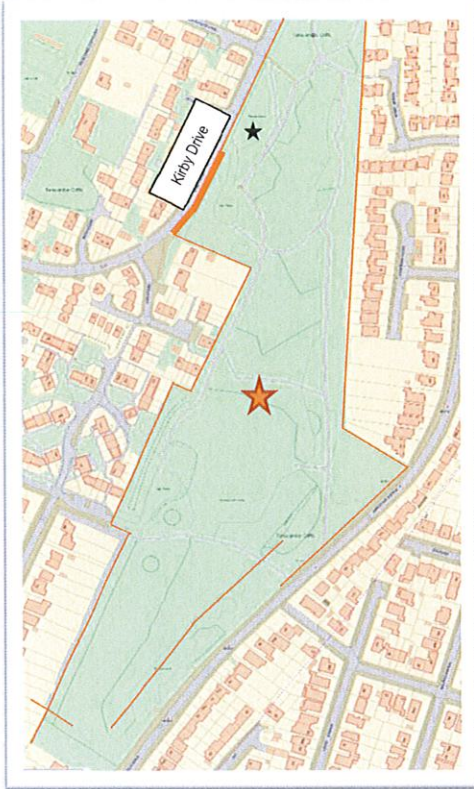
The attractiveness of our public realm has a direct influence on the success of our campaigns to promote culture and leisure, improve people's health, reduce crime and anti-social behaviour, tackle climate change, and attract visitors, new residents and inward investment into our Town. It's important, therefore, that green spaces are maintained well and we're able to measure our success in achieving quality open spaces and real customer satisfaction.

Whilst the specification sets clear standards for the maintenance service, we are introducing an inspection system which will provide a mechanism to measure and monitor how well those standards are being achieved. The Town Council may ask users of the park for feedback via consultations or via working groups.

General Aims of the Town

- To provide good quality and well cared for open spaces that all members of our town are able to enjoy.
- To ensure that each individual site is well cared for, left clean and tidy and provides a good image for Telscombe and East Saltdean.
- We want our chosen service providers to provide a high quality of grounds maintenance that is carried out with professionalism and pride. In return, we will award a three-year contract with an option for the work to be extended by a further year.

Specification of Works - Chatsworth Park

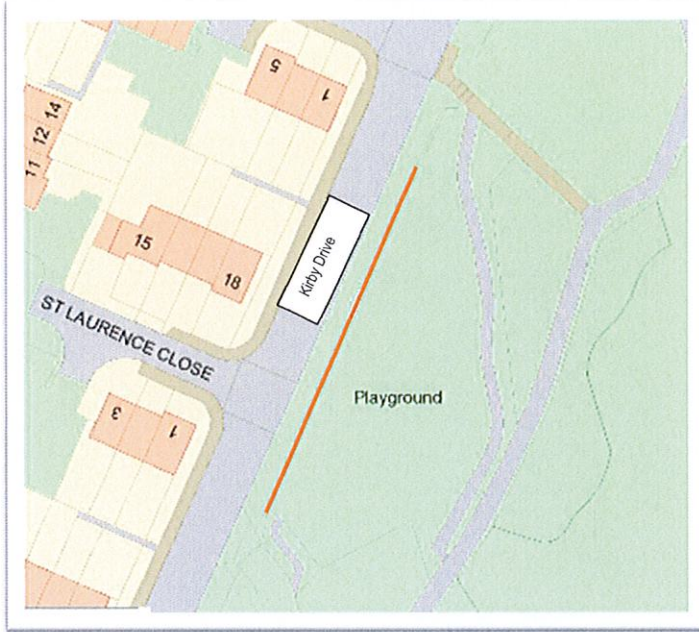


Chatsworth Park (edged in orange on map) is an elongated open space located between Ambleside Avenue in the east, and Central Avenue/Kirby Drive in the west. It covers approximately 69,000m² in total and consists of mainly grassland, but incorporates two playgrounds, areas of landscaping and a memory garden. The park is bordered by a variety of mature trees that act as a buffer between the park and the nearby houses. The grass verge, hedge and trees along the east side of Kirby Drive are all owned by the Town Council.

★ = Chatsworth Park

| Chatsworth Park | Quantity | Frequency | Cost per visit | Cost per Annum |
|---|----------|--------------------------------|----------------|----------------|
| Cut back any over-hanging or overgrowing hedges/ trees/ deadwood/ vegetation/ gorse etc by 1m from ALL pathways in the entire park area | 3 | April, July and late September | | |
| Cut back all areas of gorse by half a metre | 3 | April, July and late September | | |
| Cut back trees & other vegetation by 1.5m along roadside in Kirby Drive south of playground ★ - see bold orange line in photo above | 2 | April and September | | |
| SUB TOTAL | | | | |

Specification of Works - Chatsworth Park North Playground



Chatsworth Park North Playground is located to the northwest of the park and is situated next to Kirby Drive, Telscombe Cliffs. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular with local residents and is used throughout the year.

The playground measures approximately 1500m².

| Chatsworth Park North Playground | Quantity | Frequency | Cost per visit | Cost P.A. |
|--|----------|--------------------------------|----------------|-----------|
| Hedge cut (highlighted in orange above) | 3 | April, July and late September | | |
| SUB TOTAL | | | | |

Hedges

The Contractor shall maintain all hedges ensuring that they do not overhang pavements or pathways. Their height and width should ensure that no visual or actual obstructions are caused to motorists or pedestrians. Hedges where necessary should be cut back to ensure that gateways and other accesses are free from obstruction and that their appearance is neat, tidy and weed free.

Specification of Works - Ashurst Avenue, East Saltdean

The eastern side of Ashurst Avenue sits alongside Telscombe Tye. It is a steeply graded bank with three access pathways which provide residents with access to the Tye. The bank is predominantly overgrown with brambles and gorse and provides a buffer between the Tye and residential houses.



| Ashurst Avenue | Quantity | Frequency | Cost per visit | Cost per Annum |
|---|----------|--------------------------------|----------------|----------------|
| Cut back 1.5m from roadside all brambles, gorse and other vegetation, starting by pathway leading up to Tye (opposite No 7 Ashurst Av to junction of Bevendean Av) – see orange line on map above | 3 | April, July and late September | | |
| SUB TOTAL | | | | |

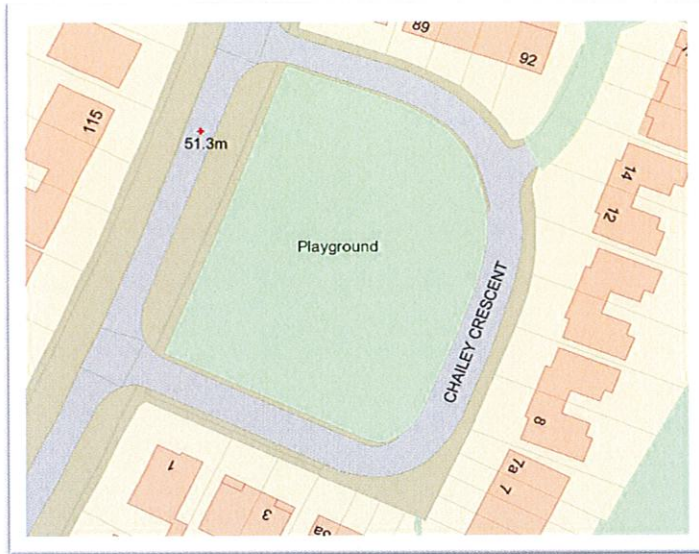
Specification of Works - The Copse, Telscombe Cliffs



The Copse is a delightful wooded area covered by a Tree Preservation Order. It has a footpath running through it from Bush Close to Telscombe Cliffs Way. The vegetation needs to be cut back from the footpath and boundary edges.

| The Copse | Quantity | Frequency | Cost per visit | Cost per Annum |
|---|----------|-------------------|----------------|----------------|
| <p>Cut back any overhanging brambles & vegetation by 1m either side of the footpath running through The Copse and either side of each entry/exit point.</p> <p>If any tree branches need cutting back please do not cut and advise TTC as all the trees are subject to a TPO.</p> | 2 | April & September | | |
| SUB TOTAL | | | | |

Specification of Works - Robert Kingan Playground, East Saltdean



Robert Kingan Playground is located next to Bannings Vale in East Saltdean. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular and is used all year around.

The playground measures approximately 2300m².

| Activity – Robert Kingan | Quantity | Frequency | Cost per visit | Cost per Annum |
|--|----------|--------------------------------|----------------|----------------|
| Hedge cut, ensure notice board is visible and accessible at all times | 3 | April, July and late September | | |
| Cut back any overhanging branches, deadwood, brambles, vegetation, etc from highway surrounding playground | 2 | April and late September | | |
| SUB TOTAL | | | | |
| OVERALL CONTRACT TOTAL | | | | |

Hedges

The Contractor shall maintain all hedges ensuring that they do not overhang pavements or pathways. Their height and width should ensure that no visual or actual obstructions are caused to motorists or pedestrians. Hedges where necessary should be cut back to ensure that gateways and other accesses are free from obstruction and that their appearance is neat, tidy and weed free.

Signed _____ Date _____

On behalf of contractor

Signed _____ Date _____

On behalf of TTC

Hedge/Tree Cutting

All work will be in accordance with the guidelines for safe practice indicated by the FISA guides which are applicable.

- FISA 203 - Clearing saw
- FISA 204 - Flails and mulchers in tree work
- FISA 301 – Using petrol driven chainsaws
- FISA 302 – Basic chainsaw felling and manual takedown
- FISA 303 – Chainsaw snedding
- FISA 304 – Chainsaw cross-cutting and manual stacking
- FISA 306 – Chainsaw clearance of windblow
- FISA 307 – Chainsaw felling of large trees
- FISA 310 – Use of winches in directional felling and takedown
- FISA 501 - Tractor units in tree work
- FISA 503 - Extraction by Forwarder
- FISA 802 - Emergency Planning
- FISA 804 - Electricity at Work

These are considered to be the minimum acceptable standard of safe working. Other example health and safety guidelines include but are not limited to:

- Using work equipment safely INDG229
- Control the risks from whole-body vibration INDG242
- Simple guide to the Provision and use of Work Equipment regulations 1998
- Signpost to the Health and Safety regulations INDG 184
- Using tractors safely IND 185

Details of all guides may be obtained from www.hse.gov.uk

It is the Contractor's responsibility to ensure their workforce adheres to all standards, and any other relevant governing bodies' safety guidelines and completed checklists on operators should be provided to the Council on request and the following needs to be adhered to:-

- Correct Personal Protective Equipment (PPE) must be worn at all times during working periods.
- Contractor will adhere to COSHH regulations at all times.
- Site safety rules agreed by both parties in advance of works should be adhered to at all times.
- The Contract Manager/Supervisor will provide constraints maps for all work areas prior to commencement of all works.
- Contractor must provide the Contract Manager with an adequate lone working procedure (if required).
- Contractor will hold current and relevant certification for all machinery used on Telscombe Town Council land.

TTC First Aid Policy:

There two levels of qualifications for first aiders:

- First Aid at Work (FAW).
- Emergency First Aid at Work (EFAW).

The successful bidder and staff will need to be first aid trained from a qualified training company and have a first aid kit on site at all times.

Pre-Commencement

A site meeting must take place between the Contractor and the Telscombe Town Council prior to contract work commencing to identify work to be undertaken.

The risks associated with this operation will be identified by the Contractor and appropriate controls to minimise identified risks will be recorded. The responsibilities of those on site associated with the operation will also be identified and recorded. The Contractor must provide Telscombe Town Council with site safety rules, emergency plan, pollution control plan and method statement prior to commencement of work.

Sub-contracting arrangements

Where the supplier proposes to use one or more sub-contractors to deliver some or all of the requirements, they will first need to obtain Telscombe Town Council approval.

The Contract

Liability of the Contractor

The Contractor shall indemnify and keep indemnified the Town Council against injury or death, loss/damage to property, default or negligence.

Insurance

The Contractor will be responsible for ensuring that full Public Liability & Employers Liability insurance is in place throughout the contract period against any injury or death and loss of or damage to any property arising out of the Contractor's work in association with this contract.

The Contractor is to ensure that the insurance complies with the Employers Liability (Compulsory) Insurance Act 1969 and all other applicable regulations.

Customer Services

The Contractor will ensure that all work is undertaken in the interest of the general public and their safety. Contractors should ensure that staff remain well-mannered and polite at all times when working in public areas and any complaints from members of the public should be referred to the Town Council.

Default in Performance

If following an inspection the Contractor has failed to perform any part of the contracted services or has not had due consideration to public care, then the Town Council will provide a written notice setting out and requiring the Contractor to remedy the problems. If the problem is not remedied, then the Town Council will decide whether or not to issue a default notice.

Should a Contractor be given three or more default notices inside six months, the Council will terminate the contract with immediate effect.

Notices

Each party must give six months written notice for termination of the contract, unless three default notices have been received (as set out above).

Arbitration

All disputes between the parties shall be referred to an external independent arbitrator. The costs for the arbitrator to be shared equally between both parties.

Contract

The Council seeks to appoint a Contractor for a period of three years from April 2021 to March 2024, with the option of an additional year, subject to approval from the Council.

The contract is written under English Law and any quotes provided will be taken as a fixed price.

Once the tender has been submitted all prices will be valid for 90 days while the Council undertakes the appointment of a Contractor. It is intended to finalise the contract at the beginning of January 2021 with a view of work commencing on 1st April 2021.

Contractor Requirement

The successful Contractor will provide the following documents annually to the Council:

- Public Liability & Employers Liability Insurance certificates
- Environmental Management Certification if applicable
- Environmental Policy
- Health & Safety Policy
- Risk Assessment
- Safe working statements
- Equipment Inventory

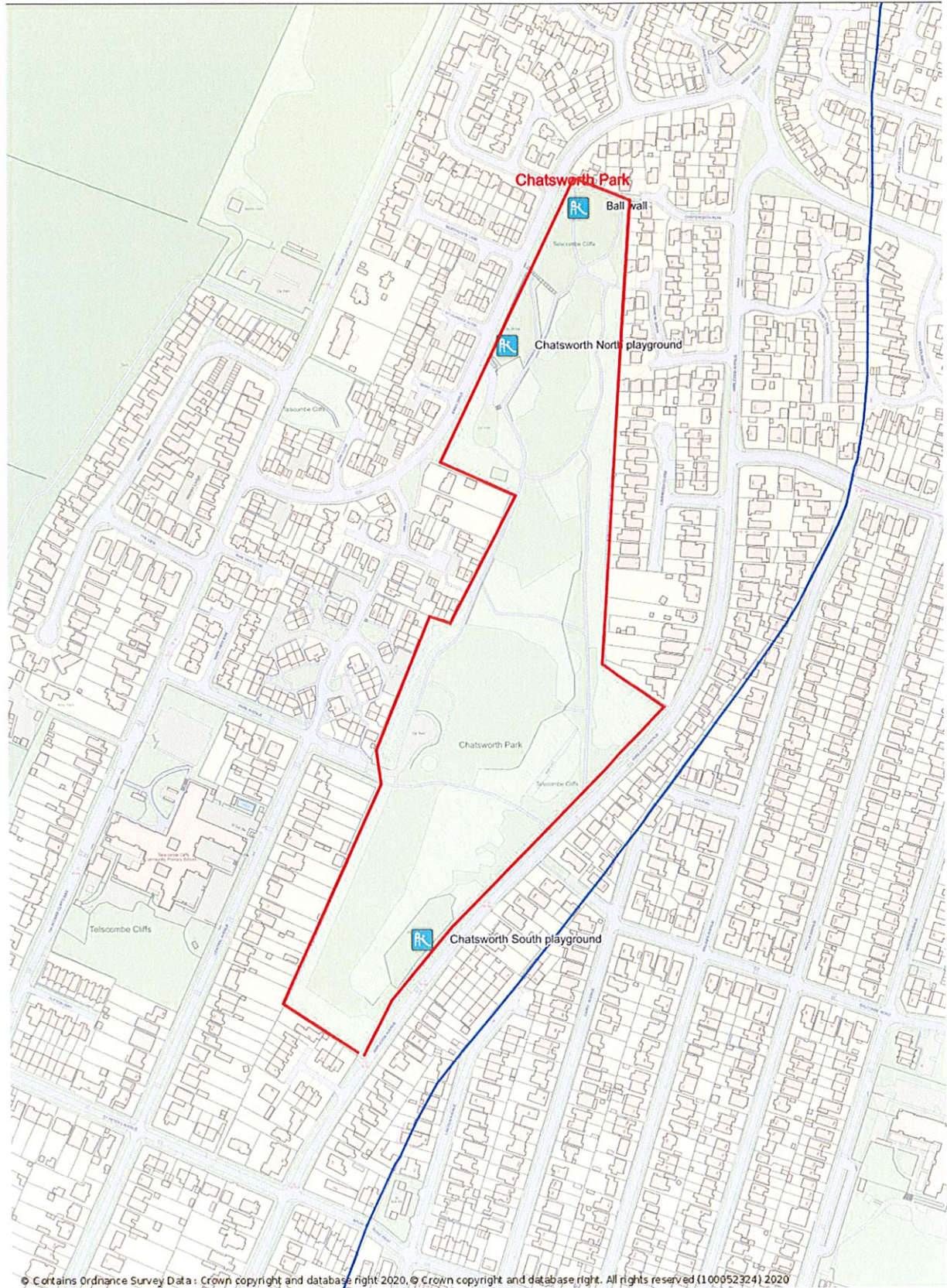
How to Complete Quote

There are two copies of this document. Please fill in the cost per visit, cost per annum and overall contract cost in the tables above. Return one of the copies in the envelope provided by 15th November 2020 marked Private & Confidential to:

Mrs Stella Newman, Town Clerk
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
E Sussex
BN10 7ES

Please also include the documentation detailed in 'Contractor Requirement' above, any other information that you think is relevant to the quote, as well as details of 2 referees.

Shortlisted tenders will go to Council on 16th December 2020 with a view to confirming Contractors at the beginning of January 2021.



TELSCOMBE TOWN COUNCIL



Contract No 3

Small Works Grounds Maintenance

April 2021 to March 2024

Introduction

The attractiveness of our public realm has a direct influence on the success of our campaigns to promote culture and leisure, improve people's health, reduce crime and anti-social behaviour, tackle climate change, and attract visitors, new residents and inward investment into our Town. It's important, therefore, that green spaces are maintained well and we're able to measure our success in achieving quality open spaces and real customer satisfaction.

Whilst the specification sets clear standards for the maintenance service, we are introducing an inspection system which will provide a mechanism to measure and monitor how well those standards are being achieved. The Town Council may ask users of the park for feedback via consultations or via working groups.

General Aims of the Town

- To provide good quality and well cared for open spaces that all members of our town are able to enjoy.
- To ensure that each individual site is well cared for, left clean and tidy and provides a good image for Telscombe and East Saltdean.
- We want our chosen service providers to provide a high quality of grounds maintenance that is carried out with professionalism and pride. In return, we will award a three-year contract with an option for the work to be extended by a further year.

Specification of Works:

Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs

Telscombe Civic Centre is the principle public meeting space for town events and is located on a busy thoroughfare, the A259. It is therefore important that the Civic Centre has a good standard of appearance and Contractors should take into account any additional work needed to achieve and maintain this standard.

| Telscombe Civic Centre | Quantity | Frequency | Cost per visit | Cost per Annum |
|---|-----------------|--|-----------------------|-----------------------|
| Carry out grass cutting – 1st April to 31st October* | 7 | 1 per month – minimum 14 days in between | | |
| Carry out grass cutting – 1st November to 31st March* – time to be agreed with TTC | 2 | Dependent on weather | | |
| Cut hedge in car park - time to be agreed with TTC but approximately spring and autumn | 2 | 2 per annum | | |
| Plant boat (Contractor to supply plants etc, subject to prior approval from Council) | 2 | Spring & autumn | | |
| Weed boat – April to October | 4 | Every other month | | |
| De-weed & spray car park – time to be agreed with TTC | 2 | 2 per annum | | |
| <i>*(with the option of possibly 1 more with prior agreement of TTC)</i> | | | | |
| SUB TOTAL | | | | |

Specification of Works:

Twitten 1

Twitten 1 falls between Rodmell Avenue and Homebush Avenue in East Saltdean

(see orange line in photo)



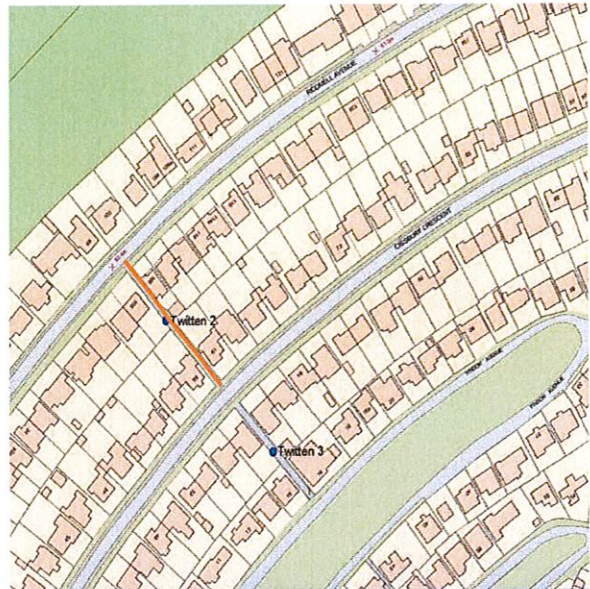
| Twitten 1 | Quantity | Frequency | Cost per visit | Cost per Annum |
|--|----------|--|----------------|----------------|
| Carry out grass cutting – 1st April to 31st October | 7 | 1 per month – minimum 14 days in between | | |
| Carry out grass cutting – 1st November to 31st March* time to be agreed with TTC | 1 | Dependent on weather | | |
| Cut back any over-hanging hedges/branches/deadwood time to be agreed with TTC | 2 | 2 per annum | | |
| Full litter pick of the site – 1st April to 31st October | 4 | 1 every other month | | |
| Full litter pick of the site – November to March* | 1 | Dependent on weather | | |
| <i>*(with the option of possibly 1 more with prior agreement of TTC)</i> | | | | |
| SUB TOTAL | | | | |

Specification of Works:

Twitten 2

Twitten 2 runs between Rodmell Avenue and Cissbury Crescent in East Saltdean

(see orange line in photo)



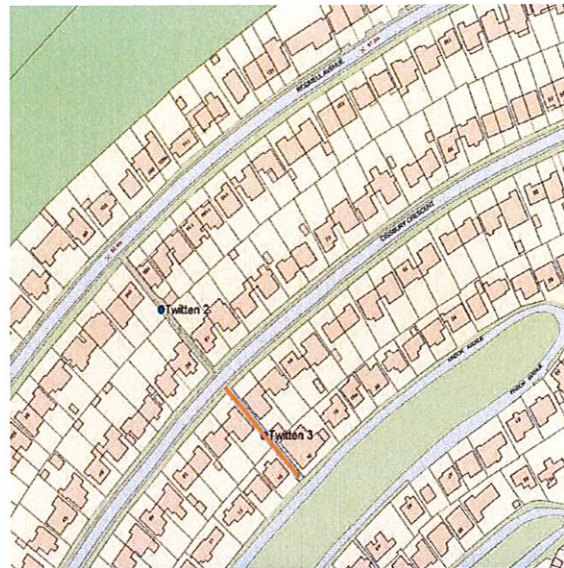
| Twitten 2 | Quantity | Frequency | Cost per visit | Cost per Annum |
|--|----------|---|----------------|----------------|
| Carry out grass cutting – 1 st April to 31 st October | 7 | 1 per month – minimum 14 days in between | | |
| Carry out grass cutting – 1 st November to 31 st March* time to be agreed with TTC | 1 | Dependent on weather | | |
| Cut back any over-hanging hedges/branches/deadwood time to be agreed with TTC | 2 | 2 per annum | | |
| Full litter pick of the site – 1 st April to 31 st October | 4 | 1 every other month | | |
| Full litter pick of the site – November to March* | 1 | Dependent on weather | | |
| <i>*(with the option of possibly 1 more with prior agreement of TTC)</i> | | | | |
| SUB TOTAL | | | | |

Specification of Works:

Twitten 3

Twitten 3 runs between Cissbury Crescent and Findon Avenue in East Saltdean

(see orange line in photo)



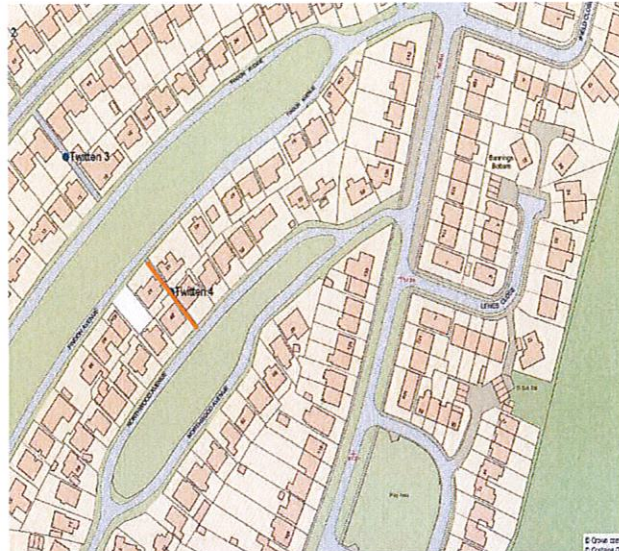
| <u>Twitten 3</u> | Quantity | Frequency | Cost per visit | Cost per Annum |
|--|----------|--|----------------|----------------|
| Carry out strimming – 1 st April to 31 st October | 7 | 1 per month – minimum 14 days in between | | |
| Carry out strimming – November to March* | 1 | Dependent on weather | | |
| Cut back any over-hanging hedges/branches/deadwood | 2 | 2 per annum | | |
| Full litter pick of the site – 1 st April to 31 st October | 4 | 1 every other month | | |
| Full litter pick of the site – November to March* | 1 | Dependent on weather | | |
| <i>*(with the option of possibly 1 more with prior agreement of Town Clerk)</i> | | | | |
| <u>SUB TOTAL</u> | | | | |

Specification of Works:

Twitten 4

Twitten 4 runs between Findon Avenue and Northwood Avenue in East Saltdean

(see orange line in photo)



| <u>Twitten 4</u> | Quantity | Frequency | Cost per visit | Cost per Annum |
|---|----------|----------------------|----------------|----------------|
| Carry out grass cutting – 1 st April to 31 st October | 7 | 1 per month | | |
| Carry out grass cutting – 1 st November to 31 st March* time to be agreed with TTC | 1 | Dependent on weather | | |
| Cut back any over-hanging hedges/branches/deadwood times to be agreed with TTC | 2 | 2 per annum | | |
| Full litter pick of the site – 1 st April to 31 st October | 4 | 1 every other month | | |
| Full litter pick of the site – November to March* | 1 | Dependent on weather | | |
| <i>*(with the option of possibly 1 more with prior agreement of TTC)</i> | | | | |
| <u>SUB TOTAL</u> | | | | |

Specification of Works:

Twittens 5 & 6

Twittens 5 and 6 are mid-way along Bannings Vale and run between Bannings Vale to Ashurst Avenue, East Saltdean.

(see orange lines in photo)



| Twittens 5 & 6 | Quantity | Frequency | Cost per visit | Cost per Annum |
|---|----------|--|----------------|----------------|
| Carry out grass cutting – 1 st April to 31 st October | 7 | 1 per month – minimum 14 days in between | | |
| Carry out grass cutting – 1 st November to 31 st March* time to be agreed with TTC | 1 | Dependent on weather | | |
| Cut back any over-hanging hedges/branches/deadwood time to be agreed with TTC | 2 | 2 per annum | | |
| Full litter pick of the site – 1 st April to 31 st October | 4 | 1 every other month | | |
| Full litter pick of the site – November to March* | 1 | Dependent on weather | | |
| <i>*(with the option of possibly 1 more with prior agreement of TTC)</i> | | | | |
| SUB TOTAL | | | | |

Specification of Works:

Twitten 7

Twitten 7 is located between Fairlight Avenue in the west to Telscombe Cliffs Way in the east of Telscombe Cliffs.

(see orange line in photo)



| Twitten 7 | Quantity | Frequency | Cost per visit | Cost per Annum |
|---|----------|--|----------------|----------------|
| Carry out grass cutting – 1 st April to 31 st October | 7 | 1 per month – minimum 14 days in between | | |
| Carry out grass cutting – 1 st November to 31 st March* time to be agreed with TTC | 1 | Dependent on weather | | |
| Cut back any over-hanging hedges/branches/deadwood time to be agreed with TTC | 2 | 2 per annum | | |
| Full litter pick of the site – 1 st April to 31 st October | 4 | 1 every other month | | |
| Full litter pick of the site – November to March* | 1 | Dependent on weather | | |
| <i>*(with the option of possibly 1 more with prior agreement of TTC)</i> | | | | |
| SUB TOTAL | | | | |

Specification of Works:

Ashurst Avenue, East Saltdean

The eastern side of Ashurst Avenue sits alongside Telscombe Tye. It is a steeply graded bank with three access pathways which provide residents with access to the Tye. The bank is predominantly overgrown with brambles and gorse and provides a buffer between the Tye and the roadway.



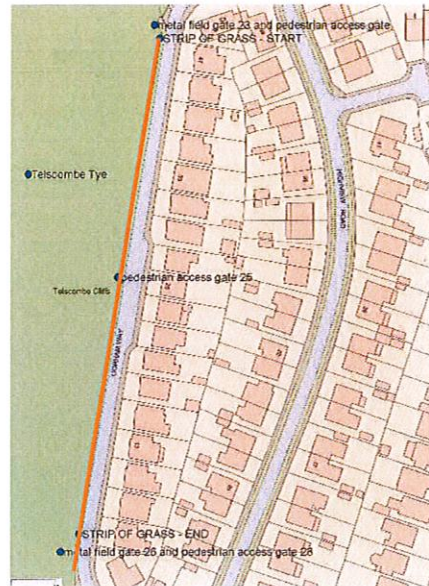
| Ashurst Avenue | Quantity | Frequency | Cost per visit | Cost per Annum |
|---|----------|---------------------|----------------|----------------|
| 1 st April to 31 st October – Cut back brambles, gorse and other vegetation from either side of the access pathways leading from the roadway to the Tye by .5m to 1m. (see orange stars in photo) | 4 | 1 every other month | | |
| SUB TOTAL | | | | |

Specification of Works:

Gorham Way grass verge, Telscombe Cliffs

To the west of Gorham Way is Telscombe Tye, a large area of common land enclosed by fencing. Between the fencing and Gorham Way road is a strip of land approximately 0.5m in width that extends the length of the road. This is the grass area in question which needs cutting.

(see orange line in photo)



| <u>Gorham Way Grass Verge</u> | Quantity | Frequency | Cost per visit | Cost per Annum |
|--|----------|----------------------|----------------|----------------|
| Carry out grass cutting – April to October* | 4 | 1 every other month | | |
| Carry out grass cutting – November to March* Time to be agreed by TTC | 1 | Dependent on weather | | |
| <i>*(with the option of possibly 1 more with prior agreement of TTC)</i> | | | | |
| <u>SUB TOTAL</u> | | | | |
| <u>OVERALL CONTRACT TOTAL</u> | | | | |

Signed _____ Date _____

On behalf of contractor

Signed _____ Date _____

On behalf of TTC

Grass Cutting

General

The grass cutting season is from 1st April to the end of October. The schedule of works is set out in this contract. The Contractor is to follow and adhere to approved mowing schedules, completing one area before moving onto the next.

Areas where mowers cannot cut will be cut by strimmer to obtain a uniform appearance over the whole area.

Machinery

The machinery being used is to be of an appropriate standard, type and size for the area being cut. The machinery will be in good working order and had regular services.

All persons operating machinery will have been properly trained, competent in its use and abide by the strict Health and Safety Regulations in force at the time.

Liability

The Contractor is liable for any damage to property, persons or animals caused by their operatives or equipment and is required to make good any such damage. They will be held responsible for any claims for compensation arising from their actions or omissions.

In the case of trees, hedges or shrubs, if any damage affects their future viability they will be replaced by the Contractor at their own expense, with suitable sized replacements planted when it is most likely to take.

In the case of damage to walls, masonry, cars or windows, the contractor is to make good any damage using qualified and experienced tradesmen informing the Council of the action undertaken and ensuring continued liaison with all relevant persons.

Height of Grass

During growing season the maximum height of grass should be 40mm and the minimum should be 20mm. The maximum height identified is the highest permitted length that the grass is allowed to grow to. Any grass beyond this level will be deemed to be a "default in performance".

Grass Seeding

The Contractor will be required to sow grass seed to enable a good quality grass area to be obtained if they have damaged an area. The Contractor will notify the Council of any damage caused.

Sowing will usually be undertaken during spring/autumn and will only be undertaken if ground conditions are suitable. The Contractor will be responsible for all costs.

The Contractor will be responsible for the maintenance of new grass until it is established and incorporated into the contract.

All paths

The areas of hard surfaces within the specification are to be kept weed and moss free at all times. All debris must be removed from site and taken to an authorised disposal site. Eco-friendly herbicides will be supplied and applied by the Contractor in accordance with regulations.

Litter

Prior to mowing, the Contractor is to inspect the site and ensure all litter, branches, and other debris is removed to an approved disposal site. Any litter/debris mown over is to be cleared by the Contractor before leaving the site. Failure to do so will be considered a "default" of the contract.

Grass cuttings

Any grass cuttings falling onto adjacent hard surfaced areas shall be swept/blown back onto the grassed area at the time of cutting.

Edging

Where possible edges will be sharply cut and defined particularly around pathways.

Frequency

Any additional cuts will be agreed prior to cutting, and charged for at the same rate inserted in the bill of quantities. Similarly, any reduction in the number of cuts will be deducted at the rate inserted in the bill of quantities.

Inclement weather

In very wet conditions with the agreement of the Council, grass cutting must cease until conditions allow operations to continue without damage to the ground surface. Any damage arising from failure to cease operations must be fully reinstated at the Contractor's own expense and the Council's satisfaction.

If inclement weather has prevented the Contractor from mowing, they must resume as soon as the conditions allow and the Contractor will be expected to provide any additional resources needed to catch up any lost time.

Litter Clearance

All arisings and litter are to be disposed of to an approved disposal site on the day of collection.

The Contractor shall at all times have due regard to the Environmental Protection Act 1990, Code of Practice on litter and refuse, Control of Waste regulation 1992, Registration of Waste Carriers and Waste duty of care code of practice.

The Contract

Liability of the Contractor

The Contractor shall indemnify and keep indemnified the Town Council against injury or death, loss/damage to property, default or negligence.

Insurance

The Contractor will be responsible for ensuring that full Public Liability & Employers Liability insurance is in place throughout the contract period against any injury or death and loss of or damage to any property arising out of the Contractor's work in association with this contract.

The Contractor is to ensure that the insurance complies with the Employers Liability (Compulsory) Insurance Act 1969 and all other applicable regulations.

Customer Services

The Contractor will ensure that all work is undertaken in the interest of the general public and their safety. Contractors should ensure that staff remain well-mannered and polite at all times when working in public areas and any complaints from members of the public should be referred to the Town Council.

Default in Performance

If following an inspection the Contractor has failed to perform any part of the contracted services or has not had due consideration to public care, then the Town Council will provide a written notice setting out and requiring the Contractor to remedy the problems. If the problem is not remedied, then the Town Council will decide whether or not to issue a default notice.

Should a Contractor be given three or more default notices inside six months, the Council will terminate the contract with immediate effect.

Notices

Each party must give six months written notice for termination of the contract, unless three default notices have been received (as set out above).

Arbitration

All disputes between the parties shall be referred to an external independent arbitrator. The costs for the arbitrator to be shared equally between both parties.

Contract

The Council seeks to appoint a Contractor for a period of three years from 1st April 2021 to 31st March 2024, with the option of an additional year, subject to approval from the Council.

The contract is written under English Law and any quotes provided will be taken as a fixed price.

Once the tender has been submitted all prices will be valid for 90 days while the Council undertakes the appointment of a Contractor. It is intended to finalise the contract at the beginning of January 2021 with a view of work commencing on 1st April 2021.

Contractor Requirement

The successful Contractor will provide the following documents annually to the Council:

- Public Liability & Employers Liability Insurance certificates
- Environmental Management Certification if applicable
- Environmental Policy
- Health & Safety Policy
- Risk Assessment
- Safe working statements
- Equipment Inventory

How to Complete Quote

There are two copies of this document. Please fill in the cost per visit, cost per annum and overall contract cost in the tables above. Return one of the copies in the envelope provided by 15th November 2020 marked Private & Confidential to:

Mrs Stella Newman, Town Clerk
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
E Sussex
BN10 7ES

Please also include the documentation detailed in the 'Contractor Requirement' above, any other information you think is relevant to the quote, as well as details of 2 referees.

Shortlisted tenders will go to Council on 16th December 2020 with a view to confirming Contractors at the beginning of January 2021.

| | |
|---------------------|---|
| AGENDA ITEM | 22 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To consider expanding two wildflower areas in Chatsworth Park |

1. INTRODUCTION

Cllr Clarkson would like to expand the two wildflower areas in Chatsworth Park.

2. INFORMATION

For the area adjacent to Kirby Drive, he would like to expand by 1 metre every October for the next 4 years. The process would be to move the rope out by 1 metre, remove the turf in the new area and cut the flowers. He would leave them for a week so the seeds can drop and then rake off the cuttings. The seeds from the existing flowers will then be used to germinate next year. This will still leave space for the contractors ride on mowers to access the play parks and the end closest to the playground will be tapered so they are not blocked.

For the Ambleside area bordering Cavendish Close, Cllr Clarkson would like to do the same, but only for the next 2 years, increasing the depth of the area by approximately 2 metres until it is 1 metre from the footpath.

3. RECOMMENDATION

It is recommended to consider Cllr Clarkson's request.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

There may be a cost for cutting and clearing the meadows in the autumn if we are unable to recruit any volunteers.

| | |
|---------------------|--|
| AGENDA ITEM | 23 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To consider adding a second wildlife pond in Chatsworth Park |

1. INTRODUCTION

Cllr Clarkson has asked if the Committee would consider adding a second wildlife pond in Chatsworth Park.

2. INFORMATION

Cllr Clarkson's report is below:

The park now has its first wildlife pond. This was on the advice of the biodiversity survey the Town Council commissioned which stated that the best way to improve biodiversity would be to add a pond.

In just a short time the pond has been a success. It is much loved and already flourishing and host to a handful of tadpoles. The Friends of Chatsworth Park Facebook group is full of pictures of birds and squirrels drinking from the pond and as the habitat matures over the next 2 years, it will become even richer.

Cllr O'Conner and Cllr Clarkson met the ecologist for East Sussex County Council (ESCC) and Lewes District Council (LDC) when deciding the pond location. During the tour of the park, they recommended a second spot for a pond, a piece of unused grass on the east side of the park by the boundary with Manor Drive. They were advised this spot was picked out for a wildflower verge and they believed that a verge and pond would make an excellent larger habitat running up the east side of the park (details attached).

In his position as a volunteer in Chatsworth Park, Cllr Clarkson has secured a grant through the House Project to fund a second pond of the same design as the first, 4m by 5m with a maximum depth of 60cms. The pond will be enclosed behind a dead hedge to protect it from dogs. The location is shown on the maps, but the dead hedge will be set back 1m from the path so as not to encroach on the footpath. The pond construction will be entirely the same in terms of materials, tools, plants and labour. It will be filled naturally by rainwater.

3. RECOMMENDATION

The Committee should consider if they want a second pond in the park and if they are happy with the location suggested by the ESCC and LDC ecologist and selected by Cllr Clarkson. If the Committee are happy, it is proposed to agree a construction sometime

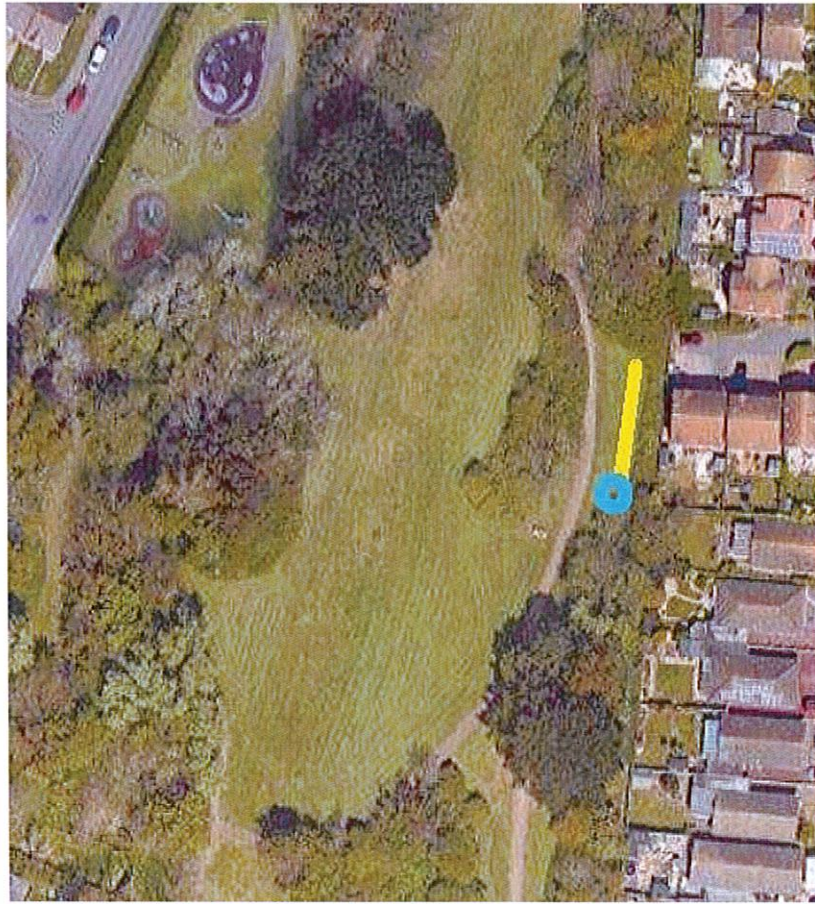
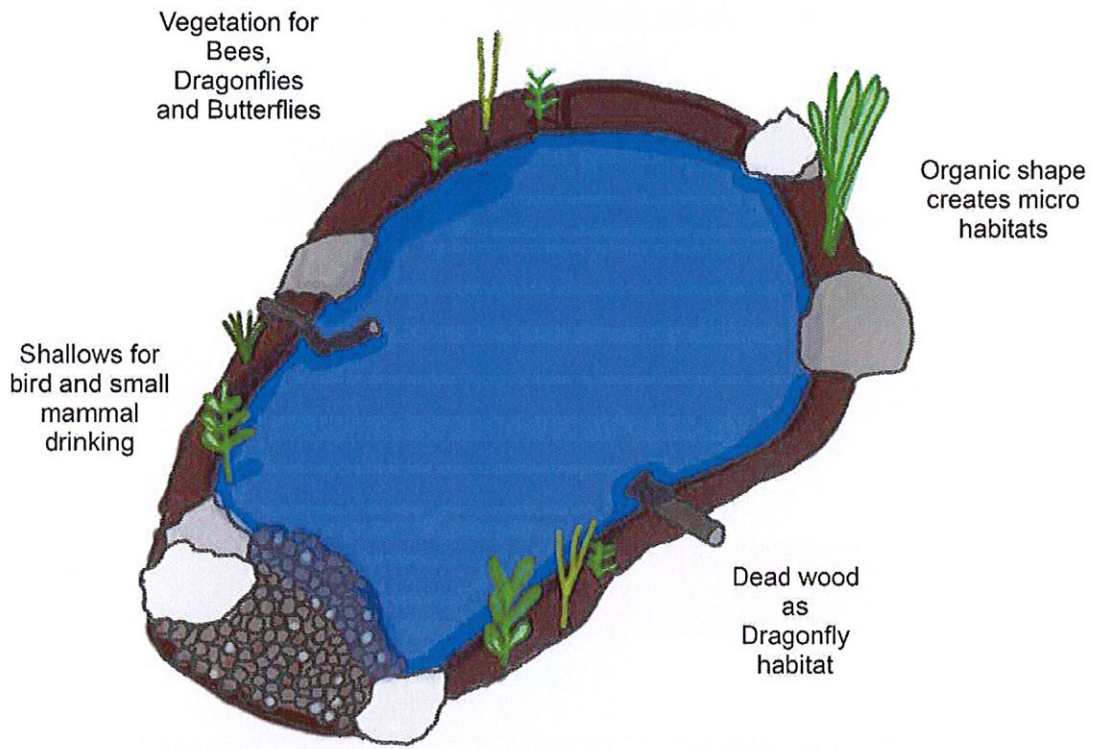
over the summer with specific dates to be confirmed with the Amenities Officer based on availability of labour and equipment. Construction to be completed in 2 days

4. ENVIRONMENTAL IMPACT

A pond is an incredibly rich habitat. Water brings small mammals like hedgehogs. It attracts birds but is also a habitat for Dragonflies, Damselflies, Water Boatman, Newts, Frogs and Toads. The surrounding plants will draw bees and butterflies. Having 2 ponds in the park will not only increase the viable habitat and biodiversity but will give the opportunity for newts, frogs and toads to migrate between ponds which is vital to diversify their gene pool and reduce the risk of wipe out from disease.

5. FINANCIAL IMPLICATIONS

Cllr Clarkson has managed to obtain a grant to fund the pond via the House Project.





| | |
|---------------------|--|
| AGENDA ITEM | 24 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To consider adding a gate to a copse of trees in Chatsworth Park |

1. INTRODUCTION

Cllr Clarkson has asked if the Committee would consider installing a gate to an area in Chatsworth Park.

2. INFORMATION

Cllr Clarkson's report is below:

Last year the Town Council conducted a survey of park users to understand how the park is used and where residents would like to see improvements. A resident suggested a location in the park separated from dogs where children could explore the trees and plants. This was considered a good suggestion but cost prohibitive to fence a part of the park.

Develop Outdoors have now fenced a copse of trees with dead hedging as part of the education courses and the space is freely available to all park users. As a volunteer in Chatsworth Park, Cllr Clarkson has secured funds to help with projects in the park and would like to install a gate at the entrance to this area with a latch and signage (location highlighted below):





3. RECOMMENDATION

The Committee should consider if they are happy for Cllr Clarkson, with the help of the Amenities Officer to source and install a gate and latch. They should also consider if they are happy for a sign to be added advising the space is a dog free zone for children to explore and to please keep the gate closed.

A person can claim adverse possession of land by proving that, whilst not legally possessing the land, they have been dealing with the land as if they were the owner, e.g. fencing the land off is strong evidence of possession. This is something that needs to be considered/looked into.

4. ENVIRONMENTAL IMPACT

None.

5. FINANCIAL IMPLICATIONS

Cllr Clarkson has managed to obtain a grant through the House Project.

| | |
|---------------------|--|
| AGENDA ITEM | 25 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To ratify decision to share information board maps with Friendly Fox |

1. INTRODUCTION

At September's Amenities & Civic Centre meeting, it was agreed that Cate Grundy of Friendly Fox could place three introduction boards in the park to consult on people's views in developing ideas for a trail.

2. INFORMATION

Friendly Fox have since advised us that they have had volunteers help design the trail, as well as conducting workshops to gauge community interest. 38 online and 50 paper surveys have been completed by local families and several schools, all providing positive responses. They also requested we post something on our website about the trail to raise awareness and asked if they could use the same maps that are on the lecterns in Chatsworth Park, to keep things consistent. Due to their deadline with the Sussex Community Foundation for putting this in place, Councillors were asked if they would be in agreement for the Town Council to share our maps that are on the lecterns in Chatsworth Park with Friendly Fox and if we could put something on our website to promote awareness of the trail. 6 out of 9 Committee members responded with their agreement and as this was a majority response, maps were sent out to Friendly Fox.

3. RECOMMENDATION

I recommend Councillors ratify agreement for the information board maps in Chatsworth Park to be shared with Friendly Fox.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

N/A

| | |
|---------------------|---|
| AGENDA ITEM | 26 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Stella Newman, Town Clerk & RFO |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To agree the refuse collection price increase |

1. INTRODUCTION

We have the Civic Centre refuse and recycling collected by Lewes District Council.

2. INFORMATION

The refuse is collected weekly and the recycling once a fortnight. As from 1st April we have been notified of a price increase as follows:-

770l bin trade refuse emptied weekly – was £182 per quarter, now £196.82 (8% increase)

240l bin trade recycling emptied fortnightly – was £16.84 per quarter, now £24.64 (46% increase)

3. RECOMMENDATION

It is recommended to approve the price increases.

4. ENVIRONMENTAL IMPACT

Waste collection is important to protect public health and the local area.

Recycling helps to prevent carbon emissions, saves energy and helps to reduce the need for landfill.

5. FINANCIAL IMPLICATIONS

Allowance had been made for a 10% increase in the budget and with the increased cost, we should still be within budget at year end. The nominal code, 4406-301 for refuse collection, is £1,200 and also includes £5 a week for the litter bin in the Civic Centre car park to be emptied.

| | |
|---------------------|--|
| AGENDA ITEM | 27 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Stella Newman, Town Clerk & RFO |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To consider possible repairs to Civic Centre clock |

1. INTRODUCTION

The clock at the Civic Centre has stopped working. Normally when this happens, Mick is able to re-set it and it starts working again, however, he has tried this and it still doesn't work.

2. INFORMATION

The clock was designed by local clockmakers Thwaites & Reed Engineering and installed when the Civic Centre was built.

Over the years the clock has had an occasional service, but is not under a service contract due to the cost. We contacted Thwaites & Reed regarding a possible repair and they have responded as follows:-

'Some components had a service life of about 20 years. The components might have reached the end of their service lives. Current replacement costs like for like for the entire clock at 5% inflation would be in the region of £9,200 ex vat.'

'We can attend to fault find and issue a survey report with a Scope of Works and fixed price costings. The cost will be £400 ex vat.'

For the time being, I have got Mick to alter the hands of the clock so that they are at '12.'

3. RECOMMENDATION

To consider whether to have a survey report undertaken on the clock at a cost of £400 plus VAT or not, but in view of the cost of the survey and probable resultant repairs, it does not appear to be feasible.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

No allowance has been made for a replacement clock and it is anticipated that a repair cost, if possible, would also be high. No budget allowance has been made. We have an earmarked reserve of £5,500 for Civic Centre maintenance which should be kept for essential maintenance, rather than repair/replacement of the clock.

| | |
|---------------------|---|
| AGENDA ITEM | 28 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Stella Newman, Town Clerk & RFO |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | To consider installing fire sleds and CO2 fire extinguishers to upstairs fire exits at Civic Centre |

1. INTRODUCTION

Havens Community Hub (HCH) who are renting rooms on the first floor of the Civic Centre, asked RTJ of Sussex Property Services to carry out a fire safety visit for the Civic Centre.

2. INFORMATION

RTJ have provided a price for 2 fire sleds, one to be fitted on the wall by both upstairs fire exits, next to the fire extinguishers at a cost of £130 each. Havens Community Hub have confirmed they will pay for the sled from the funding they have obtained.



RTJ also recommended that three CO2 fire extinguishers are installed upstairs, one CO2 extinguisher in the Council Chamber due to DJ's using it and a 3" white line to be painted to the front of the wooden stairs leading to the first floor. They have also said that the gap in the door to room 4 is excessive.

We had a full Fire Risk Assessment carried out in March 2021 by an external company and I will shortly be obtaining prices to have another carried out. Several recommendations were made and all were actioned by ourselves. Regarding fire extinguishers, the report said that *'there are fire extinguishers installed in the premises which are adequate in number and proportionate to the risk and are subjected to annual servicing by an approved contractor in accordance with BS5306.'*

CO2 fire extinguishers are used for electrical fires, but are also suitable for flammable liquids. At the moment we do not have any CO2 extinguishers upstairs and as HCH will be using electrical equipment on a daily basis, it may be worth giving consideration to one being fitted next to the existing water extinguishers which are next to both fire exits. As the Council Chamber is not heavily used by DJ's and we have a CO2 extinguisher fitted by the fire exit next to the downstairs kitchen and the fire exit to the car park, I do not feel it necessary to have an additional one fitted. HCH have not advised if they would be willing to pay for the additional extinguishers and have them serviced. them.

3. RECOMMENDATION

To agree to the fire sleds being installed by RTJ of Sussex and that consideration be given to additional fire extinguishers and painting of a 3" white line to the wooden stairs leading to the first floor. If HCH are willing to pay for the extinguishers and servicing, we could consider an additional one in the Chamber. We can ask the caretaker to look at room 4 door.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

If HCH will not pay for the extinguishers and servicing, this will have to come from our budget. In August 2022 we had a new water extinguisher from Pyrotec which cost £75 and a CO2 may be in the same price range. There would be an extra cost for servicing which would be approximately £8 per extinguisher.

The cost for the fire sleds will be covered by Havens Community Hub.

| | |
|---------------------|------------------------------------|
| AGENDA ITEM | 29 |
| REPORT TO | Amenities & Civic Centre Committee |
| REPORT FROM | Bianca Buss, Amenities Officer |
| MEETING DATE | 5 th June 2023 |
| SUBJECT | Future Events Update/Agreement |

1. INTRODUCTION

Due to the election, no events had been planned for the forthcoming year.

2. INFORMATION

Consideration should be given as to whether the Council would like to hold any of the following events:

Bingo evenings – to formally agree to carry on with the Mayor’s fundraising bingo evenings, which are held on the last Friday of the month and are run by staff and Councillor volunteers at no cost to the Council, and for Stan Newman to use the Council laptop and equipment to run this and other Council events.

Sussex Day – to agree to hold a Sussex Day flag raising event. Sussex Day takes place on 16th June, and we have previously raised the flag at the Civic Centre on this day, followed by tea and biscuits.

Armed Forces Day – to agree to hold an Armed Forces Day flag raising event. Armed Forces Day takes place on the last Saturday each June and in 2023, it will take place on Saturday 24th June. Armed Forces Day celebrations begin on Monday 19th June when the Armed Forces Day flag is raised on buildings and famous landmarks around the country. We have previously raised the flag at the Civic Centre followed by tea and biscuits.

Merchant Navy Day – to agree to hold a Merchant Navy Day flag raising event. Every year, Seafarers UK promotes the Red Ensign - the UK Merchant Navy’s official flag - to be flown on 3rd September on civic buildings and landmark flagpoles across the UK. Parish, community, town, city, district and borough councils are all invited to take part, along with higher-tier local authorities and governments. We have previously raised the flag at the Civic Centre followed by tea and biscuits. This year the 3rd September falls on Sunday, so we could raise the flag on Friday 1st.

Macmillan coffee morning – to agree to hold a Macmillan coffee morning in September. The Macmillan coffee morning for 2023 is Friday 29th September, but we usually book the Town Council’s event the day before, which will be Thursday 28th September. It is run by Councillor and staff volunteers.

Halloween Party – We have previously held a Halloween party at the Civic Centre for local children. Unfortunately the entertainer we usually use is not available, so we need to decide if we leave it for this year or investigate using an alternative person.

Christmas Day Coffee Morning – over the last few years we have held a Christmas Day coffee morning at the Civic Centre from 10am to midday where bacon sandwiches were provided. The mornings are hosted and cooking done by Councillors. We need to decide if we will do it again this year.

3. RECOMMENDATION

To consider what events we would like to hold. Raising of the flags can be done by Council staff anyway, even if it is decided not to have tea and biscuits afterwards.

To agree for volunteer, Stan Newman, to use the Council laptop and equipment to assist with running the bingo evening and other Council events.

4. ENVIRONMENTAL IMPACT

Minimal.

5. FINANCIAL IMPLICATIONS

The town entertainment/events budget for 2023/24 has been set at £1,000.