



TELSCOMBE TOWN COUNCIL

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

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24th July 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 31st July 2023** at 7.30pm for the purpose of transacting the following business:-

Yours faithfully

Stella Newman
Town Clerk/RFO

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions relevant to the Committee at the commencement of the meeting for a period of fifteen minutes.
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To approve minutes of the meeting held on Monday 5th June 2023 – *see attached*
5. To note action list and agree any further actions required – *see attached*
6. To note Income & Expenditure figures to 30th June 2023 – *see attached*
7. To review/update the Business Plan – *see attached*
8. To note amenities complaints since last meeting – *see attached*
9. Update on Management Plan – *see attached*
10. Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces – *see attached*
11. To consider grounds maintenance works in Chatsworth Park – *see attached*
12. Update on weekly playground inspection reports & agree any possible actions – *see attached*
13. To consider replacement or repair to the basket swing in Chatsworth Park North Playground – *see attached*
14. To consider minor playground refurbishments and make initial decisions – *see attached*
15. To consider adding metal guards to information boards in Chatsworth Park – *see attached*
16. To consider adding signs to the wildflower beds in Chatsworth Park – *see attached*
17. To consider way forward with a wildflower area in Chatsworth Park – *see attached*
18. To consider way forward with grass cutting the wildflower mound in Chatsworth Park – *see attached*
19. To consider adding bird and bat boxes in Chatsworth Park – *see attached*
20. To ratify decision to allow Develop Outdoors to add a container to Chatsworth Park – *see attached*
21. To consider requests from Develop Outdoors to run Parent and Play sessions in Chatsworth Park and to replace gate bordering Kirby Drive – *see attached*



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22. To consider quotations to clear tree branches and vegetation around the top of two street light columns in Chatsworth Park – *see attached*
23. To consider quotations to cut back tree branches from Chatsworth Park to a property in Central Avenue – *see attached*
24. To consider quotations to clear the vegetation bordering two properties next to the Copse – *see attached*
25. To consider extending Wander Coffee's concession – *see attached*
26. To agree way forward with replacement of Civic Centre boilers – *see attached*
27. To ratify purchase a music licence for the Civic Centre & consider passing cost onto hirers – *see attached*
28. Future Events update/agreement to include a summer fair and Halloween party – *see attached*
29. 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 – 27th September 2023



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Monday 5th June 2023 in Telscombe Civic Centre at 7.30 pm.

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, C Gallagher, L O'Connor *Mayor*, J Perrotta, C Robinson, I Sharkey & N Watts

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

1676. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN

Cllr Gallagher nominated Cllr Robinson as Chairman of the Committee, Cllr Watts seconded the proposal and Cllr Robinson was unanimously elected as Chairman.

Cllr Gallagher proposed Cllr Judd as Vice Chairman of the Committee, seconded by Cllr Sharkey and Cllr Judd was unanimously elected as Vice Chairman on the proviso that he accepts.

1677. PUBLIC QUESTION TIME

There were no members of the public present.

1678. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie due to a prior engagement and Cllr Judd due to illness and these reasons were accepted by the committee. It was noted that Cllr O'Connor was running late.

1679. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1680. TO APPROVE MINUTES OF THE MEETING HELD ON 20th MARCH 2023

It was proposed by Cllr Gallagher, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on Monday 20th March 2023 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Robinson.

1681. 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 125,1 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. 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



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1681. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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 size of the wildlife pond in Chatsworth Park	CCL	Pond and dead hedge have been built.	Complete
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



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1681. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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	BB	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	BB	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
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



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1681. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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

Min 1673 – It was noted that the Town Council had not been able to make contact with ARN Roofing whose quote had been agreed and that the process would need to be re-started. Cllr Perrotta advised she may know of a roofer that could assist and it was agreed that if she was able to obtain their details, she would pass this to the Town Clerk.

Min 1577 – Cllr Gallagher reported that she had planted the Oak sapling in Chatsworth Park but it has since disappeared.

Cllr O'Connor arrived at 7.38pm.

Min 1627 – The Amenities Officer confirmed that the painting of the ball wall had been completed. Councillors were very thankful for the artist for her hard work. The Town Clerk suggested that the Council may wish to thank the artist further with a gift. Councillors concurred and it was **agreed** to present the artist with a £100 voucher, with the Town Council's thanks.

Min 1667 – Cllr Robinson asked the Amenities Officer if she had an opportunity to visit Tyedean Hall to look at the surfacing. The Amenities Officer confirmed she had but had not investigated this further as yet. The Town Clerk reported that the same surfacing was present at the Salts playground in Seaford and the Amenities Officer advised she would make contact with Seaford Town Council to progress further.

1682. TO NOTE INCOME & EXPENDITURE FIGURES TO 30th APRIL 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 £3,395 expenditure and income of £160 and Civic Centre expenditure of £3,590 and income of £1,767 at 30th April 2023 were **noted** by the Committee.



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1683. TO REVIEW/UPDATE THE BUSINESS PLAN

The Business Plan was **noted**. Cllr Clarkson informed the Committee that he had received 'net zero' training for greenhouse gas emissions, which could assist project no. 6; Climate Change Emergency – Activity for ACC and FC. Cllr Clarkson advised he would be happy to pass this information on and provide a presentation on how the Town Council could progress this. It would start with identifying what should be included within our carbon footprint. Cllr O'Connor suggested this be provided before the next Full Council meeting so that all Councillors could attend.

Cllr Gallagher asked that project no 7; Emerging Cycle Schemes (including through Chatsworth Park), be altered and following discussion it was agreed that the project title is amended to 'Active travel – cycles and walkways; that the first sentence of the activity is removed; that the Objective is altered to 'safe walking/shared pathways' and that the Activity is changed to 'in consultation with residents, look at active travel and cycle/walkways across Chatsworth Park' so the Town Council can see how it ties in with the East Sussex County Council (ESCC) local transport plan.

Cllr Gallagher requested that project no. 11; Civic Centre Sustainability is removed as this was completed on the previous Business Plan. The Town Clerk advised that there had been operational issues with the boilers at the Civic Centre recently and it was therefore **agreed** to keep this item on the Plan and add 'investigate new boilers' with budget implications.

It was unanimously **RECOMMENDED** to make the afore-mentioned alterations to the plan.

1684. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was **noted** by the Committee. The Amenities Officer advised that she had been unable to make contact with the contractor in relation to complaint no. 52, so has advised the resident that the Town Council can neither confirm nor deny the conversation that the resident had with the tree surgeon and has therefore closed the complaint. The Amenities Officer also advised that she had been unable to find anyone to remove the badger. Cllr Clarkson offered to bury the badger in the park at the next volunteer session if it is still in situ at the end of the month.

1685. UPDATE ON WORKS BORDERING A PROPERTY IN CHATSWORTH PARK

The Committee considered the Amenities Officer's report in relation to a complaint from a resident, whose property borders Chatsworth Park. Works had been completed to remove 2-3 Sycamore trees, grading out of the bank bordering the property, woodchip spread along the bank and deadwood stacked on the verge. The resident had made further contact and raised concerns on the stability of the bank and with the level area next to the fence being too open. The Amenities Officer contacted the contractors to check if work had been completed as the bank was not sloped and there appeared to be no woodchip spread on the bank. They advised works had been completed as per their quotation and that the woodchip had been spread prior to them digging and regrading the bank. Councillors were informed via email and it was agreed to contact the resident to advise that the work had been undertaken as recommended by the Chartered Surveyor and to ask if they have any further complaints, to put this in writing. Nothing had been received to date.

Cllr Clarkson felt that shrubs and plants could not be planted on the bank due to the steep gradient, but it was noted that the gradient required hadn't been included on the specification. Cllr Gallagher agreed with Cllr Clarkson's comments and recommended that any management works are undertaken in the winter, when all the vegetation had died down. Cllr Robinson suggested that additional wood-



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1685. Update on works bordering a property in Chatsworth Park (Contd)

chip is added to this location when the Town Council next undertake tree works in Chatsworth Park. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that works be included to this location in the ground maintenance contract from April 2024 and that planting of shrubs at the front of the bank to block the gap be added to the management plan. The Amenities Officer advised that she would close the complaint as she had not received a response from the residents, but felt that they may respond at a later date.

1686. 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.

1687. TO APPROVE AMENDMENTS TO THE CHATSWORTH PARK & COPSE MANAGEMENT PLAN

It was previously agreed that Cllr Clarkson would update the Management Plan with the pond, two hibernacula's and bat boxes which have been added to the park since the plan was originally produced. The new Management Plan with these new details and two additional officer inspections had been emailed to the Committee.

The Amenities Officer noted that there were a couple of items within the plan that also needed updating as follows; the previous grounds maintenance contractors details are included and need amending to the current contractors details; the plan states that the grass in Chatsworth Park is cut every 8 weeks but it is undertaken monthly between April and October and twice in the winter; the traffic cone in zone 27 has since been removed and lastly, the wider management section at the end of the Plan needs amending as it suggests the Council create hibernacula's and bat boxes, which have since been undertaken. It was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to approve the amendments to the Management Plan alongside the items mentioned by the Amenities Officer. Cllr Robinson thanked Cllr Clarkson for his hard work.

1688. TO CONSIDER QUOTATIONS TO CLEAR THE VEGETATION BORDERING TWO PROPERTIES NEXT TO THE COPSE

The Committee considered the report from the Amenities Officer. It had previously been agreed to obtain estimates to clear vegetation bordering two properties next to the Copse and write to the residents to ask if they would be in agreement to the Town Council having the work carried out. No response had been received from the residents and prices had been received by two contractors.

Cllr Gallagher asked if Aspen Treecare had been contacted, as they are aware of the issues and have previously spoken to one of the aforementioned residents. Cllr Gallagher felt that a fence would be beneficial between the Copse and properties, and also highlighted that the Copse is not an ancient woodland so would like the Tree Protection Order to be removed from this location. The Town Clerk confirmed that the Town Council were gifted the land when the houses were built around it. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the Amenities Officer contacts Aspen Treecare for a price to clear the vegetation bordering the two properties by 2 metres, and their response alongside the other two quotations are taken back to a future Committee meeting for consideration.



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1689. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS

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

1690. TO CONSIDER REMOVAL OF THE WOODEN HIPPO & ELEPHANT AT CHATSWORTH PARK SOUTH PLAYGROUND AND RATIFY REMOVAL OF SPRINGER AT ROBERT KINGAN PLAYGROUND

The report from the Amenities Officer confirmed that the wooden elephant and hippo at Chatsworth Park were rotting, as highlighted on the recent weekly playground inspection reports. Both animals had been filled and sanded during the last playground refurbishment but are now at the end of their lifespan. Cllr Clarkson as previous Chair had been contacted to ask if he would like the items to be removed or a repair to be undertaken and he confirmed that he would be happy for them to be removed. There was also a high risk finding on a report to the nest springer at Robert Kingan Playground, where the spring had eroded away from the metal plate underneath. The spring could not be replaced without fully removing the equipment and as it was high risk, it was removed straight away for the safety of the playground users. The Town Clerk approved this to be carried out at a cost of £95 (no VAT applicable) under her emergency spending authority. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the wooden elephant and hippo at Chatsworth Park South be removed once a price has been obtained and the Town Clerk can authorise the expenditure under her delegated authority spending power, and to **RATIFY** the removal of the nest springer at Robert Kingan Playground at a cost of £95 (no VAT applicable).

1691. TO RATIFY DECISION FOR LEWES DISTRICT COUNCIL TO UNDERTAKE ANNUAL PLAYGROUND AREA INSPECTIONS

Lewes District Council (LDC) contacted the Town Council to ask if we would like to be included within their annual play area inspections. They would be employing a specialist play inspection company to undertake these inspections as follows; main inspection at £55.20 x 3 sites, DDA inspection at £10.50 x 3 sites, play value inspection at £10.50 x 3 sites and life expectancy inspection at £5.20 x 3 sites. As a response was required before this meeting, the Committee were asked by email if they would be happy to progress with these inspections and if a response was not received, we would assume they would be in agreement. As 4 out of 9 Committee members responded favourably and there were no objections, the Amenities Officer instructed LDC to carry out the inspections. It was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to **RATIFY** the inspections at a total cost of £244.20 plus VAT.

1692. TO CONSIDER WHETHER TO ALLOW HORSES TO USE CHATSWORTH PARK

The Committee considered the Town Clerk's report, which stated that the Town Council had recently been notified of horses riding through Chatsworth Park off of the bridleway between Ambleside Avenue and Park Avenue. They had been seen riding north through the park. The Town Clerk had recently spoken with the insurance company on a separate issue concerning horses on Telscombe Tye and they advised that if anyone is injured by a horse, the Town Council are not covered but the horse owner should have their own insurance. It was felt that if signs were added to the park, they could be ignored and it was therefore proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that an article is added to the next Town Crier stating that apart from the bridleway, horses are not allowed to ride in Chatsworth Park and that it is also highlighted on the Town Council website and via social media.



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1693. TO CONSIDER WAY FORWARD WITH PLANTING AT THE BOTTOM OF 'PIGS HILL' IN CHATSWORTH PARK

The Committee discussed the report from the Amenities Officer. It had previously been agreed for estimates to be obtained to carry out works to the bottom left-hand corner of Pigs Hill to include cut back of vegetation to the tree line, rotavate, grass seed the area and a walk way added. The Amenities Officer asked the Committee for the start and finish points for the vegetation cut back and the walkway, and how long they both should be. She had estimated a length 70m x 60m x 30m, as highlighted on the map enclosed with the papers.

The Town Clerk suggested that perhaps a walk way should not be added to the initial quotation, so that the area can be roped off after the grass seed is added to allow the grass to grow. Cllr Gallagher agreed, stating that adding ropes will stop people from walking over the area. The Committee discussed how the area should look once completed, with trees lining the pathway every 5 metres and one or two benches being added, including one at the end of the path. Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that prices are obtained to cut back the vegetation to the tree line up to where it dips away, which is approximately 70 metres, to rotavate and grass seed the area and for the area to be roped off for protection to allow the grass to grow.

1694. TO CONSIDER A TREE SURVEY FOR CHATSWORTH PARK & THE COPSE

The Committee considered the quotations provided by four companies for a tree survey to be undertaken in Chatsworth Park and the Copse. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that for continuity, Aspen Treecare be asked to carry out the tree survey at a cost of £1,000 plus VAT. Cllr Robinson asked if the Amenities Officer could request that Aspen Treecare use computer generated maps rather than hand drawn ones.

1695. TO RATIFY PLANTING OF 6 TREES IN CHATSWORTH PARK

The Committee were informed that 6 trees had been planted at May's volunteer session in Chatsworth Park next to a piece of scrub, south of the memory garden. Cllr Gallagher confirmed that three of the trees did not survive following the grass cut in the park. It was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to **RATIFY** the planting of the trees and that any further requests for tree planting be brought to Committee for approval prior to planting.

1696. TO DECIDE WHETHER TO EXTEND THE CURRENT GROUNDS MAINTENANCE CONTRACTS OR DRAW UP NEW ONES FOR 2024-27

The three current grounds maintenance contracts for the Town Council's open spaces are due to expire in March 2024, with an option to extend them for one year. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that a new tender process for the three contracts is started and that new contracts are drawn up via a working group consisting of Cllrs Clarkson, Gallagher, O'Connor, the Town Clerk and the Amenities Officer. Their recommendations alongside the contracts will be taken to September's Committee meeting for consideration, so that a tender process can be started thereafter.

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1697. TO CONSIDER EXPANDING TWO WILDFLOWER AREAS IN CHATSWORTH PARK

The Committee considered Cllr Clarkson's request to expand two wildflower areas in Chatsworth Park. He requested that area 1, adjacent to Kirby Drive, is expanded by 1 metre every October for the next 4 years and that area 2, to the east of the park bordering Cavendish Close and Manor Drive, is expanded by 1 metre every October for the next 2 years. It was proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to expand both areas as requested by Cllr Clarkson.

1698. TO CONSIDER ADDING A SECOND WILDLIFE POND IN CHATSWORTH PARK

The report from the Amenities Officer stated that when deciding on the pond location within Chatsworth Park, Cllr's Clarkson and O'Connor met with the ecologist for ESCC and LDC. They recommended a second spot for a pond by the boundary with Manor Drive, which had been allocated as a wildflower area. The ecologist felt that the verge and pond would make an excellent larger habitat in this area.

Cllr Clarkson had since managed to secure a grant through the House Project to fully fund a second pond of the same design as the first; 4m x 5m with maximum depth of 60cm which will be enclosed behind a dead hedge. Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** to build a second pond in this location, with the specific completion date to be agreed with the Amenities Officer.

1699. TO CONSIDER ADDING A GATE TO AN AREA OF CHATSWORTH PARK THAT HAS BEEN FENCED BY DEVELOP OUTDOORS FOREST SCHOOL

The Committee considered Cllr Clarkson's request to install a gate to an area in Chatsworth Park that had been fenced by Develop Outdoors Forest School, with grant money he had obtained through the House Project. He asked that this area be a 'dog free zone' so that children can explore the area, as suggested by a member of the public during a park survey last summer. The Amenities Officer's report noted that a person can claim adverse possession of land if they have been dealing with the land as if they were the owner, e.g. fencing off the land. Cllr Gallagher felt that if the Town Council place a sign on the gate, it should be clear that the land is owned by ourselves and it was therefore proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a gate and latch is installed to this location within the park and a sign is added from Telscombe Town Council to advise the space is a dog free zone for children to explore and to please keep the gate closed.

1700. TO RATIFY DECISION TO SHARE INFORMATION BOARD MAPS WITH FRIENDLY FOX

It had previously been agreed that Friendly Fox could place three introduction boards in Chatsworth Park to ask people's views in developing ideas for a trail. This had since been carried out and they had lots of positive responses. Friendly Fox further contacted the Town Council to ask if they could use the same maps that are on the lecterns in Chatsworth Park, to keep things consistent, as well as the Town Council advertising the trail through our website. Due to their deadline with the Sussex Community Foundation for putting this in place, Councillors were contacted by email to ask if they



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1700. To ratify decision to share information board maps with Friendly Fox (Contd)

would be in agreement to these two requests. 6 out of 9 Committee members responded with their agreement. As this is a majority response, the Town Council shared information online and sent maps to Friendly Fox. It was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to **RATIFY** this agreement.

1701. TO AGREE THE REFUSE COLLECTION PRICE INCREASE

The Town Clerk's report advised that Lewes District Council had notified the Town Council of a price increase for the refuse and recycling collections. The refuse price had increased from £182 per quarter to £196.82 per quarter and the recycling had increased from £16.84 per quarter to £24.64 per quarter. It was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to approve the price increases.

1702. TO CONSIDER REPAIRS TO CIVIC CENTRE CLOCK

The report from the Town Clerk advised that the clock at the Civic Centre had stopped working and although the caretaker had tried re-setting, he had been unable to get it working again. The Town Clerk contacted the clockmakers who installed the clock when the Civic Centre was built and they advised that some of the components may have reached the end of their life expectancy. They advised they could carry out a survey and produce a report with their findings at a cost £400 plus VAT and that replacing the clock could cost approximately £9,200 plus VAT. Cllr Clarkson asked if there would be an option to remove the clock and add something else in its place, e.g. a piece of art, although it was noted that the glass clock face did depict a picture of the sea and sky. The Town Clerk advised this may not be feasible as the clock mechanisms are in place and it would be difficult to fully remove. It was therefore proposed by Cllr Gallagher, seconded by Cllr Watts and unanimously **RECOMMENDED** to not carry out any repairs or a survey and to leave the clock in place with the hands set at 12 o'clock.

1703. TO CONSIDER INSTALLING FIRE SLEDS AND CO2 FIRE EXTINGUISHERS TO UPSTAIRS FIRE EXITS AT CIVIC CENTRE

The Committee considered the report from the Town Clerk. It was noted that Havens Community Hub (HCH) had asked RTJ of Sussex Property Services to carry out a fire safety inspection of the Civic Centre. RTJ had recommended that two CO2 fire extinguishers are installed upstairs, one in the Council Chamber due to DJ's using this area and a 3 inch white line be painted to the front of the wooden stairs leading to the first floor. They also highlighted that the gap to the door in room 4 is excessive. RTJ had provided a price for two fire sleds to be fitted by both fire exits upstairs at a cost of £130 each, which will be paid by HCH through funding. The Town Clerk advised that the Council Chamber is not heavily used by DJ's and that CO2 extinguishers are fitted next to the downstairs kitchen and car park fire exits, so did not feel it was necessary to have an additional one fitted. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to (a) agree to the fire sleds being installed by RTJ which will be paid for by HCH (b) for the Council to purchase two CO2 extinguishers for upstairs, due to HCH using electrical equipment on a daily basis and they be included within the current service contract we have in place and (c) not to paint white lines on the stairs as this requirement had not been included in the Council's full fire risk assessment they had carried out. The Town Clerk will ask the caretaker to look at the door to Room 4, which is likely to have become warped following a leak in the roof.



TELSCOMBE TOWN COUNCIL

1704. FUTURE EVENTS UPDATE/AGREEMENT

The Committee discussed Town Council run events for the forthcoming year. It was unanimously **RECOMMENDED** to hold flag raising events for Sussex Day, Armed Forces Day and Merchant Navy Day, to carry on running the Mayor’s fundraising bingo evenings, that Stan Newman be allowed to use the Council laptop and equipment to run bingo and other Council events, to hold a Macmillan Coffee Morning on Thursday 28th September and for Councillors to hold a Christmas Day Coffee morning.

Councillors were informed that the entertainer normally used for the children’s Halloween party is not available this year. Councillors felt that this popular event should go ahead if possible and asked the Amenities Officer if she could investigate other entertainers to run the party, including Cats Club.

The Town Clerk advised that the Telscombe Residents Association had decided not to proceed with their Race Night for 2023, but they would like to arrange one for 2024. This was **noted** by the Committee.

The Committee also considered the request from Peacehaven Town Council if we would like a stall free of charge, at their summer fair on Saturday 8th July, 11am to 4pm. The Town Clerk advised that if agreed, we would need Councillor volunteers to put up and take down the gazebo, and we would need to consider what the stall would include and who would be in charge of it for the day. Councillors felt that Telscombe Town Council should be present to support Peacehaven, and that we could include our Telscombe Town Council deckchairs. Cllr Gallagher suggested that the stall could be present to highlight the Neighbourhood Plan and that we could share Peacehaven Town Council’s marquee. It was **agreed** that Cllr Gallagher would make further contact with Peacehaven Town Council directly, before coming back to Committee for a decision to be made via email and ratified at the next meeting.

1705. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

There were no urgent matters.

There being no further business the meeting closed at 9.32pm.

Signed, CHAIRMAN

NB Next meeting of the Committee - Monday 31st July 2023 at 7.30 pm



Agenda Item 5 - To note action list & agree any further actions required

Amenities & Civic Centre Action List for 31st July 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. March '23 – there is a possible place we could donate the table to, but will not be in the immediate future – committee need to confirm if happy to donate – ask at July meeting</i>	July 2023
25.7.22	Min 1577, p 3717 – To consider accepting oak tree saplings	BB	The one surviving sapling was planted in the park but has since disappeared.	Complete
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 imminently.	Sep 2023
28.11.22	Min 1627, p 3789 – To consider price to paint ball wall in Chatsworth Park	SN/BB	Works have been completed and artist has been awarded a £100 voucher with TTC's thanks.	Complete
20.3.23	Min 1664, p 3853 – Update on high priority items listed on the access report for TTC's green spaces	BB	Price received from Hailsham Roadways for works to several areas.	See new agenda item
20.3.23	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. STC confirmed Kompan laid the rubber mulch in 2015/16 at the Salts playground. They have also recently had the pathway resurfaced by Playsafe.	Sep 2023
20.3.23	Min 1670, p 3855 – To consider where to place the 'superbin' in Chatsworth Park		Bin has been installed to the wall of the Civic Centre, under the car park fire escape	Complete
20.3.23	Min 1673, p 3856 – To consider estimates for roofing repairs at the Civic Centre	SN	<i>PO issued to ARN Roofing. 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>	Dec 2023

Agenda Item 5 - To note action list & agree any further actions required

Amenities & Civic Centre Action List for 31st July 2023

			<i>05/06 – JP conf at A&CC may know a roofer and will provide details if able to obtain - details recently received but no contact made yet. Office contacted another roofer who visited site but has not submitted an estimate.</i>	
20.3.23	Min 1674, p 3856 – To consider new phone system at the Civic Centre	SN	It was decided at Full Council to proceed with Cloud Voice & Data for a 36 month contract.	Complete
5.6.23	Min 1683, p 3896 – To review/update the Business Plan	CCL SN	CCL to provide a presentation on 'net zero' greenhouse gas emissions prior to September's Full Council meeting. Project No 7 title has been amended as agreed at last meeting.	Sep 2023 Complete
5.6.23	Min 1684, p 3896 – To note A/CC's complaints since last meeting	CCL	Cllr Clarkson kindly removed the badger at July's volunteer session.	Complete
5.6.23	Min 1685, p 3897 – Update on works bordering a property in Chatsworth Park	BB	Works to be included in this location in grounds maintenance contract for 2024 and planting of shrubs at the front to be included within management plan.	Sep 2023
5.6.23	Min 1687, p 3897 – To approve amendments to the Chatsworth Park & Copse Management Plan	BB	Amendments have been made to the Management Plan.	Complete
5.6.23	Min 1688, p 3897 – To consider quotations to clear the vegetation bordering two properties next to the Copse	BB	Aspen Treecare have provided a price to clear the vegetation by 2 metres.	See new agenda item
5.6.23	Min 1690, p 3898 – To consider removal of the wooden hippo and elephant at CPS Playground & ratify removal of springer at Robert Kingan Playground	BB	M Evans to provide a price to remove the wooden elephant and hippo.	Sep 2023
5.6.23	Min 1692, p 3898 – To consider whether to allow horses to use Chatsworth Park	SN	An article has been added to the newsletter and via social media stating horses to only use the bridleway & no other areas.	Complete

Agenda Item 5 - To note action list & agree any further actions required

Amenities & Civic Centre Action List for 31st July 2023

5.6.23	Min 1693, p 3899 – To consider way forward with planting at the bottom of 'Pigs Hill' in Chatsworth Park	BB	Price to be obtained to cut back the vegetation to the tree line where it dips away, which is approx 70m, to rotavate and grass seed the area and for the area to be roped off for protection to allow the grass to grow.	Sep 2023
5.6.23	Min 1694, p 3899 – To consider a tree survey for Chatsworth Park & the Copse	BB	Purchase Order sent to Aspen Treecare for tree survey as agreed.	Nov 2023
5.6.23	Min 1696, p 3899 – To decide whether to extend the current grounds maintenance contracts or draw up new ones for 2024-7	BB	Working group have met and their suggestions will be taken to November's meeting for consideration.	Nov 2023
5.6.23	Min 1698, p 3900 – To consider adding a second wildlife pond in Chatsworth Park	CCL / BB	Cllr Clarkson to build a second pond with the specific date to be agreed with Amenities Officer.	Sep 2023
5.6.23	Min 1699, p 3900 – To consider adding a gate to an area of Chatsworth Park that has been fenced by Develop Outdoors Forest School	CCL / BB	Gate and latch to be installed. Sign to then be added from TTC to advise the space is a dog free zone for children to explore and to please keep the gate closed.	Sep 2023
5.6.23	Min 1703, p 3901 – To consider installing fire sleds and CO2 fire extinguishers to upstairs fire exits at Civic Centre	SN	As agreed, fire sleds have been purchased by Havens Hub & installed upstairs & TTC purchased two CO2 extinguishers for upstairs. Caretaker to look at the door to Room 4.	Complete Sept '23
5.6.23	Min 1704, p 3901 – Future Events update / agreement	BB	Halloween entertainer has been booked.	See new agenda item



AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	31 st July 2023
SUBJECT	To note Income & Expenditure to 30 th June 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 June 2023 are:-

Amenities – Income of £640 and expenditure of £6,044.

Civic Centre – Income of £10,216 and expenditure of £11,756.

Explanations for major variations 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 and £600 was for tree works undertaken.

Civic Centre Committee

1000-301 Income room hire – we have received 3 payments from the Havens Community Hub totalling £2,500, £849 from LDC for use of the Civic Centre as a polling station and £400 from a group using us as a training venue which have enhanced the room hire income.

1002-301 Income C.Centre FIT payments – payments are made quarterly.

1003-301 Income C.Centre mast rental – payments are made quarterly.

4403-301 Equipment Maintenance – The £550 payment was for the annual fire alarm service contract.

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.

4060-302 Civic Building loan – payments are made in May and November annually. We took out 3 loans for the building at various stages of construction. Two of the loans will be paid up following the November 2023 payments, saving an annual total of £5,600 net of interest. The final loan payment is £2,400 (2x £1,200) annually plus interest and the final payment of £1,200 plus interest will be made in May 2025.

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

3. RECOMMENDATION

It is recommended to note the figures that were agreed at the full Council meeting on 19th July.

4. FINANCIAL IMPLICATIONS

None at the present time.

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Committee Report

12/07/2023
16:46

Telscombe Town Council

	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	111	518	2,000	1,482		1,482	25.9%
4101 Grounds Maintenance	600	3,510	12,000	8,490		8,490	29.3%
4104 Works contract 1, playgrounds	709	1,431	8,230	6,799		6,799	17.4%
4105 Works contract 2 -trees/hedges	0	0	2,730	2,730		2,730	0.0%
4106 Works contract 3 - small grnd. work	0	0	1,890	1,890		1,890	0.0%
4107 Playground inspections	195	585	2,700	2,115		2,115	21.7%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	1,615	6,044	41,550	35,506	12,000	23,506	43.4%
Net Expenditure	(1,615)	(6,044)	(41,550)	(35,506)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	0	1,150	1,150			0.0%
1063 Income memory garden plaques	100	120	300	180			40.0%
1065 Income miscellaneous	160	520	0	(520)			0.0%
Amenities General :- Income	260	640	1,450	810			44.1%
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	260	640	(5,000)	(5,640)			
Amenities :- Income	260	640	1,550	910			41.3%
Expenditure	1,615	6,044	49,100	43,056	12,000	31,056	36.7%
Movement to/(from) Gen Reserve	(1,355)	(5,404)					

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
Civic Centre								
301 Civic Building								
1000	Income Civic Centre -room hire	1,897	6,618	11,000	4,382		60.2%	
1002	Income - C Centre FIT payments	1,945	1,945	5,000	3,055		38.9%	
1003	Income - C Centre mast rental	1,653	1,653	6,615	4,962		25.0%	
	Civic Building :- Income	5,494	10,216	22,615	12,399		45.2%	
4401	General Repairs	0	130	2,000	1,870	1,870	6.5%	
4402	Consumable Supplies	0	63	800	737	737	7.9%	
4403	Equipment Maintenance	550	774	2,000	1,226	1,226	38.7%	
4404	External/Internal Decorating	0	0	1,000	1,000	1,000	0.0%	
4406	Refuse collection	25	266	1,200	934	934	22.2%	
4407	Equipment	0	0	1,100	1,100	1,100	0.0%	
4411	Rates	1,206	3,617	15,450	11,833	11,833	23.4%	
4412	Water and Sewage	0	1,876	2,000	124	124	93.8%	
4413	Electricity	0	0	3,825	3,825	3,825	0.0%	
4414	Gas	244	721	4,875	4,154	4,154	14.8%	
4419	Internal/external works	0	0	1,500	1,500	1,500	0.0%	
	Civic Building :- Indirect Expenditure	2,025	7,448	35,750	28,302	0	28,302	20.8%
	Net Income over Expenditure	3,470	2,769	(13,135)	(15,904)			
302 Civic Building Loan								
4060	Loan Accounts	0	4,308	9,000	4,692	4,692	47.9%	
	Civic Building Loan :- Indirect Expenditure	0	4,308	9,000	4,692	0	4,692	47.9%
	Net Expenditure	0	(4,308)	(9,000)	(4,692)			
	Civic Centre :- Income	5,494	10,216	22,615	12,399		45.2%	
	Expenditure	2,025	11,756	44,750	32,994	0	32,994	26.3%
	Movement to/(from) Gen Reserve	3,470	(1,540)					

Continued over page



Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
<u>910 Earmarked Reserves</u>							
9011 Park/Playground refurbishment	0	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	0	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	200	520	2,601	2,081		2,081	20.0%
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	200	2,020	291,055	289,035	0	289,035	0.7%
Net Expenditure	(200)	(2,020)	(291,055)	(289,035)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	200	2,020	291,055	289,035	0	289,035	0.7%
Grand Totals:- Income	7,052	160,508	314,640	154,132			51.0%
Expenditure	17,210	62,263	605,695	543,432	16,000	527,432	12.9%
Net Income over Expenditure	(10,158)	98,245	(291,055)	(389,300)			



AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	31 st July 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 up-to-date ongoing working timetable which relates to this Committee. The updates requested at the previous Committee meeting have been added to the plan.

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.

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	Keep the play equipment in a safe and good condition and all areas clean and tidy	Weekly playground inspections undertaken by LDC. AO/ACC to monitor the inspection reports and authorise repair and maintenance work as needed. Litter picking of park and playgrounds included in new 3 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
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Business Plan 2023/2027 - v 1.1

	areas clean and tidy		Monthly volunteer litter picks organised in addition to contractors.				
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	3 yearly	ACC & FC	April 2024
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

2023-24	2024 - 2025	2025-26	2026-27
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Business Plan 2023/2027 - v 1.1

			Joint working party set up with PeacehavenTC, as well as TTC's own separate committee which is Climate Change & Biodiversity Working Group.		Ongoing	ACC	2023
7	Active Travel – cycles and walkways	Safe walking/shared pathways	In consultation with residents, look at active travel and cycle/walkways across Chatsworth Park. BUDGET IMPLICATIONS	AO	Yearly	ACC	n/a
8	Chatsworth Park and The Copse Management Plan	To provide clear guidelines for park management.	Draft Management Plan and Boundary Policy agreed at ACC in Sept '21 & adopted at full Council in Nov'21. Take Ecological Report into consideration when decision making.	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. BUDGET IMPLICATIONS	TC & CR		ACC	

2023-24	2024 - 2025	2025-26	2026-27
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10	Civic Centre Sustainability	Explore ways of cost reduction	<p>Look at energy supplies, boilers, solar panels and battery options. Energy supplies renewed for x2 years from July 2022. Ovesco carried out inspection Sept '22 & advised retain current boilers and solar panels. Operational problems now highlighted with boilers so agreed to investigate new boilers.</p> <p>BUDGET IMPLICATIONS</p>	ACC/TC	Complete	ACC	
11	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	Sept 2023

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

2023-24	2024 - 2025	2025-26	2026-27
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AGENDA ITEM	8
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 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 8 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
57	19.05.2023	05.06.2023	Chatsworth Park	Animals	Dead badger found on verge on Ambleside Avenue, next to Chatsworth Park.	ClIr Clarkson removed at July's volunteer session.	Complete
58	26.05.2023	31.07.2023	Chatsworth Park	Street lighting	Resident called to complain that the tree branches are blocking the street lights on Pigs Hill.	Councillors to consider if would like to cut the tree branches back at this Committee Meeting.	Ongoing
59	04.06.2023	31.07.2023	Chatsworth Park	Trees	Resident reporting that trees in Chatsworth Park are growing too tall and her garden is in constant shade.	14.06 - Visited site but the trees are not shadowing location. Resident advised this is a problem between October and April, when sun is lower in the sky. 16.06 - Aspen Treecare agreed to check trees and shrubs in this location whilst carrying out their tree survey. 03.07 - Resident confirmed they may cut back themselves if TTC do not action. BB advised we do not give them permission to carry out any works to TTC owned land.	Ongoing
60	07.06.2023	31.07.2023	Chatsworth Park	Criminal Damage	PCS children were seen damaging one of the picnic tables next to Wander Coffee. Pictures provided.	12.06 - M Evans collected as beyond repair. Investigating prices for replacement.	Ongoing
61	22.06.2023	31.07.2023	Chatsworth Park	Trees	Trees and vegetation from Chatsworth Park are encroaching onto a property in Central Avenue.	Estimates obtained and will be considered at this meeting.	Ongoing
62	29.06.2023	31.07.2023	Chatsworth Park	Trees	Tree branches are over two separate pathways at north of the park and Hawthorne trees are blocking sight when crossing the road from Chatsworth Park top entrance going into Kirby Drive.	Countrywide cut back branches has highlighted in grounds maintenance contract works for July.	Complete
63	06.07.2023	31.07.2023	Robert Kingan Playground	Trees	Low tree branch hanging over from playground to highway at Bannings Vale.	23.07 - Tree branch cut back.	Complete
64	11.07.2023	31.07.2023	Chatsworth Park	Ball Wall	Someone has graffitied over the ball wall.	14.07 - Removed.	Complete
65	17.07.2023	31.07.2023	Chatsworth Park	Trees	Resident asked for site visit so he can raise concerns with trees in Chatsworth Park next to his property. Concerns include proximity and height.	Arranged to meet with resident 24.07.2023.	Ongoing



AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	Update on Management Plan

1. INTRODUCTION

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

2. INFORMATION

The inspections undertaken are as follows:

Memory Garden



Many of the sleepers have cracks, holes and/or are rotting and several are loose in the ground. Some plaques are bowing, which happens when the wood expands in wet weather and contracts in dry weather. The plaque on sleeper number 41 is cracked caused by damage from the post movement. There are weeds in between some of the paving slabs surrounding the central mound. The two donated benches are both in good condition. Cllr Gallagher has continued to kindly tend to the plants on the central mound.

Zone 1



The annual inspection reported no ivy growing on the pathway adjacent to Kirby Drive.

Zone 2



The ball wall is in good condition and has recently been painted by a local artist, although some paint has been scratched off in the bottom left-hand corner.

3. RECOMMENDATION

I recommend the following actions are carried out on the memory garden:

- We fill in the hole in sleeper 24
- We replace 7 of the original green oak sleepers with timber sleepers; 5 that are loose (numbers 57, 62, 63, 65 and 85) and 2 that have large cracks (numbers 41 and 90)
- Weeding between the paving slabs be added as an activity on the next grounds maintenance contract.

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 Town Council are saving money with Cllr Gallagher tending to the memory garden rather than our contractors undertaking the work. There will be a cost of approximately £40 per sleeper, total approximately £280, plus fitting.



AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 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 recommend 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 contractors for advice. I have since met with Hailsham Road Ways and their quotation will be considered on the next agenda item.

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 entries) 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 contractors and estimate to be considered at this meeting.	Ongoing
3.12 Car Park entrance via Park Avenue	There is a small car park for the Park at the entrance off Park Avenue on the south west side of the Park. The surface of the car park is very uneven.	Carry out remedial work to the car park to create a firm and even surface. This surface also to be regularly maintained throughout the year.	This work was completed following the site visit for the Access Report but prior to receiving the report	Completed
3.13 Car Park entrance via Park Avenue	There are no designated accessible bays here. This may mean that Blue Badge holders are excluded from parking here on occasions.	Once the surface is level and even, mark out accessible parking bays as per guidance. The number of accessible bays should be min. 6% of the total number of spaces. Allocated bays to be as close as possible to pedestrian route(s) which have a firm and even surface.	Disabled parking sign now fixed to a post. White lines unable to be painted due to surface.	Completed
4.1 Path surfaces	Many of the path surfaces around the Park are uneven or cracked in places, which can be a significant barrier to access for some people.	Carry out a rolling programme of improvement and maintenance of path surfaces around the Park starting with the most frequented routes such as the route across from Park Avenue to Ambleside Avenue. Path surfaces to be firm and even and well drained. They should be flush with any adjoining paths (for example the path alongside Ambleside Avenue).	Residents have been consulted on where they feel the need is most. Site visits undertaken with contractors and estimate to be considered at this meeting.	Ongoing

No. & Element	Current Situation	Recommendation	Update	Status
4.2 Path widths	Most of the surfaced paths are approximately 1200 – 1500 mm wide, some slightly more or less. The resurfacing of paths provides an opportunity to widen them, where feasible.	Aim for a path width of 1800 mm on key routes, preferably 2000 mm. This allows two wheelchair users to pass each other or two pedestrians to walk side by side. A width of 1500 mm allows for a wheelchair user and a pedestrian to be alongside each other. A width of 1200 mm allows space for a wheelchair only. Where paths are necessarily narrower than 1800 mm ensure there are regular passing places. These should be 2000 mm long and 1800 mm wide and located within direct sight of another passing place or at a maximum distance of 25 m – whichever is closer.	A rolling programme will need to be investigated alongside item 4.1	Ongoing
5.2 Resting places elsewhere	There are some seats at different points within the Park, but not that many. These tend to be plain benches or, in the Memorial Garden, seating with backrests and armrests.	Together with the seating beside the main paths, explore other areas around the Park to install seating. This is something that could be done in consultation with local community groups. Consider locations for their sensory interest such as views, sounds, planting as well as some with shade and some with sun. The locations may have soft landscaping on the approach to complement the seating beside the paths.	Three benches have since been added to the grassed area by the car park, near to the café concession.	Completed
8.1 Events and activities	These need to be as inclusive as possible.	When designing and promoting events or activities, ensure that the accessibility of the event or activity has been considered and prepared for. This element can also be promoted and a telephone number given for anyone who may have queries about the accessibility of the activity or event.	Risk Assessments actioned when holding events. TTC telephone number provided on all promotional literature.	Completed

No. & Element	Current Situation	Recommendation	Update	Status
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
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	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	To consider pathway works in Chatsworth Park

1. INTRODUCTION

At the last Committee meeting, Councillors were informed that 8 contractors had been contacted to walk round Chatsworth Park and for their advice on works to previously highlighted pathway areas within the park. I did not receive a response from 6 contractors and 2 agreed to meet with me.

2. INFORMATION

Following the site visits, one of the contractors advised that they could not provide a quotation as they do not carry out this type of work and it would need to be undertaken alongside another contractor they work closely with, who had not responded with prices.

The remaining contractor, Hailsham Road Ways, have provided a quotation (attached) and confirmed the price is the same whether we decide to carry out works to just one location, all locations or anything in between. All activities state the type of surface to be used, e.g. AC6 is footpath tarmac with 6mm stone size. All areas are highlighted on the attached map of the park in red.

Activity 1 - to lay AC10 asphalt using a roller to the entrance of the car park, area measured at 110.92m². They have quoted £5,061.23 plus VAT.

Activity 2 - to lay AC6 asphalt to an area measured 7.2m² on the pathway north of Chatsworth Park North Playground, where the membrane has been lifting. They have quoted £1,326.09 plus VAT.

Activity 3 - to place a new footpath to the south of the memory garden, linking from Manor Drive to the east, to the pathway north of the playground steps to the east (measuring 41.4m²). They have quoted £5,803.29 plus VAT.

Activity 4 - to remove the current footpath that runs north of the memory garden, measured at 56.25m² and to lay a topsoil and seed mix. They have quoted £2,663.76 plus VAT.

Please see picture on next page for specific area of activities 3 (red line) and 4 (blue line):



Activity 5 - to lay AC6 asphalt to an area measured 13.68m² on the pathway adjacent to Cavendish Close, where the membrane has been lifting. They have quoted £1,852.22 plus VAT.

Activities 6 - 9 - to carry out works to the steps next to Chatsworth Park North Playground, as per details within the attached specification document. They have quoted £10,430.20 plus VAT.

If we decided to undertake all the works, the total cost would be **£27,139.79 plus VAT**.

All the above items are those that the working group felt were both important and urgent. The car park is used by many visitors and it was felt a more long term solution was required to the entrance.

The two areas where membrane is lifting from the pathway are causing trip hazards. Near the memory garden there are tree roots lifting the path and we have received several reports from members of the public falling in this location. We have sprayed the roots yellow to highlight the trip hazard to members of the public.

The steps next to the north playground were highlighted as an urgent item in our access report and a small hole has also been reported as a finding on our weekly playground inspection reports.

The costs for this work is high and I have investigated the option of funding. There are three options available to us, as follows:-

- The Government offer a 'Community Ownership Fund', where we can apply for 20% of funding or £50,000, whichever is smaller. The rest is to be paid through match funding. There are 4 bidding windows a year and the money needs to be spent within 12 months. Money can be used to renovate, repair, or refurbish an asset to make it sustainable for the long term.
- The 'National Lottery Awards for All England' provides funding between £300 and £10,000 (maximum limit is increasing to £20,000 in autumn 2023) for projects that improve the places and spaces that matter to communities and can be spent on

small land or refurbishment projects. They do not allow any more than one 'live' application at any one time, so may not be suitable if we are looking at other projects, e.g. playground refurbishments.

- Lewes District Council offer funds for applications through their Community Infrastructure Levy (CIL). It is not currently known when their next round will be open for applications.

3. RECOMMENDATION

I recommend the Committee consider what works they would like to be undertaken to these important areas.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

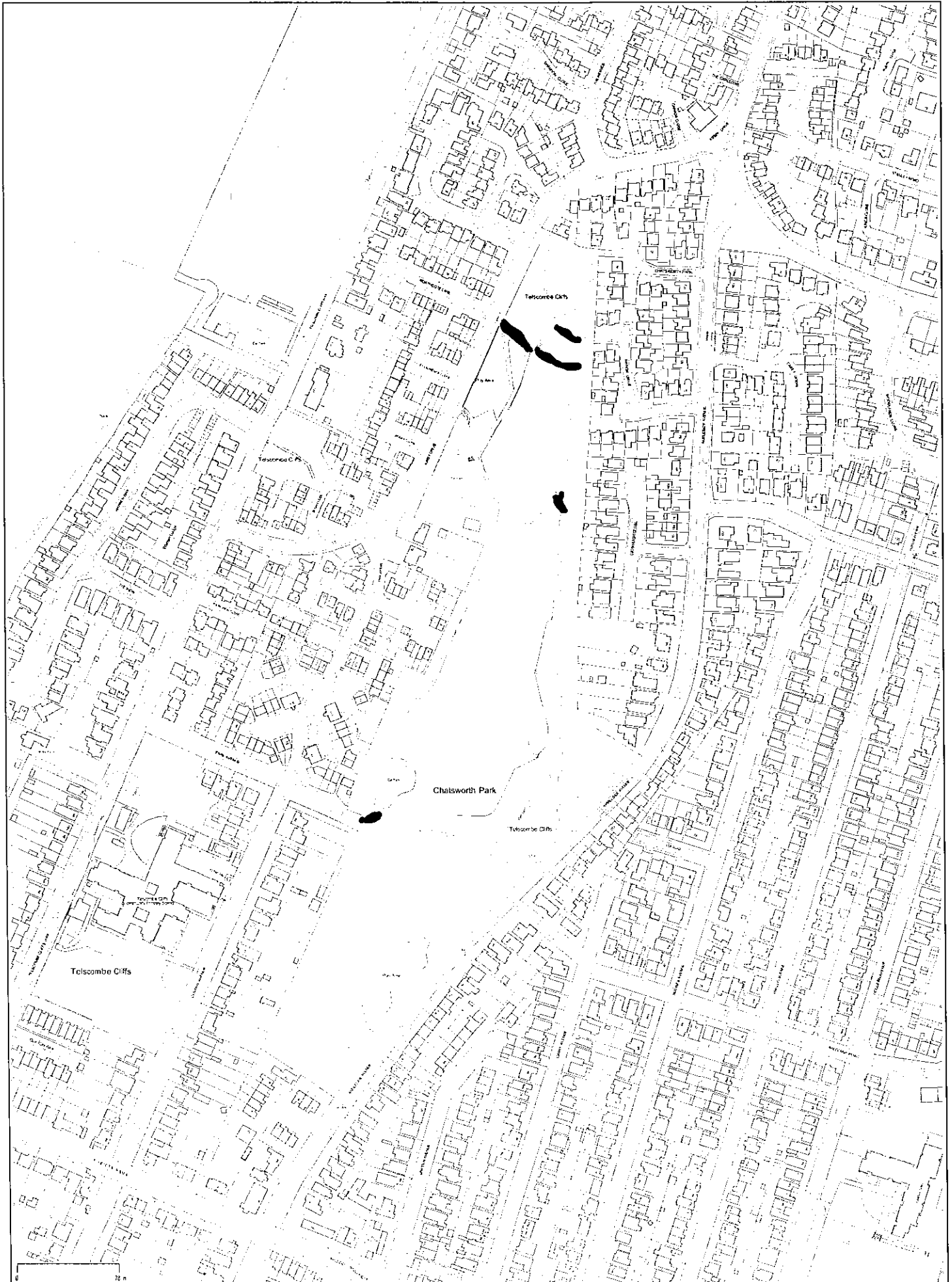
We only have just over £8,000 remaining in the grounds maintenance budget for 2023/24, and other items highlighted in this agenda as well as any future works, including tree works will reduce this. The Town Council would therefore need to apply for a grant or loan for this work to be carried out.

Project Ref:
Project no.
Client:
Date:
Version no.
Contract

Chatsworth Path - Various groundworks
T23/006232
Telscombe Town Council
22/06/2023
2



Activity no.	Description	Cost
	Park Entrance -110.92m2	
1	Prep surface and edgings / handlay AC10 asphalt close surface course @ 40mm avg. depth /compact using a powered roller	£ 5,061.23
	Footpath repair - north playground - 7.2m2	
2	Cut keys at both ends / spray tack coat / handlay AC6 @ 30mm avg. depth	£ 1,326.09
	Memory Garden - new foopath - 41.4m2	
3	Excavate sub-soil @ 175mm depth / install geotextile / handlay recycled type 1 @ 100mm / handlay AC20 dense binder @ 50mm / handlay AC6 @ 25mm - no edgings included	£ 5,803.29
	Memory Garden - footpath removal - 56.25m2	
4	Excavate damaged asphalt section and remove / supply and lay topsoil and seed mix @ 100mm avg. depth	£ 2,663.76
	Path Adjacent to Cavendish Close - 13.68m2	
5	Sweep off area / cut keys at both ends / spray K140 tack coat / handlay AC6 close surface course @ avg. depth of 30mm	£ 1,852.22
	Lower steps remedial works	
6	Scrape out weeds / spray tack coat / infill uneven areas using AC6 close surface course	£ 1,390.72
	Lower steps - replace timber	
7	Scrape out weeds / remove existing timber / install new timber steps, staked into position / spray tack coat / infill uneven areas using AC6 close surface course / stick down reflective tape	£ 3,749.38
	Upper steps remedial works	
8	Scrape out weeds / spray tack coat / infill uneven areas using AC6 close surface course	£ 1,390.72
	Upper steps - replace timber	
9	Scrape out weeds / remove existing timber / install new timber steps, staked into position / spray tack coat / infill uneven areas using AC6 close surface course / stick down reflective tape / includes an additional 1 step installation - railings not priced at this stage	£ 3,899.38
Total cost of works =		£ 27,136.80



Specification for repairs to steps at Chatsworth Park off Kirby Drive, next to Chatsworth North playground, Telscombe Cliffs, BN10 7EB



Repair the steps from the bottom at Kirby Drive to the playground gates, keeping the current flat landing by the gates and also repair from north of the landing to where they join the pathway — *steps must meet current guidance on the Approved Document Part M of the Building Regulations 2015 edition Volume 2: Access to and use of Buildings*

There are 7 steps from Kirby Drive to the flat landing by the yellow gates, all measured at 2000mm wide x 600mm long. (see photo 1)

Price to carry out remedial works to the treads to ensure they have a firm and even surface. £

Price to replace the timbers that form the nosings and paint them yellow—50-65mm deep 30-55mm in width from the top of the riser. £

The landing is measured at 8500mm long x 2000mm at widest / 1600mm at narrowest and is to be left as is.

There are 6 steps from the landing by the yellow gates to where they join the top pathway, all measured at 1600mm wide x 2700mm long.

Price to create an extra step at the bottom of the second set of steps (as ascending) in order to reduce the depth of the first step to be same width and depth. £

Price to carry out remedial works to the treads to ensure they have a firm and even surface and are 1600mm wide £

Price to replace the timbers that form the nosings and paint them yellow—50-65mm deep 30-55mm in width from the top of the riser. £



Photo 1



Photo 2


Step handrails – *steps must meet current guidance on the Approved Document Part M of the Building Regulations 2015 edition Volume 2: Access to and use of Buildings*

Price to remove the current wooden rails on the right hand side to the playground. £

Price to provide handrails to both the left and right hand side of the slope with the left-hand rail finishing at the top of the steps before the flat landing area and to re-start at the first step past the flat landing area to the top of the steps where they meet the pathway. Right hand rail to continue from bottom to top of the steps where it meets the top pathway, with a break either side of the yellow gates. Rails to be circular with diameter between 32-50mm and a minimum of 15mm radius in metal, at a continuous height of 900-1000mm above the pitch line, with a second handrail on one side for children at 600mm high. £



Please provide a copy of your current Public liability insurance certificate(s) with your quotation.

AGENDA ITEM	12	
REPORT TO	Amenities & Civic Centre	
REPORT FROM	Bianca Buss, Amenities Officer	
MEETING DATE	31 st July 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 68 items listed; we are waiting for prices on 27 items, works are due to be undertaken on 13 items, 15 items are for monitoring, we are exploring a way forward with 6 items, 5 items have been completed and prices are to be considered for 2 items at this meeting.

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	13
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	To consider replacement or repair to the basket swing in Chatsworth Park North Playground

1. INTRODUCTION

On a recent playground inspection report, we received a medium risk finding that the basket swing in Chatsworth Park North Playground had broken (please see picture below):



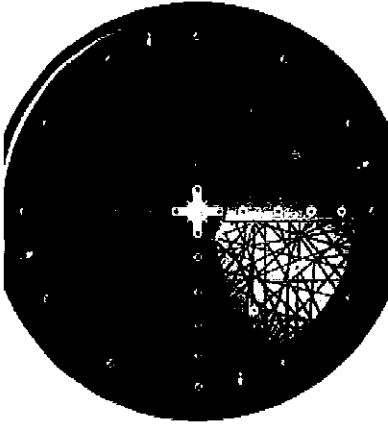
2. INFORMATION

Due to the damage the seat was removed. We contacted the playground equipment supplier Sutcliffe Play, and they have provided three quotations, as follows:-

Quote 1: To replace the basket swing with the same item at a cost of £2,272.73 + £227.27 for delivery, totalling **£2,500 + VAT** (quotation attached). Please note that this price does not include the chains as we still have these at the Civic Centre.

Quote 2: To replace the basket swing with a rubber nest swing including chains – see picture on next page. Designed in four sections, any quarter can be replaced individually keeping replacement parts to a minimum. Designed especially to accommodate several young children and those with special needs, this 1.2m inclusive rubber nest swing seat is designed like bird's nest and enables children of all abilities to swing together. Their attached quotation is £1,531.03 for the swing and chains + £153.10 for delivery, totalling **£1,684.13 + VAT**.

Quote 3: To purchase a repair kit for the current group swing at a cost of £114.55 + £15 for delivery, totalling **£129.55 + VAT**. Sutcliffe Play have also provided instructions how to carry out the repair and I have spoken with M Evans, who thinks he can carry out the repair. There will be an additional charge for his labour.



Rubber nest swing seat

3. RECOMMENDATION

I recommend we purchase the rubber nest swing seat and chains at a cost of £1,684.13 plus VAT.


4. ENVIRONMENTAL IMPACT

Maintenance of the playground 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 refurbishment of the playgrounds in the future. However, this could be used and we therefore transfer less to the earmarked reserve at year end.

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



AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	To consider minor playground refurbishments and make initial decisions

1. INTRODUCTION

Telscombe Town Council own three playgrounds; Chatsworth Park North and Chatsworth Park South in Telscombe Cliffs and Robert Kingan Playground in East Saltdean. We last undertook some refurbishments to these playgrounds in 2018.

2. INFORMATION

A lot of the equipment is now being reported with faults on our weekly inspection reports, including items that were installed in 2018.

A copy of the most recent weekly inspection report was discussed earlier in the meeting, but I have raised several items below that the Committee should be aware of, as follows:-

Wood cracking and splitting

There are 20 separate items listed for equipment that is rotting, splitting and cracking. 4 are medium risk and the remaining 16 are low risk. 13 of these items relate to equipment installed in 2018. Some items of equipment have several separate issues highlighted in one finding. I have been monitoring the items and the damage is getting worse. Damage to wooden equipment is difficult to repair.

Wetpour

There are a total of 8 findings relating to wetpour shrinking, curling, splitting and one for graffiti, which we are unable to remove. All are low risk apart from the 1 item in Chatsworth Park North, which is medium risk.

Tree roots

There is a low risk item for tree roots raising the surface underneath the group swing at Chatsworth Park South playground. We have previously also had findings of bird droppings on the swings and tree branches damaging the equipment in high winds. We should therefore look at moving equipment away from the trees going forward.

We have a Survey Monkey subscription until the end of September, so we could make use of the time we have left and carry out public surveys regarding refurbishments for each playground. I have drafted a paper questionnaire (attached), which we could provide for those who are unable to access Survey Monkey, although the questions would be the same. This would give us a good indication of how members of the public feel about our playgrounds.

3. RECOMMENDATION

That the Committee consider the attached questionnaire and if agreed, I recommend that the consultation starts straightaway, with a closure date of 10th September. This will allow us enough time to collate all information before our subscription with Survey Monkey ends and the results can then be fed back through to the Committee.

4. ENVIRONMENTAL IMPACT

Playgrounds encourage physical activity and increase motor development skills.

5. FINANCIAL IMPLICATIONS

We have an earmarked reserve of £99,000 to go towards refurbishment of the 3 playgrounds. Depending on how many items are replaced etc, the Town Council would probably need to apply for a grant for some of the work to be carried out.

TELSCOMBE TOWN COUNCIL

Playground Consultation



Telscombe Town Council are considering installing some new pieces of playground equipment at Robert Kingan Playground, Saltdean, Chatsworth Park South Playground, Telscombe Cliffs and Chatsworth Park North Playground, Telscombe Cliffs.

As part of the consultation process, it is important to the Council for residents to give their views on what type of equipment they would like to see in the playground.

Please complete the following survey and return it to Telscombe Town Council, Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, East Sussex, BN10 7ES or via email to amenities@telscombetowncouncil.org.uk. Your feedback will assist us to make future improvements to the playgrounds.

CLOSING DATE FOR RECEIPT OF COMPLETED FORMS – SUNDAY 10th SEPTEMBER '23

Survey Questions:	
1. Frequency & nos. of visitors:	
How often do you visit the playground/s?	Robert Kingan _____ Chatsworth Park North _____ Chatsworth Park South _____
On an average visit, how many adults are in your group?	
On an average visit, how many children 0-12 are in your group?	
On an average visit, how many children 13 & over are in your group?	
2. Reasons for visits:	
What is your main reason for visiting?	
3. Equipment styles preferred by you:	
What do you like most about the playground/s?	
What do you like least about the playground/s?	

<p>What type of equipment would you like to see in the playgrounds? Please select all that apply.</p>	<ul style="list-style-type: none"> <input type="radio"/> Multi-play equipment <input type="radio"/> Trails (e.g. balance beams, climbing logs, walkways, etc) <input type="radio"/> Springers and see-saws <input type="radio"/> Rotating equipment and roundabouts <input type="radio"/> Cableways <input type="radio"/> Inclusive/accessible equipment <input type="radio"/> Swings <input type="radio"/> Slides <input type="radio"/> Trampolines <input type="radio"/> Climbing equipment <input type="radio"/> Seating <input type="radio"/> Other (please state) _____ _____ _____
<p>What type of materials would you like used for the playgrounds?</p>	<p><input type="checkbox"/> Wood or other natural materials</p> <p><input type="checkbox"/> Metal</p>
<p>4. Comments or further suggestions:</p>	



AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	To consider metal guards to information boards in Chatsworth Park

1. INTRODUCTION

When Cllr Clarkson was Chair of this Committee, he asked if we could investigate protecting the posts on the information boards from grass trimmers and other machinery.

2. INFORMATION

We can purchase 4x4 inch post trimmer guards from Post Saver at a cost of £2.26 each. We have 4 information boards and will require 4 guards per board, totalling 16 guards at a cost of £36.16 including VAT, plus £3.22 for delivery.

M Evans has advised he can install the guards at a cost of £15 per information board, totalling £60, no VAT applicable.

3. RECOMMENDATION

I recommend we purchase the guards and that M Evans installs them at a total cost of £99.38.

4. ENVIRONMENTAL IMPACT

The guards will protect the posts and lengthen their life expectancy.

5. FINANCIAL IMPLICATIONS

We currently have just over £8,000 remaining in the grounds maintenance budget for rest of this financial year.



AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer/Cllr Clarkson
MEETING DATE	31 st July 2023
SUBJECT	To consider adding signs to the wildflower beds in Chatsworth Park

1. INTRODUCTION

Cllr Clarkson has asked if the Committee would consider signs being added to the wildflower beds in Chatsworth Park.

2. INFORMATION

Cllr Clarkson's report is below:

The wildflower beds in Chatsworth Park are growing well. Currently these are being marked out with wooden stakes and blue nylon rope, but going forward a more presentable option is required. The rope is only intended to prevent accidental cutting by contractors and does not prevent dogs or walkers accessing the area.

For the beds on Kirby Drive and opposite Manor Drive, I would like the Committee to consider the attached sign, which is A4 size. Four would be used for Kirby Drive which is a long bed and two for Manor Drive, which is smaller. The signs would be attached to round wooden stakes hammered into the ground, so the signs would be approximately 1 metre in height. The nylon rope and stakes would be removed.

The signs provide information on what the area is used for and details on how it is managed, as well as contact details for the Council. The stakes are low cost but professional looking. In the event they are vandalised or removed, they can be replaced at low cost.

3. RECOMMENDATION

To consider adding the attached signs to the wildflower beds in Chatsworth Park.

4. ENVIRONMENTAL IMPACT

None.

5. FINANCIAL IMPLICATIONS

Cllr Clarkson has advised that the Chatsworth Park volunteers would pay for and install the signs at no cost to the Town Council.

WILDFLOWER HABITAT

This area is managed for wildflowers. The flowers are cut in autumn and left for the seed to fall. Some areas may not be cut to allow habitat and food for overwintering pollinators.

For more information, please contact
Telscombe Town Council. 01273 589777





AGENDA ITEM 17

REPORT TO Amenities & Civic Centre Committee

REPORT FROM Bianca Buss, Amenities Officer/Cllr Clarkson

MEETING DATE 31st July 2023

SUBJECT To consider way forward with a wildflower area in Chatsworth Park

1. INTRODUCTION

Last year the Committee agreed to turn a triangle section of grass in Chatsworth Park, adjacent to Ambleside Avenue, into a hibernacula with wildflower area on top (location below). Cllr Clarkson is now asking if the Committee will give permission for additional works to be undertaken.



2. INFORMATION

Cllr Clarkson's report is below:-

The ground was scarified and over seeded. This summer plants are growing, but it has not been as successful as other areas which had more extensive preparation. I would like the Committee to give permission for the triangle to be prepared into a wildflower

bed. A resident adjacent to the park has offered his knowledge and equipment in doing this. He also helped the volunteers prepare the wildflower area adjacent to Manor Drive.

His advice is that we remove the turf from this area in the autumn, weather permitting, and seed it for a spring/summer bloom. The contractors would be advised to continue to only cut a 1 metre perimeter to this area. We would take all the turf except a 2 metre wide strip that cuts from Ambleside Avenue to the footpath. Residents already use this as a cut through and I believe they should be allowed to continue to, without having to walk on the mud. Once the area is blooming, this would also allow a pleasant walk through the wildflowers without damaging them.

The proposed work will border the hibernacula, but will not disturb it.

3. RECOMMENDATION

To consider Cllr Clarkson's request for works to be carried out to this wildflower area.

4. ENVIRONMENTAL IMPACT

By carrying out the above works, it is hoped the wildflowers will succeed in this location.

5. FINANCIAL IMPLICATIONS

Cllr Clarkson has advised that the work will be carried out by the Chatsworth Park volunteers and the equipment would be provided free by the resident.



AGENDA ITEM	18
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	To consider way forward with grass cutting the wildflower mound in Chatsworth Park

1. INTRODUCTION

Chatsworth Park has a wildflower mound located off Ambleside Avenue, with a bench at the top. This is managed through our grounds maintenance contract (location below).



2. INFORMATION

A resident contacted Cllr Clarkson to enquire how the mound is managed. I advised it is cut by our contractors in October and the cuttings left on the ground.

Mowers are not the best method to extract seed and leaving the cuttings creates mulching and overshadows all but the most resilient plants, restricting the diversity of what can be established.

The best way to manage wildflower areas is to cut in the autumn using a scythe cutter bar machine. These shake seeds loose. You then leave the cuttings for a week for the seeds to fall to the ground before raking them off. The resident has offered to provide the equipment and their time to do this work.

3. RECOMMENDATION

To consider suspending the contractors work on this wildflower mound and giving management over to the park volunteers who will manage it, in the method set out above.

4. ENVIRONMENTAL IMPACT

Using a scythe cutter will not only benefit the wildflowers, but also does not require a fuel source to power.

5. FINANCIAL IMPLICATIONS

This will be undertaken free of charge by the resident.



AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	To consider adding bird and bat boxes in Chatsworth Park

1. INTRODUCTION

Meridian Primary School have donated 15 bird boxes and 4 bat boxes to Cllr Clarkson.

2. INFORMATION

Cllr Clarkson would like to place these in Chatsworth Park at a future volunteer session. 8 bat boxes have previously been added in the park in February.

3. RECOMMENDATION

To consider the request from Cllr Clarkson.

4. ENVIRONMENTAL IMPACT

The boxes will help maintain and/or increase the numbers of birds and bats in the park.

5. FINANCIAL IMPLICATIONS

None.



AGENDA ITEM 20

REPORT TO Amenities & Civic Centre Committee

REPORT FROM Bianca Buss, Amenities Officer

MEETING DATE 31st July 2023

SUBJECT To ratify decision to allow Develop Outdoors to add a container to Chatsworth Park

1. INTRODUCTION

Develop Outdoors contacted me to ask if they could place a container in Chatsworth Park so they can store all their equipment safely (example of container below):

4ft. Container

Condition	New, executed in corten-steel.
Execution	Equipped with standard air-vents, lockbox, high door handles, plywood floor and two forklift pockets.
Outside measurements	L1.200 x B2.200 x H2.260 mm
RAL-colour	RAL5013



Example pictures. The exact color and condition of the container may vary.

2. INFORMATION

Unfortunately there is not the option for a green container, so Develop Outdoors would look to camouflage it as part of their Forest School sessions. Develop Outdoors confirmed that the container is vandal proof and there will be no cost to the Town Council.

I asked them to confirm the proposed site and they would like to place the container in the area where their shelter posts have been added. Please see specific area highlighted blue on the next page:



Develop Outdoors would also need a truck to gain access to the park, so that the container can be delivered on an arranged day. They have requested the truck enters from the gate on Kirby Drive, next to the north playground. This gate is currently closed off and falling apart, but Develop Outdoors have made a separate request to replace this gate (to be considered on the next agenda item).

As Chair of the Committee, Cllr Robinson asked if Councillors could agree to the container being added via email as Develop Outdoors would need the container to be ordered quickly due to the long ordering process. I therefore emailed all Councillors to ask if they would be in agreement with the container being added to Chatsworth Park and 8 out of 9 Councillors responded with their agreement. As there was a majority response for the container to be added to Chatsworth Park, I informed Develop Outdoors accordingly.

3. RECOMMENDATION

To ratify the decision to allow Develop Outdoors to add a container to the pre-agreed area in Chatsworth Park

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

None.



AGENDA ITEM	21
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	To consider requests from Develop Outdoors to run Parent and Play sessions in Chatsworth Park and to replace gate bordering Kirby Drive

1. INTRODUCTION

Develop Outdoors recently contacted me to ask if we would be in agreement for them to run a 'Parent and Play' group in Chatsworth Park (details as per the attached poster). There would be 10 sessions that will run over the summer.

2. INFORMATION

Develop Outdoors have advised they will maintain the site but would also like to replace the gate at the bottom of Kirby Drive, next to the north playground (picture below).



This gate has closed for several years and is now falling apart and if it were to be replaced, Develop Outdoors would be able to provide activities to the disabled, who currently struggle to gain access to the forest school. It would also easily allow them to bring heavy equipment to the area. The access is, however, overgrown and will need cutting back and it will need to be decided who will undertake this.

3. RECOMMENDATION

That the Committee consider Develop Outdoors' requests to run 10 'Parent and Play' sessions in the forest school area of Chatsworth Park and for them to replace the gate at the bottom of Kirby Drive. If it is agreed to go ahead with the gate replacement, we will need to give them a key to the padlock that is currently on the gate.

4. ENVIRONMENTAL IMPACT

The sessions will encourage people to learn more about nature and the park's environment.

5. FINANCIAL IMPLICATIONS

There are no financial implications to the Town Council as Develop Outdoors have confirmed they would pay for the gate and fitting.



MUDDY LITTLE MONSTERS

*Parent and play forest school session.

Monday mornings 10:00 - 11:45

£8 per child

*After school forest school session

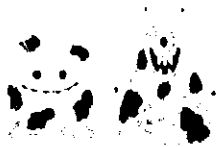
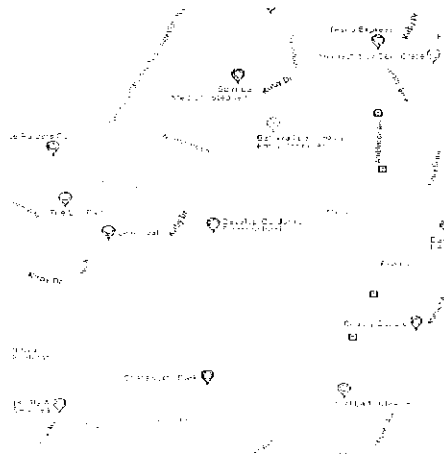
Monday afternoons 15:30 - 17:00

£8 per child

All sessions include tea, coffee, squash and biscuits.

Located at Develop Outdoors Forest School, Chatsworth Park, Peacehaven, East Sussex

Tel: 07883305213 Email: lisa.developoutdoors@gmail.com



* These sessions are run by Develop Outdoors and are independent from Telscombe Town Council



AGENDA ITEM	22
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	To consider quotations to clear tree branches and vegetation around the top of two street light columns in Chatsworth Park

1. INTRODUCTION

A resident has reported that tree branches are blocking the street lights lamps on Pigs Hill running through Chatsworth Park from Ambleside Avenue to Park Avenue.

2. INFORMATION

I visited the site and noted that branches are covering the top of two lighting columns, which is blocking the light emissions. I contacted four contractors for prices to cut back the branches and vegetation by 1 metre around the top of the columns and have received responses from three, as follows:

Aspen Treecare quoted £120 plus VAT to clear around both lighting columns.

EH Treecare completed the attached specification document and quoted £180 + VAT to cut back branches and vegetation 1 metre around the lighting units.

Countrymans Contractors Ltd have quoted £386 plus VAT (estimate attached) to clear branches 1 metre around the lighting columns.

3. RECOMMENDATION

I recommend we accept the quotation from Aspen Treecare.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

We have a current balance of just over £8,000 in the grounds maintenance budget for the remainder of 2023/24, but other works that have been agreed will decrease this balance.

Specification to clear tree branches 1 metre around 2 lighting columns in Pigs Hill, Telscombe Cliffs – July 2023

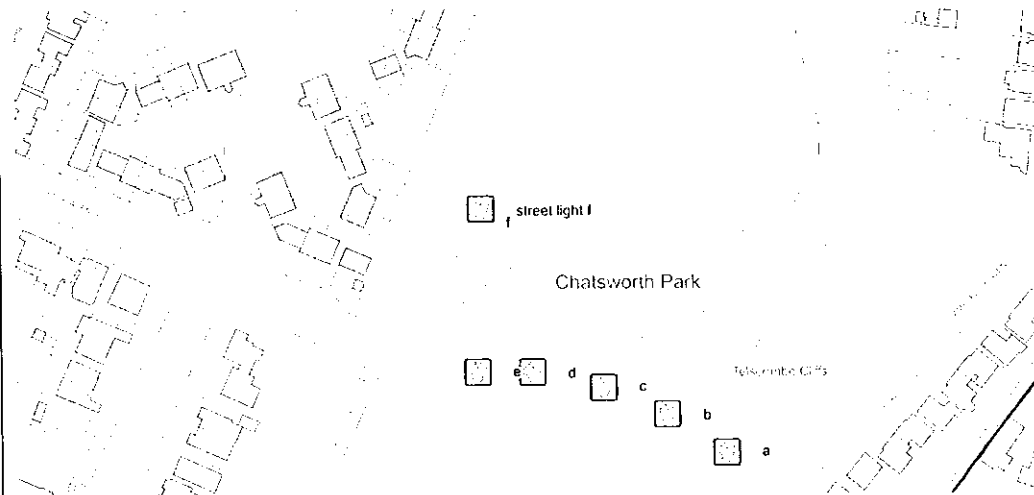
Tree branches are blocking the light emission from 2 columns (numbered b and e) that run along Pigs Hill - see pictures and map below



Column B



Column E



Price to cut back tree branches and vegetation 1 metre around the lighting unit at the top of each lighting column £ 180

Includes VAT

No

Declaration

Signed: *Ed Haunton*

Date: 03.07.2023

Name: Ed Haunton

On behalf of:-
Eh Treecare Ltd



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

07th July 2023

Quote 1616

Dear Bianca

Pigs Hill Tree Works

To clear branches by 1 meter around lighting columns numbered B&E to increase light emissions.

TOTAL COST £386.00 plus VAT

We hope this quote proves favourable and we await your reply

Yours Sincerely

Yours Sincerely,

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

James Botting
Foreman



AGENDA ITEM	23
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	To consider quotations to cut back tree branches from Chatsworth Park to a property in Central Avenue

1. INTRODUCTION

A resident recently contacted us to advise that vegetation and tree branches from Chatsworth Park are encroaching onto their property.

2. INFORMATION

I visited the site and the residents have been clearing the vegetation bordering their fence line as they were concerned that otherwise, their fence would be damaged due to the sheer volume of brambles, etc. They are now getting older and are not able to clear this section going forward. Please see pictures below of the cleared area:



This area is highlighted on the management plan, where it states that there should be an annual cut back of brambles scheduled for the winter.

The residents also showed me the trees that are encroaching their garden, which are starting to touch their roof. I contacted four contractors for prices to cut back the tree branches to the fence line and have received responses from all, as follows:

Countrymans Contractors Ltd provided the attached quotation of £486 plus VAT to cut back encroaching tree branches to fence line.

EH Treecare completed our specification document and quoted £420 plus VAT to cut back.

Countrywide Grounds Maintenance completed our specification document and quoted £220 plus VAT to cut back the tree branches.

Aspen Treecare quoted £180 plus VAT to reduce encroaching branches back to the fence boundary.

3. RECOMMENDATION

I recommend that the quotation of £180 plus VAT from Aspen Treecare be accepted. I also recommend that for the vegetation bordering the fence line, I re-visit in November to see if it is overgrown and if so, to contact Cllr Clarkson who runs the volunteer group, to see if they are able to carry out the works in this location as specified in the management plan.

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

We have a balance of just over £8,000 left in the grounds maintenance budget for 2023/24, but other works agreed will decrease this amount.



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

12th July 2023

Quote 1617

Dear Bianca

99 Central Avenue Tree Works

To cut back encroaching tree branches to fence line.

TOTAL COST £486.00 plus VAT

We hope this quote proves favourable and we await your reply

Yours Sincerely

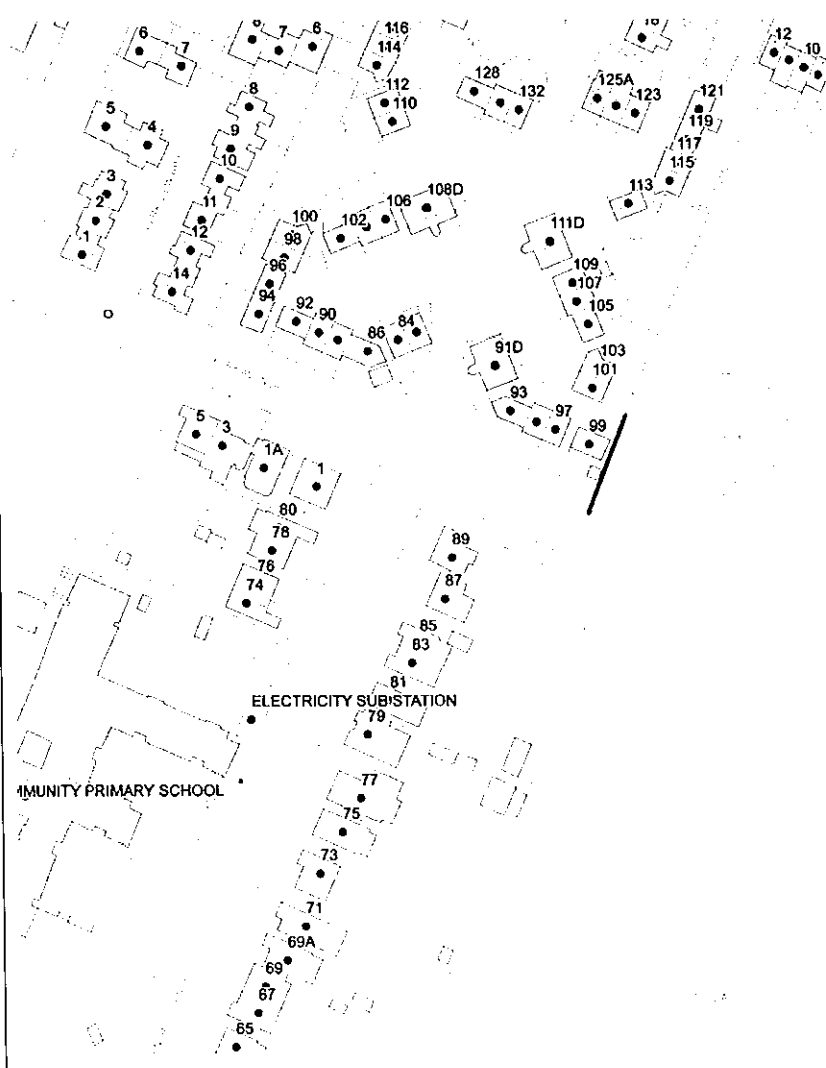
Yours Sincerely,

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

James Botting
Foreman

Specification to cut back encroaching tree branches at a property in Central Avenue to the fence line – July 2023

Trees in Chatsworth Park bordering Central Avenue, Telscombe Cliffs, are touching the roof of a property - see pictures and map below



Price to cut back encroaching tree branches to the fence line £ 420

Includes VAT

No

Declaration

Signed: ~E Haunton

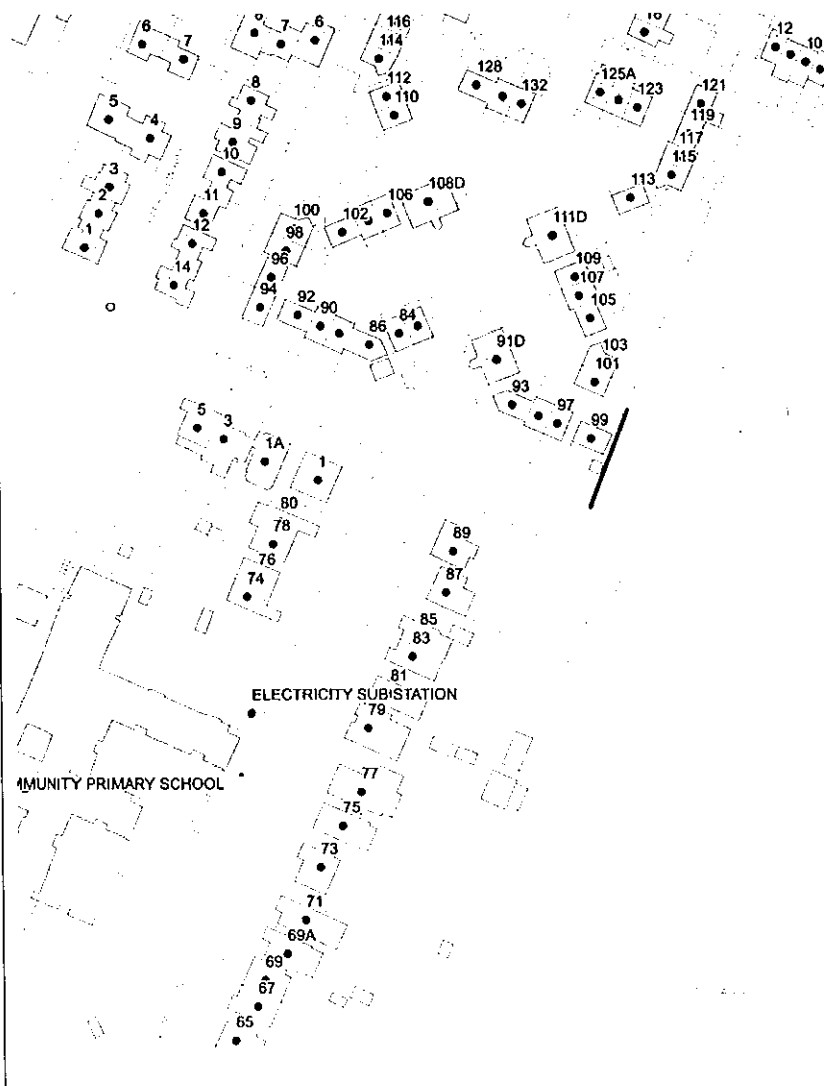
Date: 11.07.2023

Name: Ed Haunton

On behalf of:-
E H Treecare Ltd

Specification to cut back encroaching tree branches at a property in Central Avenue to the fence line – July 2023

Trees in Chatsworth Park bordering Central Avenue, Telscombe Cliffs, are touching the roof of a property - see pictures and map below



Price to cut back encroaching tree branches to the fence line £ 220

Includes VAT

No

Declaration

Signed: *D Lillywhite*

Date: 10/7/23

Name: Dan Lillywhite

On behalf of:-



AGENDA ITEM	24
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	To consider quotations to clear the vegetation bordering two properties next to the Copse

1. INTRODUCTION

At the last Committee meeting, Councillors considered two estimates to clear the vegetation bordering two properties next to the Copse by 2 metres. I was asked to contact Aspen Treecare for their estimate, as they are aware of the issues and had previously spoken with one of the residents regarding their concerns.

2. INFORMATION

Prices have previously been provided from two contractors, as follows:

Countrywide Grounds Maintenance 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.

I have also since contacted Aspen Treecare, who have quoted £650 + VAT to reduce all vegetation 2 metres back from the boundary as indicated on our specification document.

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 just over £8,000 left in the grounds maintenance budget for the remainder of 2023/24, but other works agreed at this meeting will decrease this amount.



AGENDA ITEM	25
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	To consider extending Wander Coffee's concession

1. INTRODUCTION

At the Amenities & Civic Centre Committee meeting on 20th March, it was agreed to extend Wander Coffee's concession until 30th September 2023, with the proviso they continue to pay a fee of £40 per week which would cover the portable toilet hire that we pay.

2. INFORMATION

Wander Coffee's concession is up for renewal from 1st October 2023.

3. RECOMMENDATION

I recommend we invite Wander Coffee to extend their concession with the Town Council until 31st March 2024 and that a new agreement is signed confirming they will continue to pay the £40 weekly charge.

4. ENVIRONMENTAL IMPACT

Wander Coffee recycle as much as possible including cups and coffee grinds and their coffee machine is run by gas.

5. FINANCIAL IMPLICATIONS

The 2023/24 budget for the café has been set at £3,500.



AGENDA ITEM	26
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	31 st July 2023
SUBJECT	To agree way forward regarding replacement of Civic Centre boilers

1. INTRODUCTION

The Civic Centre has two Alpha gas boilers which were installed at the beginning of 2010.

2. INFORMATION

Following a meeting with a representative from Ovesco late last summer, they recommended that the boilers were running efficiently and should not be replaced. However, we subsequently started experiencing problems with the boilers which were making loud banging noises and periodically shut down. We got the contractors who we agreed to undertake the servicing to inspect and repair. As the boilers were beginning to rust inside and long-term repair would be very expensive, they recommend replacement with a high efficiency boiler.

We now therefore need to decide how we wish to proceed so that we have fully working heating ready for the winter.

3. RECOMMENDATION

To consider whether to replace the heating system with gas boilers or renewable heating technology such as a heat pump.

4. ENVIRONMENTAL IMPACT

A heat pump would reduce our carbon footprint.

5. FINANCIAL IMPLICATIONS

Replacement boilers have not been budgeted for. We have an earmarked reserve of £5,500 for Civic Centre maintenance.



AGENDA ITEM	27
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	31 st July 2023
SUBJECT	To consider a music licence for the Civic Centre

1. INTRODUCTION

The Civic Centre has a Premises Licence which, amongst other things, covers playing films, live music and recorded music. At a recent training/update event, I was informed that we now need to have both a PPL and PRS music licence which are incorporated into one, known as TheMusicLicence.

2. INFORMATION

PPL and PRS for Music are two separate collective management organisations. PPL collects and distributes money on behalf of performers and record companies for the use of their recorded music and PRS for Music collects and distributes money on behalf of songwriters, composers and music publishers, for the use of their musical compositions and lyrics. They both set their own tariffs, but there is now only one application for the TheMusicLicence.

There are different tariffs for different things and, after contacting the PPL/PRS, I have received a quote for a total of £894.48 plus VAT. £110.53 is for playing music at bingo, £253.55 for background music in general areas and £530.40 is for exercise classes playing music.

As our next meeting after I found out was more than 6 weeks away, I sought Committee member's approval via email. Having received a unanimous positive response, I therefore proceeded with purchase of a licence.

The majority of the cost being £530.40 is for playing music at exercise classes. It is based on 260 classes per year, being £2.04 per class. We now need to decide whether to pass on the cost of the licence to hirers who play music at their exercise classes.

3. RECOMMENDATION

It is recommended to ratify purchasing TheMusicLicence and add an additional charge of £2 per exercise class for those that play music.

4. ENVIRONMENTAL IMPACT

Music has been shown to improve mood and reduce stress and can boost your athletic performance.

5. FINANCIAL IMPLICATIONS

This expenditure has not been budgeted for, but will be included in the future. I will allocate the expenditure this year to the town entertainment/events nominal code which has a budget of £1k, but am making you aware that if we hold any other events, this will go over budget.



AGENDA ITEM	28
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	31 st July 2023
SUBJECT	Future events update/agreement including summer fair and Halloween party

1. INTRODUCTION

At the last Committee meeting it was agreed to hold flag raising events, continue with the bingo evenings and to hold both a Macmillan and Christmas Day coffee morning. Councillors asked if we could further investigate a Halloween event for children.

2. INFORMATION

As requested, the Cats Club were approached regarding a children's Halloween party and they have confirmed that they could run a disco party with games between 4-6pm on Saturday 28th October 2023 at a cost of £90. The Admin Assistant emailed Committee members to ask them if they would be happy for this event to be run and 7 out of 9 Councillors confirmed their agreement. As this was a majority, we asked Cats Club to run the children's disco.

Last year it was agreed that Peacehaven and Telscombe Town Councils (TTC) would run their summer fairs on alternate years and it is our turn for 2024. Committee members agreed via email for the event to take place on Saturday 13th July, but unfortunately the compere we usually use was not available, so an alternative date of Saturday 6th July 2024 was suggested. Only 2 out of 9 Councillors confirmed agreement, but as we did not receive any negative responses, the date has been advised to the compere. We are awaiting details of his cost.

The East Sussex Association of Local Councils have also advised us that it is the 80th Anniversary of the D-Day landings on 6th June 2024. To celebrate this, local communities are being encouraged to take part by lighting a beacon on 6th June 2024 at 9.15pm, representing the 'light of peace' that emerged from the darkness of war. TTC do not have a beacon to light, although we may wish to consider purchasing one for this historic event, or by lighting the Civic Centre with a projection of a beacon. We previously looked at purchasing a beacon for another event, but it was agreed not to proceed due to the cost.

3. RECOMMENDATION

I recommend the following actions:

- a) To ratify the decision for the children's Halloween party to go ahead using The Cats Club for entertainment at a cost of £90.
- b) To ratify the date for the summer fair of 6th July 2024.

- c) To consider if we would like to be involved with the 80th anniversary of the D-Day landings.
- d) That an events working group is put together with volunteers from the Committee to discuss the details for the already agreed events and to consider other events we may wish to hold. Any suggestions or updates from this group will need to be taken to Committee for their consideration/agreement.

4. ENVIRONMENTAL IMPACT

Minimal.

5. FINANCIAL IMPLICATIONS

The town entertainment/events budget for 2023/24 has been set at £1,000, the majority of which has been used for the music licence. The summer fair event receives income from stalls etc, which generally offsets most of the expenditure and ticket sales for the Halloween party should cover most of the expenditure too.