



TELSCOMBE TOWN COUNCIL

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

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
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25th September 2023

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **Amenities & Civic Centre Committee** to be held in Room 1 at Telscombe Civic Centre on **Monday 2nd October 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 – maximum time allotted 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 31st July 2023 – *see attached*
5. To note action list and agree any further actions required – *see attached*
6. To note Income & Expenditure figures to 31st August 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 high priority items listed on the Access Report for Telscombe Town Council's green spaces – *see attached*
10. Update on playground inspection reports & agree any possible actions – *see attached*
11. To discuss results from the playground surveys and possible refurbishments – *see attached*
12. To consider draft grounds maintenance contracts starting in April 2024 – *see attached*
13. Management Plan update – *see attached*
14. To consider adding a wildflower bed on the grass area next to Chatsworth Park South playground – *see attached*
15. To consider applying for tree planting grants – *see attached*
16. To consider making a request to Lewes District Council to revoke a Tree Preservation Order at the Copse – *see attached*
17. To consider whether to re-start a Community Space facility – *see attached*
18. To ratify roofing repairs at the Civic Centre – *see attached*
19. To consider quotes for a new heating system at the Civic Centre – *see attached*
20. To consider replacement CCTV monitor in general office – *see attached*
21. To consider estimates for window repairs at the Civic Centre – *see attached*
22. Future Events update – *see attached*
23. Urgent matters at the discretion of the Chairman for noting/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 – 22nd November 2023



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 31st July 2023** in Room 1, Telscombe Civic Centre at 7.30 pm.

COMMITTEE MEMBERS PRESENT: - Councillors C Gallagher, D Judd *Deputy Mayor & Vice Chairman*, L O'Connor *Mayor*, J Perrotta, C Robinson *Chairman*, I Sharkey & N Watts

Also Present: - Stella Newman, Town Clerk & RFO (*minutes*)

1706. PUBLIC QUESTION TIME

There were no members of the public present.

1707. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Clarkson who had a work commitment and Cllr Lawrie due to annual leave and these reasons were accepted by the committee.

1708. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

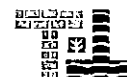
1709. TO APPROVE MINUTES OF THE MEETING HELD ON 5th JUNE 2023

It was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RESOLVED** that the minutes of the meeting held on Monday 5th June 2023 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Robinson.

1710. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED

The action list was noted as follows:-

Date 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> <i>See new comments at end of this table.</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



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1710. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
28.11.22	Min 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. 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>	Dec 2023
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



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1710. To note action list and agree any further actions required (Contd)

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
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



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1710. To note action list and agree any further actions required (Contd)

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

Minute 1251, p 3129 from meeting on 27.1.20, Disposal of pool table - it was proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the pool table is kept for the time being and then donated to the Joff when they are ready to take it.

Minute 1694, p 3899 from meeting on 5.6.23, Consider Tree Survey for Chatsworth Park & The Copse – Cllr Robinson asked if we had requested a non-handwritten map and the Town Clerk confirmed that the purchase order requested computer generated, not hand drawn maps.

Minute 1696, p 3899 from meeting on 5.6.23, Grounds Maintenance Contracts – Cllr Robinson requested that the new draft contracts be taken to the September meeting and that they are forwarded to all Committee members as soon as they are done, so that members have time to consider them before September's meeting.

1711. TO NOTE INCOME & EXPENDITURE FIGURES TO 30th JUNE 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 £6,044 expenditure and income of £640 and Civic Centre expenditure of £11,756 and income of £10,216 at 30th June 2023 were **noted** by the Committee.



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1712. TO REVIEW/UPDATE THE BUSINESS PLAN

The Business Plan was noted and it was unanimously **agreed** that no amendments were necessary at the current time. The Town Clerk was requested to contact ESCC regarding item 9, Youth Services, to see if they are going to progress a project that was put on hold due to Covid,

1713. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

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

1714. UPDATE ON MANAGEMENT PLAN

The Amenities Officer's report was discussed and it was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RECOMMENDED** to (a) arrange for the hole in sleeper 24 at the memory garden to be filled; (b) that memory garden posts 41, 57, 62, 63, 65, 85 & 90 are replaced at a cost of approximately £280 plus fitting and (c) weeding between the paving slabs at the memory garden be added to the new ground's maintenance contract.

1715. 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.

1716. TO CONSIDER GROUNDS MAINTENANCE/PATHWAY WORKS IN CHATSWORTH PARK

The costs received for potential works were noted and it was thought that they were high. Also, the actual surfacing to be used was questioned and it was felt more information was needed regarding drainage and the environmental aspect. It was noted that sandstone had been used in the Big Park and the work had been carried out by Hobarts. Following discussion, it was therefore proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that Cllr O'Connor contact Chris Bibb at LewesDC regarding other potential contractors to quote for the pathway and step works and that Hobarts are also asked to quote.

1717. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS

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

1718. TO CONSIDER REPLACEMENT OR REPAIR TO THE BASKET SWING IN CHATSWORTH PARK NORTH PLAYGROUND

Following consideration of the options available, it was proposed by Cllr Judd, seconded by Cllr Watts and unanimously **RECOMMENDED** that the damaged basket swing seat be replaced with a new rubber nest seat and chains in the sum of £1,684.13 plus VAT for supply and delivery from Sutcliffe Play.

1719. TO CONSIDER MINOR PLAYGROUND REFURBISHMENTS AND MAKE INITIAL DECISIONS

Following discussion, it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to (a) put out separate surveys via Survey Monkey for each of our three play-



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1719. To Consider Minor Playground Refurbishments and Make Initial Decisions (Contd)

grounds as per the draft wording from the Amenities Officer;

(b) to add an option for 'recycled materials' at the end of question 3 regarding types of materials to be used;

(c) to have a closing date of 10th September and

(d) to put up signs in each of the playgrounds with a QR code link to the Survey Monkey questionnaires. The subsequent results can then be collated and taken into consideration for any future playground updates.

1720. TO CONSIDER ADDING METAL GUARDS TO INFORMATION BOARDS IN CHATSWORTH PARK

Following consideration, it was proposed by Cllr Judd, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to purchase metal post guards at a cost of £40 including VAT and delivery and for them to be fitted by M Evans at a cost of £15 per board, total £60.

1721. TO CONSIDER ADDING SIGNS TO THE WILDFLOWER BEDS IN CHATSWORTH PARK

After a brief discussion it was proposed by Cllr Watts, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the A4 size explanatory sign regarding the wildflower habitat area that had been circulated with the agenda be attached to a 1m high stake and 4 signs be installed at the wildflower bed near Kirby Drive and 2 at the smaller one near Manor Drive, with payment to be made by the Chatsworth Park volunteer group.

1722. TO CONSIDER WAY FORWARD WITH A WILDFLOWER AREA IN CHATSWORTH PARK

Cllr Clarkson's report advised that the wildflower area adjacent to Ambleside Avenue and bordering the hibernacula had not been as successful as other areas which had more extensive preparation. He therefore wanted further work to be undertaken to this area. After a short discussion, it was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the Chatsworth Park volunteer group be allowed to remove the turf from the area in the autumn and seed it for a spring/summer bloom, leaving a 2m wide strip of turf through the centre for residents to walk on. The seed will be provided by the volunteer group.

1723. TO CONSIDER WAY FORWARD WITH GRASS CUTTING THE WILDFLOWER MOUND IN CHATSWORTH PARK

Cutting of the wildflower mound is currently included in the ground's maintenance contract 1. Cllr Clarkson's report detailed that mowers are not the best method of cutting to extract seeds and the residual cuttings create mulching, restricting the diversity of what can be established. Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to remove cutting of the mound from the grounds maintenance contract and to allow the Chatsworth Park volunteer group to cut the mound with a scythe cutter bar machine in the autumn and leave the cuttings for a week, before taking them off.



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1724. TO CONSIDER ADDING BIRD AND BAT BOXES IN CHATSWORTH PARK

The Meridian Primary School had donated 15 bird boxes and 4 bat boxes to Cllr Clarkson and it was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to allow the boxes to be placed at various places in Chatsworth Park.

1725. TO RATIFY DECISION TO ALLOW DEVELOP OUTDOORS TO ADD A CONTAINER TO CHATSWORTH PARK

Develop Outdoors had asked to place a small metal container, 1.2m l x 2.2m w x 2.26m high in the fenced area they use in Chatsworth Park to store their equipment. As they wanted to have it in place for the school summer holiday, agreement was sought by the Amenities Officer and obtained from a majority of Committee members via email. It was therefore proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to ratify the decision to allow Develop Outdoors to have a small metal container put in the fenced area they use in Chatsworth Park, at their own cost.

1726. TO RATIFY DECISION TO ALLOW DEVELOP OUTDOORS TO RUN PARENT AND PLAY SESSIONS IN CHATSWORTH PARK AND TO REPLACE GATE BORDERING KIRBY DRIVE

Develop Outdoors had requested to run 'parent and play forest school sessions' on Monday mornings and 'after school forest school sessions' on Monday afternoons in Chatsworth Park. In order to facilitate access to the sessions for the disabled, they also asked if they could replace the field gate off Kirby Drive at their own expense. It would be kept locked at all other times. It was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to allow Develop Outdoors to run the forest school sessions on Mondays and for them to replace the field gate off Kirby Drive at their own expense.

1727. TO CONSIDER QUOTATIONS TO CLEAR TREE BRANCHES AND VEGETATION AROUND THE TOP OF 2 STREET LIGHT COLUMNS IN CHATSWORTH PARK

The Council owns a row of street lights running along the pathway through Chatsworth Park from Ambleside Avenue to Park Avenue. Two of the lamps at the top of the lighting columns are now covered with tree branches and leaves, thus blocking the light emissions and making the area very dark at night. Following consideration of quotes received, it was proposed by Cllr Watts, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to accept the quotation from Aspen Treecare in the sum of £120 to cut back tree branches by 1m around street lighting columns B and E.

1728. TO CONSIDER QUOTATIONS TO CUT BACK TREE BRANCHES FROM CHATSWORTH PARK TO A PROPERTY IN CENTRAL AVENUE

The Amenities Officer's report advised that the residents had been clearing vegetation from the park bordering their fence, but were no longer able to do so and they had highlighted trees that are overhanging their fence and almost touching their property. Quotes to cut back the trees were considered and it was proposed by Cllr Gallagher, seconded by Cllr Perotta and unanimously **RECOMMENDED** to accept the quote from Aspen Treecare to cut back the trees in the sum of £180 plus VAT and for the Amenities Officer to visit the site in November to ascertain the vegetation growth and if cutting back is required, to ask the Chatsworth Park volunteer group to carry this out.



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1729. TO CONSIDER QUOTATIONS TO CLEAR VEGETATION BORDERING TWO PROPERTIES NEXT TO THE COPSE

The report from the Amenities Officer was considered and it was noted that it stated works in this area were highlighted as a red zone in the ecological report, meaning no work could be undertaken without prior consultation with an ecologist. Following discussion as to the way forward, it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that Cllr O'Connor contact Lewes District Council's ecologist and ask for her opinion, and if she considers it appropriate to undertake the work, that Countrywide Contractors be instructed to carry out a 2m cut back of vegetation of 2 properties bordering The Copse, one being in Telscombe Cliffs Way and one in Bush Close, in the sum of £550.

1730. TO CONSIDER EXTENDING WANDER COFFEE'S CONCESSION

It was proposed by Cllr Judd, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to advise Wander Coffee that we have agreed to extend their concession for a further 6 months until 31st March 2024 and for them to sign a new agreement confirming they will continue to pay the £40 weekly charge. There was discussion regarding recent vandalism to 2 picnic tables in the park and the fact that Wander Coffee have asked if the Council would be willing for them to carry out crowdfunding to pay for a new bench(es). It was unanimously **RECOMMENDED** to allow Wander Coffee to crowdfund, but that we get details for metal framed picnic tables like we have in Chatsworth Park North playground and also for a composite alternative as they will be more vandal proof and forward details to Wander Coffee for inclusion in the details they will put out.

1731. TO AGREE WAY FORWARD WITH REPLACEMENT OF CIVIC CENTRE BOILERS

It was noted that the 2 gas boilers which were installed at the beginning of 2010 were failing and following discussion it was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to (a) get quotes for replacement gas boilers, including from Gregory Gas who service our current boilers and also directly from Viessmann Boilers, and also to contact Sussex Heat Pumps for a quote and (b) if within the Committee's spending remit, a decision could be made via email.

1732. TO RATIFY PURCHASE OF A MUSIC LICENCE FOR THE CIVIC CENTRE AND CONSIDER PASSING COST ONTO HIRERS

The Town Clerk had sought Committee member's approval to purchase a combined PPL/PRS music licence, known as TheMusicLicence, via email as when we were notified that we were required to have one, this meeting was over 6 weeks away. There was a unanimous positive response and the required licence was purchased. There are different tariffs for different items broken down as follows:- £110.53 for playing music at bingo, £253.55 for background music in general areas and £530.40 for exercise classes playing music (equivalent to £2.04 per class). There was discussion as to whether the cost for exercise classes should be passed onto the hirer following which it was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to (a) ratify purchase of a music licence in the sum of £894.48 plus VAT. (b) not pass the cost onto hirers at the present time, but to include this for consideration when reviewing hire charges for the 2024/25 financial year and (c) to write to the exercise classes to notify them of the potential cost from April 2024.



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1733. FUTURE EVENTS UPDATE/AGREEMENT

Discussion and agreement for some events had been made at the last Committee meeting, but some further information/costs were to be sought. Following discussion regarding events it was proposed by Cllr Judd, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to

- (a) ratify the decision for the Cats Club to provide entertainment for the Halloween children's party at the Civic Centre from 4-6pm on Saturday 28th October;
- (b) to ratify the date for the summer fair to be held in Chatsworth Park of 6th July 2024 and for N Emmett to be compere;
- (c) to get costs for a portable beacon to be brought back to the next meeting as we would like to be involved with the 80th anniversary of the D-Day landings on 6th June 2024 and
- (d) to form an Events Working Group consisting of Councillors Watts, O'Connor, Sharkey, Clarkson, Robinson and staff member(s) to progress events already agreed and discuss other possible events, with information to be taken back to the Committee for approval.

1734. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

There were no urgent matters.

There being no further business the meeting closed at 9.15 pm.

Signed
Chairman

NB Next meeting of the Committee - Wednesday 27th September 2023 at 7.30 pm



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

Amenities & Civic Centre Action List for 2nd October 2023

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.01.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Pool table to be donated to the Joff when they are ready to take it.	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	4 th information board has now been added to Chatsworth Park.	Complete
20.03.23	Min 1667, p 3854 – To discuss way forward with wet pour surfaces in the three playgrounds	BB	Currently unable to obtain a price to add tarmac between wet pour and pathway at CPN. Continuing to contact various contractors.	Jan 2024
20.03.23	Min 1673, p 3856 – To consider estimates for roofing repairs at the Civic Centre	SN	Roof has now been repaired by Provincial Roofing.	See new agenda item
05.06.23	Min 1683, p 3896 – To review/update the Business Plan	CCL	CCL provided a presentation on 'net zero' greenhouse gas emissions at Sept Council mtg.	Complete
05.06.23	Min 1685, p 3897 – Update on works bordering a property in Chatsworth Park	BB	Works to this location have been added to the new draft grounds maintenance contract and will be considered at this meeting. Consideration to be made re a way forward on planting shrubs at the front, which will also be managed through the management plan in 2024.	See new agenda item Nov 2023
05.06.23	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 unable to provide a price to remove the wooden elephant and hippo. Other contractors being contacted to see if they can assist but struggling to find anyone to help.	Jan 2024
05.06.23	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.	Nov 2023
05.06.23	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

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

Amenities & Civic Centre Action List for 2nd October 2023

05.06.23	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 draft contracts drawn up for consideration at this meeting.	See new agenda item
05.06.23	Min 1698, p 3900 – To consider adding a second wildlife pond in Chatsworth Park	CCL	Second pond has now been built.	Complete
05.06.23	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	Gate, latch and sign has been installed in Forest School area.	Complete
05.06.23	Min 1703, p 3901 – To consider installing fire sleds and CO2 fire extinguishers to upstairs fire exits at Civic Centre	SN	Work to room 4 door still to be undertaken.	Jan 2024
31.07.23	Min 1712, p 3934 – To review/update the Business Plan	SN	SN to contact ESCC re item 9 Youth Services, to see if they will progress a project.	Dec 2023
31.07.23	Min 1714, p 3934 – Update on Management Plan	BB	Contractor contacted for price to fill in the hole in post 24 and to replace posts 41, 57, 62, 63, 65, 85 & 90. Weeding between the paving slabs has been added to the new grounds maintenance contract.	Nov 2023 See new agenda item
31.07.23	Min 1716, p 3934 – To consider grounds maintenance / pathway works in Chatsworth Park	BB	Other contractors have been contacted by email and phone, but no response received to date. Will continue to chase and refer back to Committee at November's meeting.	See new agenda item
31.07.23	Min 1718, p 3934 – To consider replacement or repair to the basket swing in Chatsworth Park North Playground	BB	Awaiting replacement rubber nest seat from Sutcliffe Play. Contact made with contractors for a price to install.	Nov 2023
31.07.23	Min 1719, p 3935 – To consider minor playground refurbs and make initial decisions		As agreed, survey added to Survey Monkey with deadline 10.9.23. Results taken to this meeting.	See new agenda item
31.07.23	Min 1720, p 3935 – To consider adding metal guards to information boards in Chatsworth Park	SN	Metal guards have been fitted.	Complete

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

Amenities & Civic Centre Action List for 2nd October 2023

31.07.23	Min 1721, p 3935 – To consider adding signs to the wildflower beds in Chatsworth Park	CCL	Signs have been installed at the wildflower beds near Kirby Drive and Manor Drive, with payment made by the Chatsworth Park volunteer group.	Complete
31.07.23	Min 1722, p 3935 – To consider way forward with a wildflower area in Chatsworth Park	CCL	The Chatsworth Park volunteers group have cut 3 strips in the area for wildflower. An article will also be added to the next Town Crier for resident's information.	Complete
31.07.23	Min 1723, p 3935 – To consider way forward with grass cutting the wildflower mound in Chatsworth Park	BB	The wildflower mound in Chatsworth Park has been cut with a scythe cutter bar machine. Countrywide informed not to cut.	Complete
31.07.23	Min 1724, p 3936 – To consider adding bird and bat boxes in Chatsworth Park	BB	Cllr Clarkson has provided the Amenities Officer a map listing all bird and bat boxes, so that an annual inspection can be undertaken.	Complete
31.07.23	Min 1726, p 3936 – To consider requests from Develop Outdoors to run parent and play sessions in Chatsworth Park and to replace gate bordering Kirby Drive	BB	Develop Outdoors advised they can run the Monday parent and play sessions. The gate has also been replaced and Town Council provided with 2 keys.	Complete
31.07.23	Min 1727, p 3936 – To consider quotations to clear tree branches and vegetation around the top of 2 street light columns in Chatsworth Park	BB	Purchase Order issued to Aspen Treecare for works.	Complete
31.07.23	Min 1728, p 3936 – To consider quotations to cut back tree branches from Chatsworth Park to a property in Central Avenue	BB	Purchase Order issued to Aspen Treecare for works.	Complete
31.07.23	Min 1729, p 3937 – To consider quotations to clear vegetation bordering two properties next to the Copse	LOC / BB	LDC's ecologist will attend site visit with Cllr O'Connor on 11.10.23. If they agree with the proposed works, we will issue a Purchase Order to Countrywide.	Nov 2023
31.07.23	Min 1730, p 3937 – To consider extending Wander Coffee's concession	BB SN	Wander Coffee have extended their concession. They do not want to crowd fund for new benches.	Complete

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

Amenities & Civic Centre Action List for 2nd October 2023

31.07.23	Min 1731, p 3937 – To agree way forward regarding replacement of Civic Centre boilers	SN	Estimates received for replacement boilers and will be considered at this meeting.	See new agenda item
31.07.23	Min 1732, p 3937 – To ratify purchase of a music licence for the Civic Centre and consider passing costs onto hirers	SN	SN to write to exercise classes to notify them of potential cost increase from April 2024.	Dec 2024
31.07.23	Min 1733, p 3938 – Future Events update / agreement	BB	An update on events is to be considered at this meeting.	See new agenda item



AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	2 nd October 2023
SUBJECT	To note Income & Expenditure to 31 st August 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 31st August 2023 are:-

Amenities – Income of £1,020.00 and expenditure of £11,810.00

Civic Centre – Income of £14,411.00 and expenditure of £15,723.00.

Explanations for major variations are as follows:-

Amenities Committee

4363-105 – Town entertainment/events – This includes £895 for the music licence that had not been budgeted for, and it was agreed to progress even though it would take this nominal code over budget.

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.

1065-202 Income miscellaneous - £880 is income from Wander Coffee for their licence fee.

Civic Centre Committee

1000-301 Income room hire – we have received 4 payments from the Havens Community Hub totalling £3,333, £849 from LDC for use of the Civic Centre as a polling station and £420 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 received quarterly.

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

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 20th September.

4. FINANCIAL IMPLICATIONS

None at the present time.



Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Amenities</u>							
<u>105 Town Events</u>							
1054 Income entertainment	0	0	100	100			0.0%
Town Events:- Income	0	0	100	100			0.0%
4363 Town Entertainment / Events	397	1,296	1,000	(296)		(296)	129.6%
4365 Entertainment consumables	0	0	100	100		100	0.0%
Town Events:- Indirect Expenditure	397	1,296	1,100	(196)	0	(196)	117.8%
Net Income over Expenditure	(397)	(1,296)	(1,000)	296			
<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	139	657	2,000	1,343		1,343	32.9%
4101 Grounds Maintenance	165	3,675	12,000	8,325		8,325	30.6%
4104 Works contract 1, playgrounds	787	2,956	8,230	5,274		5,274	35.9%
4105 Works contract 2 -trees/hedges	1,290	1,660	2,730	1,070		1,070	60.8%
4106 Works contract 3 - small grnd.maint	230	490	1,890	1,400		1,400	25.9%
4107 Playground inspections	195	975	2,700	1,725		1,725	36.1%
4108 Miscellaneous expenditure	0	100	0	(100)		(100)	0.0%
Parks, Open Spaces/Playgrounds:- Indirect Expenditure	2,806	10,513	41,550	31,037	12,000	19,037	54.2%
Net Expenditure	(2,806)	(10,513)	(41,550)	(31,037)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	0	1,150	1,150			0.0%
1063 Income memory garden plaques	0	140	300	160			46.7%
1065 Income miscellaneous	160	880	0	(880)			0.0%
Amenities General:- Income	160	1,020	1,450	430			70.3%
4351 Seats and Notice Boards	0	0	1,500	1,500		1,500	0.0%
4357 Memorial benches	0	0	1,150	1,150		1,150	0.0%
4358 Memory garden plaques	0	0	300	300		300	0.0%
4360 Cafe concession	0	0	3,500	3,500		3,500	0.0%
Amenities General:- Indirect Expenditure	0	0	6,450	6,450	0	6,450	0.0%
Net Income over Expenditure	160	1,020	(5,000)	(6,020)			
Amenities:- Income	160	1,020	1,550	530			65.8%
Expenditure	3,203	11,810	49,100	37,290	12,000	25,290	48.5%



Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

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	2,051	10,814	11,000	186			98.3%
1002 Income - C Centre FIT payments	0	1,945	5,000	3,055			38.9%
1003 Income - C Centre mast rental	0	1,653	6,615	4,962			25.0%
Civic Building:- Income	2,051	14,411	22,615	8,204			63.7%
4401 General Repairs	95	225	2,000	1,775		1,775	11.2%
4402 Consumable Supplies	38	263	800	537		537	32.9%
4403 Equipment Maintenance	182	1,003	2,000	997		997	50.2%
4404 External/Internal Decorating	0	0	1,000	1,000		1,000	0.0%
4406 Refuse collection	25	533	1,200	667		667	44.4%
4407 Equipment	249	249	1,100	851		851	22.6%
4411 Rates	1,206	6,029	15,450	9,421		9,421	39.0%
4412 Water and Sewage	0	1,876	2,000	124		124	93.8%
4413 Electricity	0	341	3,825	3,484		3,484	8.9%
4414 Gas	59	896	4,875	3,979		3,979	18.4%
4419 Internal/external works	0	0	1,500	1,500		1,500	0.0%
Civic Building:- Indirect Expenditure	1,853	11,415	35,750	24,335	0	24,335	31.9%
Net Income over Expenditure	197	2,996	(13,135)	(16,131)			
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	2,051	14,411	22,615	8,204			63.7%
Expenditure	1,853	15,723	44,750	29,027	0	29,027	35.1%

13/09/2023

Telscombe Town Council

15:27

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
910 Earmarked Reserves							
9011 Park/Playground refurbishment	0	185	99,399	99,214		99,214	0.2%
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	160	840	2,601	1,761		1,761	32.3%
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	160	2,525	291,055	288,530	0	288,530	0.9%
Net Expenditure	(160)	(2,525)	(291,055)	(288,530)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	160	2,525	291,055	288,530	0	288,530	0.9%



AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	2 nd October 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 1.2

	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 undertaken. Feasibility study	AO & TC	Ongoing	ACC	July 2023

2023-24	2024 - 2025	2025-26	2026-27
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6	Climate Change Emergency - Activity for ACC and FC	Declare Climate Emergency and aim for TTC to become carbon neutral by 2030.	received & working group have agreed further investigations. BUDGET IMPLICATIONS				
			Deliver a number of initiatives through the committee system. Proposed Tree Planting scheme with residents unable to proceed due to underground services & same applies to planting of bushes as an alternative. Aim to replace any tree cut down as part of Chatsworth Park maintenance. Council will aim to not monoculture greenspaces and invest in diverse species. Advertise the solar panels savings in CO2 and clean energy generation in quarterly newsletter. Explore the opportunities to provide EV charging point(s) at Civic Centre. Civic Centre now a Water Refill point. BUDGET IMPLICATIONS	TC & AO		ACC & FC	Complete
			Single Use Plastics Policy adopted at Council meeting on 16.9.20. Joint working party set up with PeacehavenTC, as well as	CR	Ongoing	ACC	2023

Business Plan 2023/2027 - v 1.2

			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	
10	Civic Centre Sustainability	Explore ways of cost reduction	Look at energy supplies, boilers, solar panels and battery options. Energy supplies renewed for x2 years from July 2022. Ovesco	ACC/TC	Complete	ACC	

2023-24	2024 - 2025	2025-26	2026-27
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			<p>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>				
11	Telephone network upgrade	Digitise network.	<p>To explore and agree digitising telephone network before the 2025 switch off of analogue and ISDN. Considered at ACC meetings and recommendations taken to full Council in July 2023. Agreed at full Council to proceed with 36 month rental contract for cloud based phone system & new broadband line via Cloud, Voice & Data.</p>	TC, CC	March 2023	ACC/FC	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	2 nd October 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 16 new complaints raised since our last Committee meeting.

3. RECOMMENDATION

I recommend that the Committee note the complaints received and consider any further actions.

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
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.	Purchase Order issued to Aspen Treecare to cut back.	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.	16.06 - Aspen Treecare agreed to check trees and shrubs in this location whilst carrying out their tree survey in autumn. 13.09 - Resident emailed Cllr Robinson to advise Town Council ignoring her and she is forming a petition to have all trees pollarded due to not having a view and causing damage to walls and fences and asked for her thoughts. 15.09 - BB provided Cllr Robinson timeline of events and conf we advised resident we would provide a further update once arborist has taken a look at the area whilst carrying out their tree survey, which we expect to be in autumn. Chased Aspen Treecare for update on when this will be actioned.	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. 15.09 - BB asked Wander Coffee if they want to crowd fund and awaiting reply. This complaint will be closed as duplicate of complaint no 69.	Completed
61	22.06.2023	31.07.2023	Chatsworth Park	Trees	Trees and vegetation from Chatsworth Park are encroaching onto a property in Central Avenue.	Purchase Order issued to Aspen Treecare to cut back.	Ongoing
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.	Specification document sent out to contractors with deadline 29/09/2023. Awaiting quotes.	Ongoing
66	21.07.2023	02.10.2023	Chatsworth Park	Friendly Fox Signs	Interactive sign concerning badgers has incorrect information.	Passed to Friendly Fox who will alter the poster and reprint as soon as possible.	Completed
67	28.07.2023	02.10.2023	Chatsworth Park South Playground	Playground equipment	Resident called and conf her son was in the playground and slipped off the trim trail as 2 planks are loose.	28.07 - Repaired.	Completed
68	03.08.2023	02.10.2023	Chatsworth Park North Playground	Playground equipment	Resident reported a broken swing in the playground.	04.08 - Repaired.	Completed
69	31.07.2023	02.10.2023	Chatsworth Park	Anti-social behaviour	Wander Coffee advised another bench has been vandalised and has had to be removed.	15.09 - BB asked Wander Coffee if they want to crowd fund and awaiting reply.	Ongoing

70	14.08.2023	02.10.2023	Chatsworth Park	Anti-social behaviour	Resident phoned to say that he had been speaking to someone in the park who had told him that we were carrying out a squirrel cull. The person he spoke to had spoken to another resident who had seen someone with an air rifle and was told that he was licensed to do it.	Assured resident that we were not carrying out a squirrel cull and if he hears anymore about who was doing this to let us know as we would like to speak to them.	Completed
71	15.08.2023	02.10.2023	Chatsworth Park	Criminal Damage	Cllr O'Connor informed Town Clerk that another picnic bench next to Wander Coffee has been damaged.	15.09 - BB asked Wander Coffee if they want to crowd fund and awaiting reply. This complaint will be closed as duplicate of complaint no 69.	Completed
72	16.08.2023	02.10.2023	Chatsworth Park	Anti-social behaviour	Resident has heard that we have been culling the squirrels in the park, again this is third hand that a resident has spoken to a person with a shotgun who is licenced to do it.	Explained that we have definitely not agreed for a squirrel cull to be undertaken. Asked resident that if she can find out any further information to let us know.	Completed
73	24.08.2023	02.10.2023	Chatsworth Park	Anti-social behaviour	A resident informed us that a man with a gun was seen in Chatsworth Park	Asked resident to find out time the man was spotted so hopefully we can be up there to check it out as not approved by the Council and also said that if anyone else spots him to report to the police.	Completed
74	30.08.2023	02.10.2023	Chatsworth Park	Broken bollard	Bollard top of Kirby Drive in Chatsworth Park has broken	Obtaining quotes for replacement/removal.	Ongoing
75	30.08.2023	02.10.2023	Robert Kingan Playground	Litter	Contractor left a can of petrol in the playground and resident has picked this up and taken home.	We collected this from residents property and contractor collected from Civic Centre.	Completed
76	30.08.2023	02.10.2023	Robert Kingan Playground	Litter	Resident informed us that a jerry can of petrol left in playground.	Confirmed to the resident that we are on our way to collect it. Contracors later collected this from Civic Centre.	Completed
77	31.08.2023	02.10.2023	Chatsworth Park	Anti-social behaviour	Resident phoned to say that someone had defecated behind the ball wall and left a lot of tissue there as well.	Passed to LDC's environmental team and they agreed to clear.	Completed
78	01.09.2023	02.10.2023	Chatsworth Park	Anti-social behaviour	A young man exposed himself to a lady when walking her dog in Chatsworth Park and was masturbating	This was reported to the Police at the time. TTC informed for our information.	Completed
79	01.09.2023	02.10.2023	Chatsworth Park	Anti-social behaviour	A lady was smacked on the bottom by a young man in Chatsworth Park yesterday	This was reported to the Police at the time. TTC informed for our information.	Completed
80	12.09.2023	02.10.2023	Saltdean	Overgrown hedge	The hedge on twitten no 1 between Rodmell Avenue and Homebush Avenue is encroaching into the residents garden.	15/09 - Visited site and the hedge looks to have Russian Vine buried within, which is adding to the density. As it is not TTC's responsibility to cut the hedge back from residents properties, I will inform the resident accordingly.	Ongoing
81	21.09.2023	02.10.2023	Copse	Steps	Resident slipped on the wet steps and has asked for anti-slip measures to be added.	BB to investigate further.	Ongoing



AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	2 nd October 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.

Item 5.2 refers to adding more resting places and this was previously shown as completed as three picnic benches were installed by Wander Coffee. However, two have recently been vandalised & broken, so has been moved to 'ongoing' with an update provided on the attached spreadsheet. This brings the new breakdown to 8 completed items, 7 ongoing items and 1 closed item.

Items 4.1 and 4.2 recommend we carry out a rolling programme of improvement and maintenance of path surfaces around Chatsworth Park. Hailsham Road Ways provided a quotation which was considered at the previous Committee meeting & it was felt their costs were high. I was therefore asked to make contact with Hobarts who undertook work for Peacehaven Town Council and Cllr O'Connor also made contact with Chris Bibb at Lewes District Council regarding other potential contractors. I was not present at the last Committee meeting but can confirm that Hobarts were previously contacted and did not respond. Cllr O'Connor was provided a contact of Drivepoint and I have since made contact via email and telephone, but have not had any responses to my emails or voice mail messages. I have also contacted two other contractors. One has advised they are unable to assist at this stage as they are too busy and the other has also not responded to my messages.

3. RECOMMENDATION

I recommend the Committee note the information on the attached spreadsheet. I will also continue to investigate other alternative contractors for proposed works as indicated on items 4.1 and 4.2 and will raise this at November's Committee meeting.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

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

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

No. & Element	Current Situation	Recommendation	Update	Status
2.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled visitors.	Ensure that information about parking near the Park (i.e. street parking near the more accessible routes) and the location of any bus stops is made available in the Visitor Guide online.	As per 1.2	Completed
2.2 Arrival	There are several key points of entry around the park. An information board at these entries would help orientate people and inform their decision about where to go in the park. This should include a park map with the accessible features on it (as described in 1.2 above). At the moment there is one noticeboard at an entrance off Ambleside Avenue but this is information about TTC meetings etc.	Provide a map at the main entrances (near bus stops and in the car park and at other key entrances) to the park which shows the key features of the park such as steps, location of resting places, toilets and other facilities (where applicable), steepness of slopes, surface of paths, distances etc.	3 of the 4 information boards have been installed.	Ongoing
3.2 North Playground entrance from Kirby Drive	This entrance is opposite a well populated housing estate but there is no controlled crossing for residents crossing the road to the park.	Work with highways to explore the option of installing a controlled crossing from the housing side of Kirby Drive to the park side. This then will need to connect up with a route into the park (preferably as step-free one).	Agreed at A&CC 20/03/2023 to close item as ESCC do not have funding available and TTC do not have monies to take forward.	Closed

No. & Element	Current Situation	Recommendation	Update	Status
3.9 North Playground top entrance	The slope down from this entrance is steep which is a barrier for a step-free approach.	See 3.1. It is recommended that the mainstep-free route is changed as in 3.1.	3.1 recommendation: "a new step-free route with firm surface to be created to the north of the playground from further up Kirby Drive at the top west corner of the park parallel to the road but on the other side of the hedge to meet up on the level landing outside the yellow gate to the playground. Path to be min 1500m wide with minimum camber allowing for slight cross-fall to drain water." One estimate provided by Hailsham Road Ways to date. Several other contractors contacted but have not responded to telephone calls / emails.	Ongoing
3.12 Car Park entrance via Park Avenue	There is a small car park for the Park at the entrance off Park Avenue on the south west side of the Park. The surface of the car park is very uneven.	Carry out remedial work to the car park to create a firm and even surface. This surface also to be regularly maintained throughout the year.	This work was completed following the site visit for the Access Report but prior to receiving the report	Completed
3.13 Car Park entrance via Park Avenue	There are no designated accessible bays here. This may mean that Blue Badge holders are excluded from parking here on occasions.	Once the surface is level and even, mark out accessible parking bays as per guidance. The number of accessible bays should be min. 6% of the total number of spaces. Allocated bays to be as close as possible to pedestrian route(s) which have a firm and even surface.	Disabled parking sign now fixed to a post. White lines unable to be painted due to surface.	Completed

No. & Element	Current Situation	Recommendation	Update	Status
4.1 Path surfaces	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. Agreed to look at several locations north of the park. One estimate provided by Hailsham Road Ways to date. Several other contractors contacted but have not responded to telephone calls / emails.	Ongoing
4.2 Path widths	Most of the surfaced paths are approximately 1200 – 1500 mm wide, some slightly more or less. The resurfacing of paths provides an opportunity to widen them, where feasible.	Aim for a path width of 1800 mm on key routes, preferably 2000 mm. This allows two wheelchair users to pass each other or two pedestrians to walk side by side. A width of 1500 mm allows for a wheelchair user and a pedestrian to be alongside each other. A width of 1200 mm allows space for a wheelchair only. Where paths are necessarily narrower than 1800 mm ensure there are regular passing places. These should be 2000 mm long and 1800 mm wide and located within direct sight of another passing place or at a maximum distance of 25 m – whichever is closer.	A rolling programme will need to be investigated alongside item 4.1	Ongoing
5.2 Resting places elsewhere	There are some seats at different points within the Park, but not that many. These tend to be plain benches or, in the Memorial Garden, seating with backrests and armrests.	Together with the seating beside the main paths, explore other areas around the Park to install seating. This is something that could be done in consultation with local community groups. Consider locations for their sensory interest such as views, sounds, planting as well as some with shade and some with sun. The locations may have soft landscaping on the approach to complement the seating beside the paths.	Three benches have since been added to the grassed area by the car park, near to the café concession. <i>Aug 2023 - 2 benches have since been destroyed by vandalism so status changed back to ongoing whilst we investigate potential replacement.</i>	Ongoing

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

No. & Element	Current Situation	Recommendation	Update	Status
11.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled parents/carers wishing to use the Playground with their children.	Ensure that information about parking near the Playground (i.e. street parking) and the location of any bus stops and public toilets is made available in the information online.	As per 1.2	Completed



AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	2 nd October 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) is provided at all Committee meetings.

2. INFORMATION

A copy of the most recent report has been emailed out but will not be sent due to its length. There are 61 items listed, although 2 have been completed.

For the remaining findings, please note the following:-

Monitoring – There are 20 separate findings which relate to cracks in play equipment and picnic tables/benches and gapping between the wet pour. I am measuring the cracks to the wooden items regularly and these are increasing with the hot weather we have recently experienced. I am expecting the cracks to reduce over the colder, damper winter months. However, two of these items are medium risk and I believe several more could cause a toggle entrapment, so we will need to consider how we look to deal with these items in the future. If we use wood filler, this could cause further issues in the long run as wood naturally expands and contracts. The gapping to the wet pour is also increasing and previous repairs undertaken have been expensive.

Obtaining prices – There are 36 items where we are trying to obtain prices for repair. The person we have used previously is on long term sick leave and we are not sure if he will be able to carry out any works on his return. I am struggling to find anyone who will quote for the work although there are several I can action myself. Some general surface work could be undertaken by gardening companies and I will be contacting these going forward.

Miscellaneous – There are 2 items relating to graffiti. One is situated on wet pour in Robert Kingan Playground and one is on the wooden post to the infant swings in Chatsworth Park South Playground. Neither are offensive but we are unable to remove the graffiti from the wet pour at all and can only remove the graffiti from the wooden post if we sand it down. The remaining item refers to tree roots under the group swing and as this is low risk, we should look to move this piece of equipment when next undertaking a refurb in the playgrounds.

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 currently has a balance remaining of £1,300.



AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	2 nd October 2023
SUBJECT	To discuss results from the playground surveys and possible refurbis

1. INTRODUCTION

At the last Committee meeting, Councillors agreed to consult with residents regarding the three Town Council owned playgrounds; Chatsworth Park North and Chatsworth Park South in Telscombe Cliffs and Robert Kingan Playground in East Saltdean. A survey was published via 'Survey Monkey' with a deadline for responses of 10th September.

2. INFORMATION

The Admin Assistant has collated the responses for each playground giving us an indication of how the public feel about our playgrounds - see attached documents.

At Chatsworth Park North playground, it was felt that the the equipment needed more variety and was not so suitable for younger children. Residents wanted to see trampolines, balance beams and more seating.

For Chatsworth Park South playground, the climbing equipment and slide were popular items and there were a couple of comments with regards to the group swings positioning under the trees. Residents would like to see more inclusive items and slides.

Responses for Robert Kingan playground were generally positive and most people felt there was a good variety. Several equipment pieces were mentioned when asked what items respondents would like to see in the playground. Things liked least was the amount of grafitti, the age of equipment and suitability.

In all three playgrounds the preferred materials for equipment were wood and other natural materials. However, the recent wooden items installed in our playgrounds have developed large cracks, which are being raised as low or medium risks in our weekly playground reports.

3. RECOMMENDATION

That the Committee note the results and they be kept on file for when we decide to undertake a future playground refurbishment. Unfortunately I do not think we can investigate potential refurbishments at this stage due to the costs involved and Officers time.

4. ENVIRONMENTAL IMPACT

Playgrounds encourage physical activity and increase motor development skills.

5. FINANCIAL IMPLICATIONS

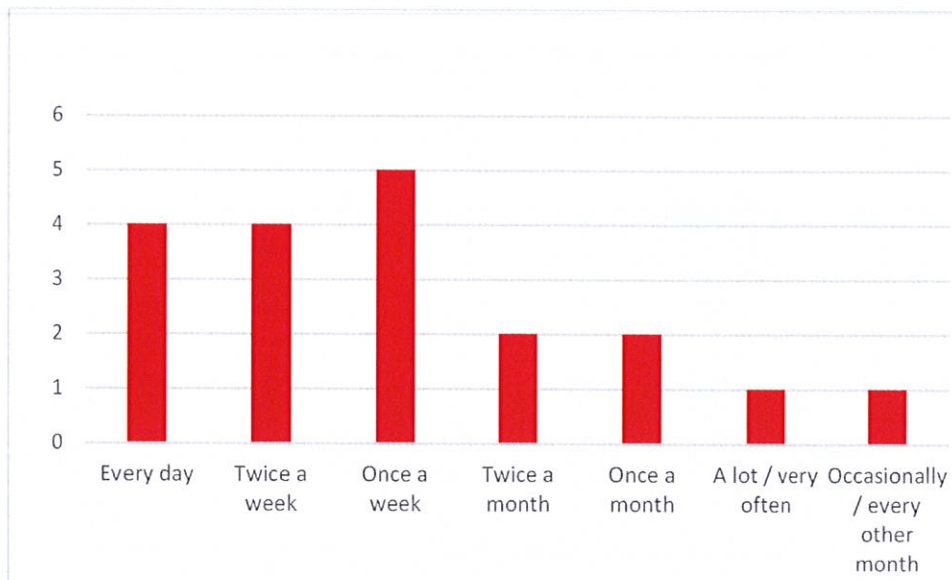
We have an earmarked reserve of £99,000 to go towards refurbishment of the 3 playgrounds. Depending on how many items are replaced etc, the Town Council would need to apply for a grant for some of the work to be carried out.



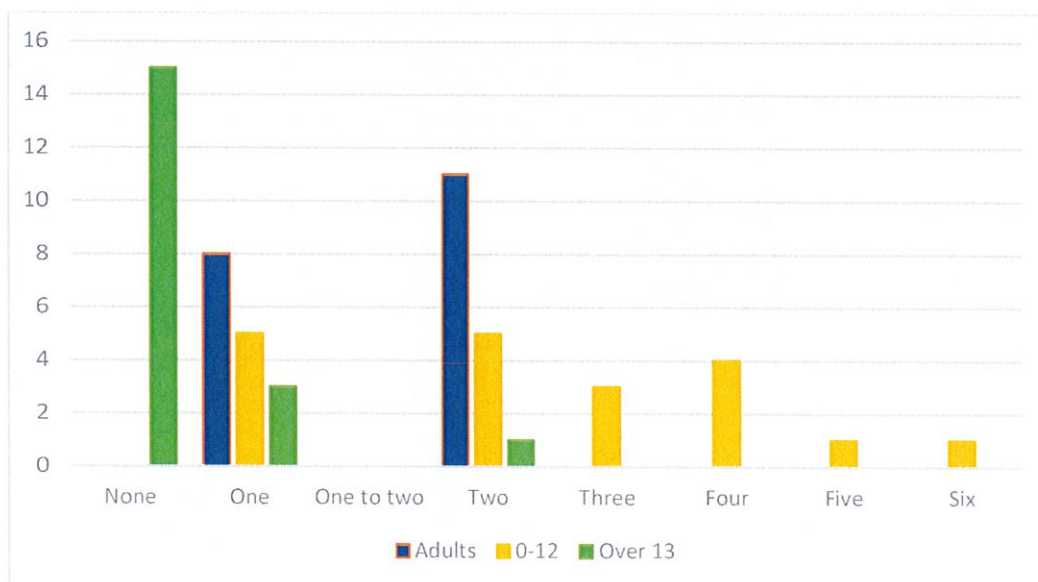
Chatsworth Park North Playground Consultation – August 2023

Twenty surveys were returned and the responses are summarised below. Not all respondents answered all the questions, and some questions have more than one answer.

Q1. How often do you visit the playground?



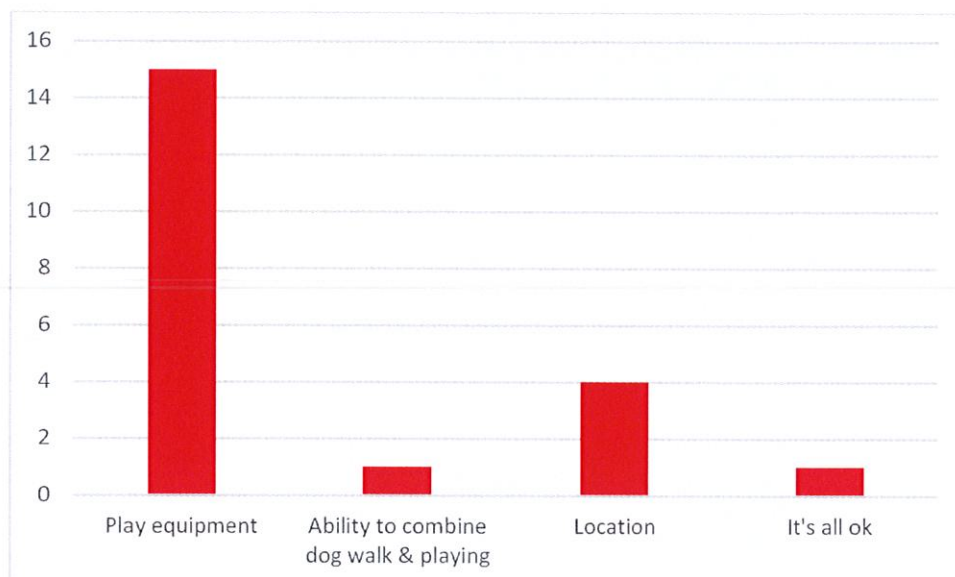
Qs 2-4. On an average visit, how many adults, children 0-12, children over 13 are in your group?



Q5. What is your main reason for visiting?

All responses along the lines of to play, get fresh air and/or meet friends

Q6. What do you like most about the playground?



Q7. What do you like least about the playground?

Park overall:

Lack of natural materials	1
Not enough seating in shade	1

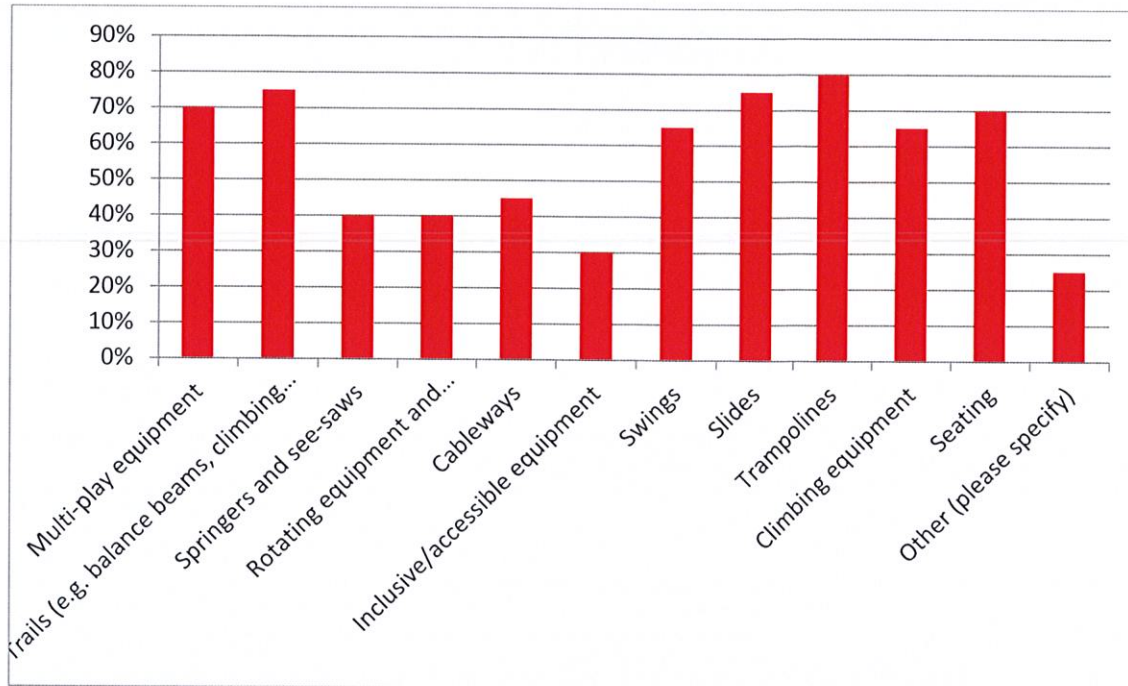
Equipment:

Age	2
Need more variety	7
Suitability	1

Specific items mentioned:

The large climbing frame	2
Bikes	1
Fake grass floor	1
Swings	1
Zip wire	1
The rocks next to the slide are a safety issue	1
Not enough swings	1
More climbing equipment needed	1
A long trail run needed	1
No monkey bars	1
No baby swing	1
No slide	1
No water play for hotter weather.	1
No sand pits, musical toys equipment	1
Not enough for older children - it's for 3-6 year olds	1
Not much there for children to play on	1
It's dated and not much to do	1
It could do with newer parts / up to date	1

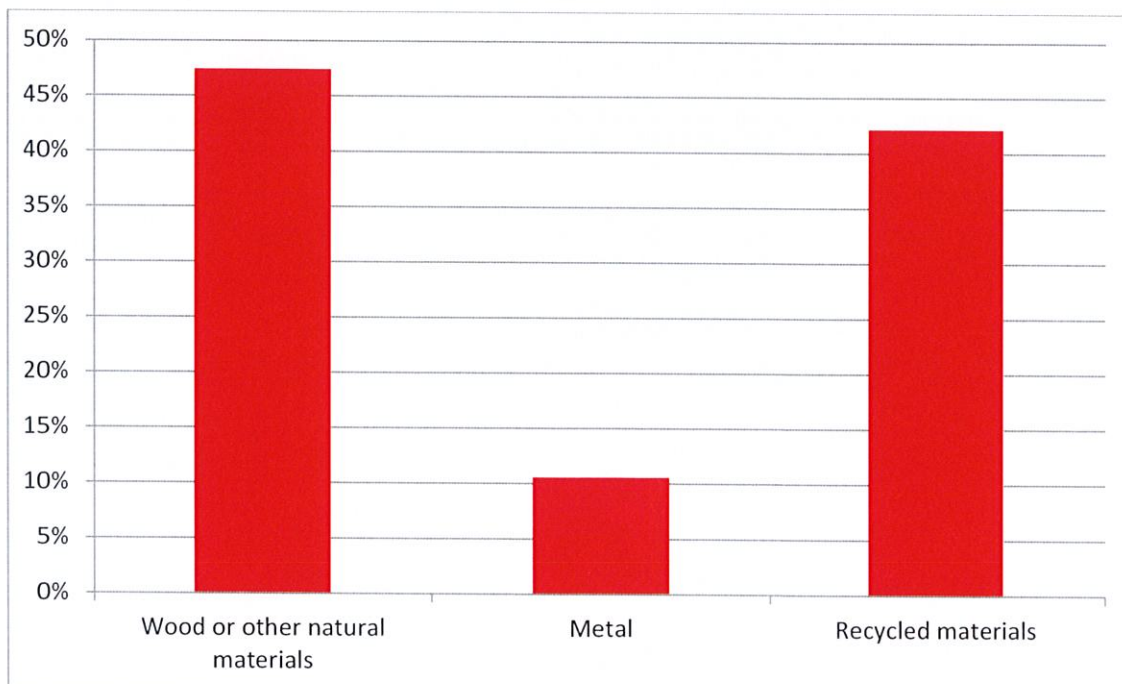
Q8. What type of equipment would you like to see in the playgrounds? Please select all that apply



Other (please specify):

- Monkey bars
- Water play/sprinklers
- Better quality sports court
- Augmented reality, scan QR code to make birds appear, animals appear etc.
- Sandpit, trampolines

Q9. What type of materials would you like used for the playgrounds?



Q10. Comments or further suggestions

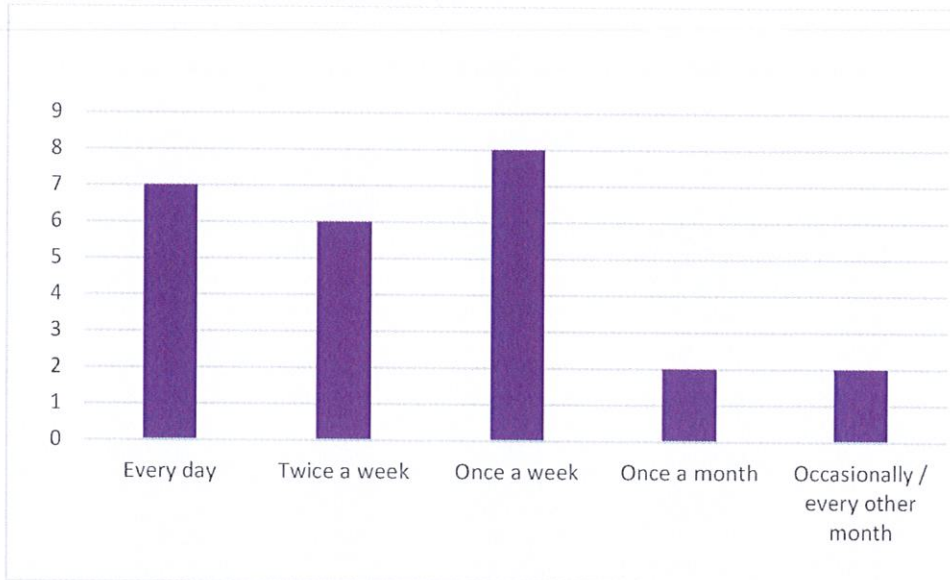
- The metal benches like in Saltdean and Salts in Seaford are good and won't get ruined or burned etc
- We need monkey bars too
- In terms of materials, whatever is going to last the longest without showing signs of wear!
- Could do with better equipment for younger children.
- This park isn't good when you have mixed age children - it's good for older children, but there's very little for smaller children and it's not very safe. It would be good to have a mixture (e.g some baby swings / play structure)
- We love this playground, it's the safer one out of the two Chatsworth playgrounds, especially for younger ND children.
- I would however suggest removing the side gate which accesses Kirby Drive and leave the top gate that accesses Chatsworth Park.



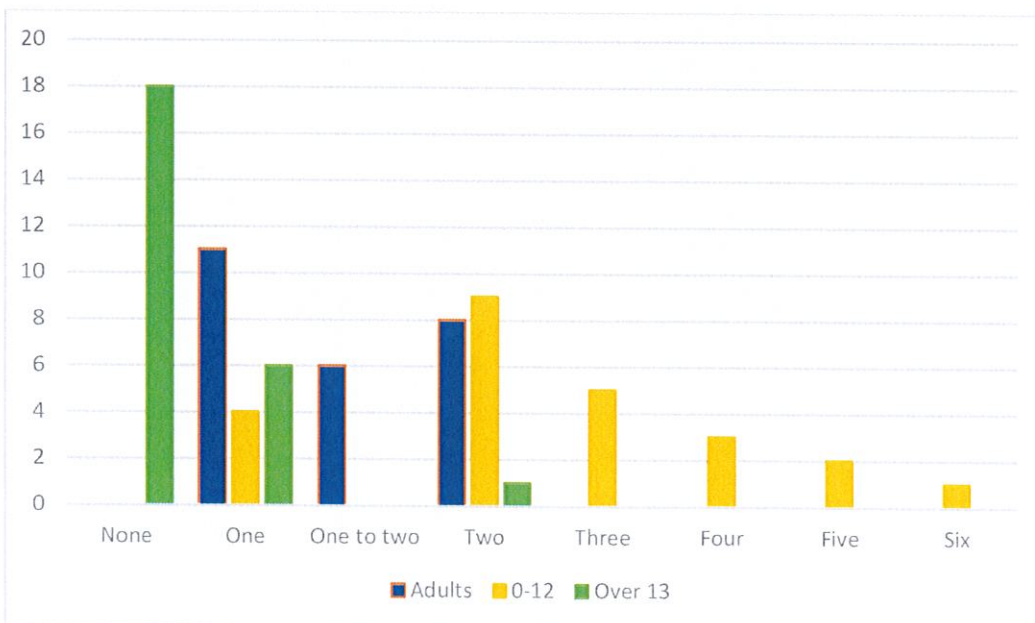
Chatsworth Park South Playground Consultation – August 2023

Twenty six surveys were returned and the responses are summarised below. Not all respondents answered all the questions, and some questions have more than one answer

Q1. How often do you visit the playground?



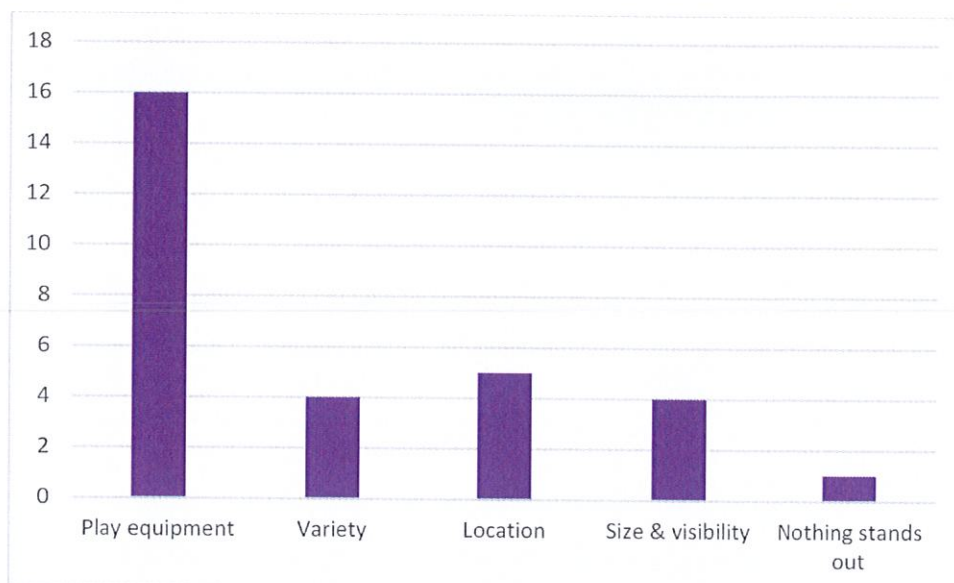
Qs 2-4. On an average visit, how many adults, children 0-12, children over 13 are in your group?



Q5. What is your main reason for visiting?

All responses along the lines of to play, get fresh air and/or meet friends

Q6. What do you like most about the playground?



Q7. What do you like least about the playground?

Park overall:

Litter	1
Grass areas aren't well maintained	1

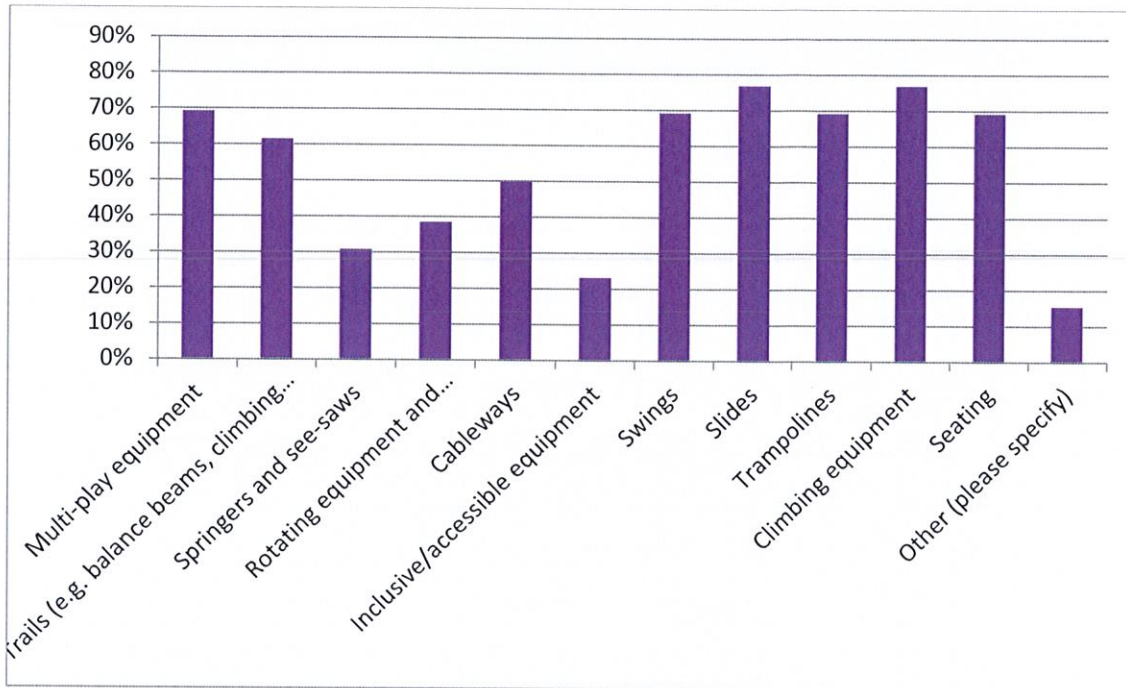
Equipment:

Age	2
Bird poo on swing	3

Specific items mentioned:

Roundabout/big spinning disc - one massive accident waiting to happen	2
Basketball area	2
No toilet facilities	1
Large climbing frame	1
Spring motor bike, duck etc	1
Train	1
Low fence to football area means lots of lost balls	1
Need more picnic benches	2
Not much for children to play on	2
Not enough for primary age children	2
Some of the climbing frames are a bit odd	1
No sand pit replaced after it was damaged	1
No water play for hotter days.	1
Lack of big slide	1
Broken equipment	1

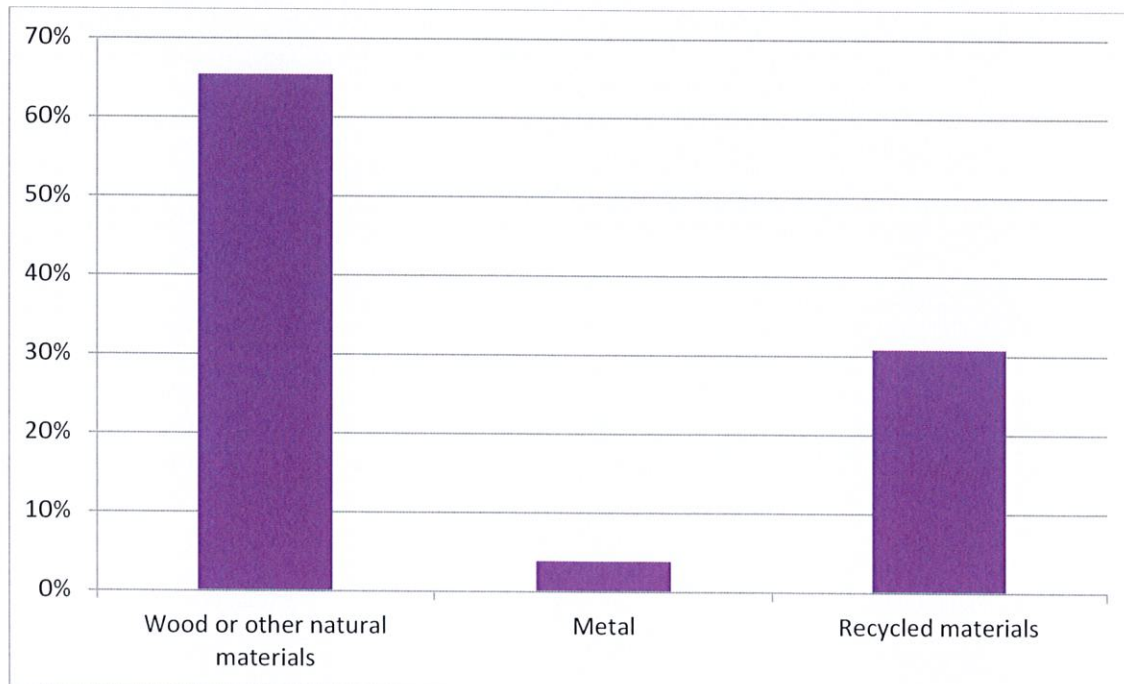
Q8. What type of equipment would you like to see in the playgrounds? Please select all that apply



Other (please specify):

- Sand pit. play house. Tire swing. Better and bigger football court. Water play.
- Toilet
- Water play/sprinklers
- Sandpit

Q9. What type of materials would you like used for the playgrounds?



Q10. Comments or further suggestions

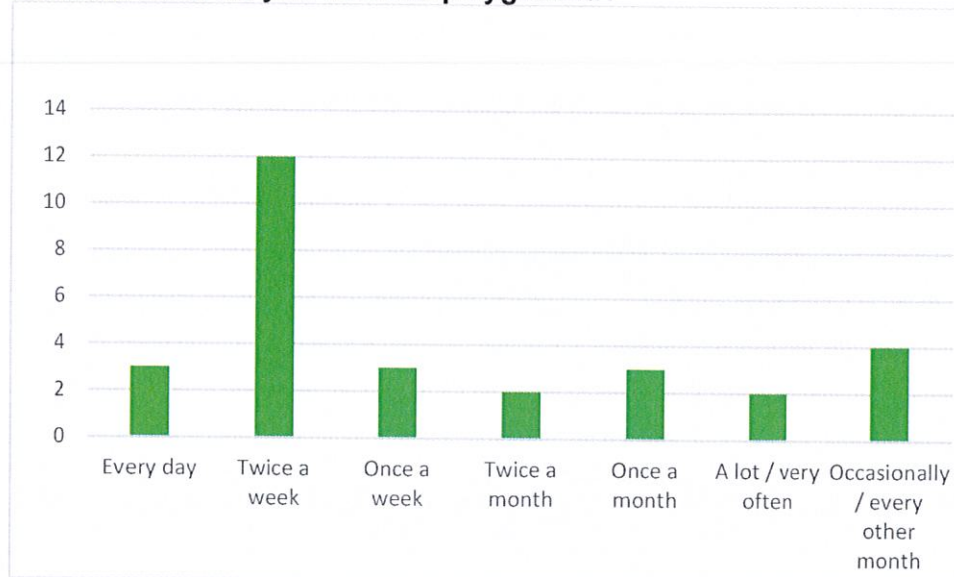
- Keep the parks open for everyone. Also think about kids with disabilities
- We like the park thank you
- The park needs shade space for the summer and toilets
- Monkey bars
- The playground is nice but quite dated. Be nice to have a MUGA, instead of just a half court basketball area. Or replace and fix the grass and football post by the car park
- Could do with bigger slides for older children, musical play areas like big drums, xylophones
- What you have is good but adding a larger slide with attached climbing equipment would be good
- We usually avoid this playground as my 4 year old is ND, SEN and he absolutely does not see the danger of running at the big spinning disc when it's in use which is at head height!
- A bigger slide, preferably not in the shade, maybe a sandpit with a house like they are installing at the Saltdean Oval park playground, zip wire



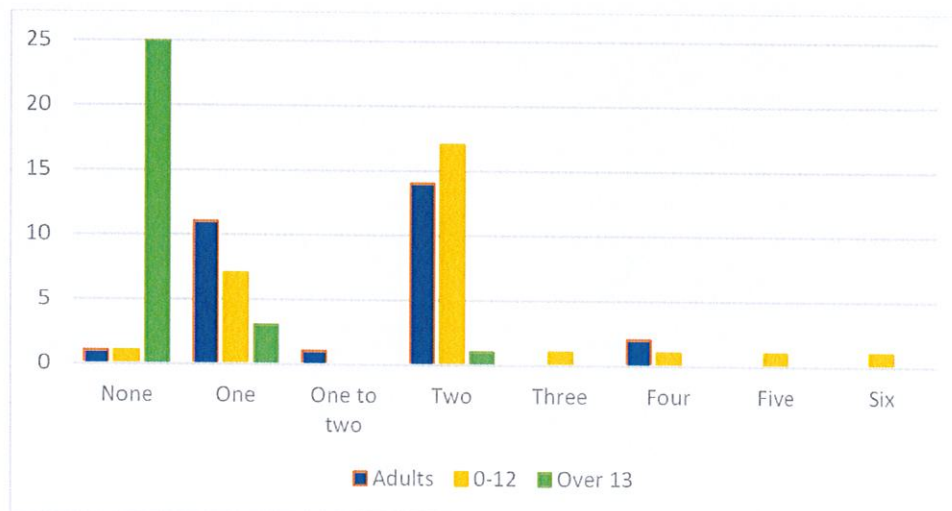
Robert Kingan Playground Consultation – August 2023

Thirty surveys were returned and the responses are summarised below. Not all respondents answered all the questions, and some questions have more than one answer.

Q1. How often do you visit the playground?



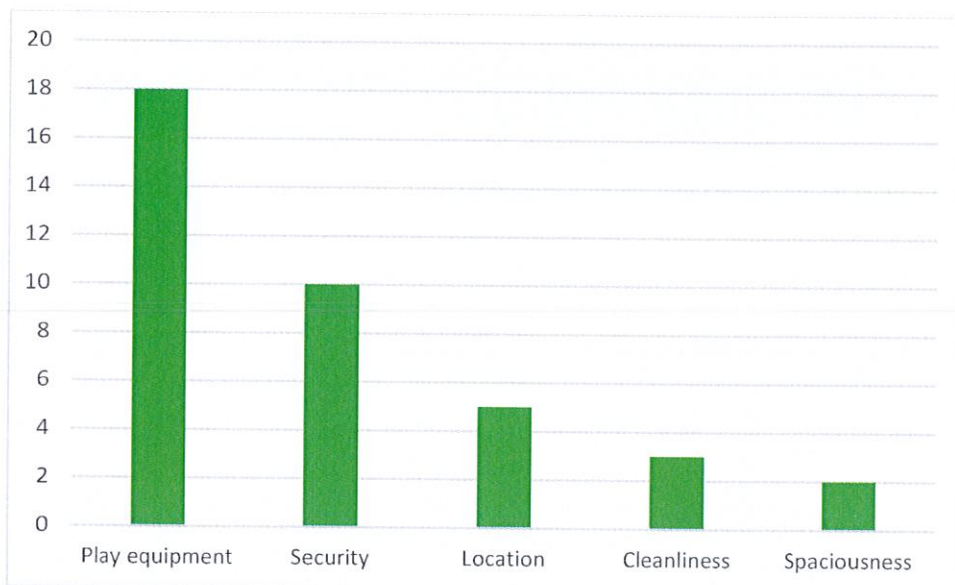
Qs 2-4. On an average visit, how many adults, children 0-12, children over 13 are in your group?



Q5. What is your main reason for visiting?

All responses along the lines of to play, get fresh air and/or meet friends

Q6. What do you like most about the playground?



Q7. What do you like least about the playground?

Park overall:

General cleanliness/litter/graffiti	4
More benches in shade	1
No lights	1
No public toilet	1
There are blind spots	1
Older teens use it in the evenings	1

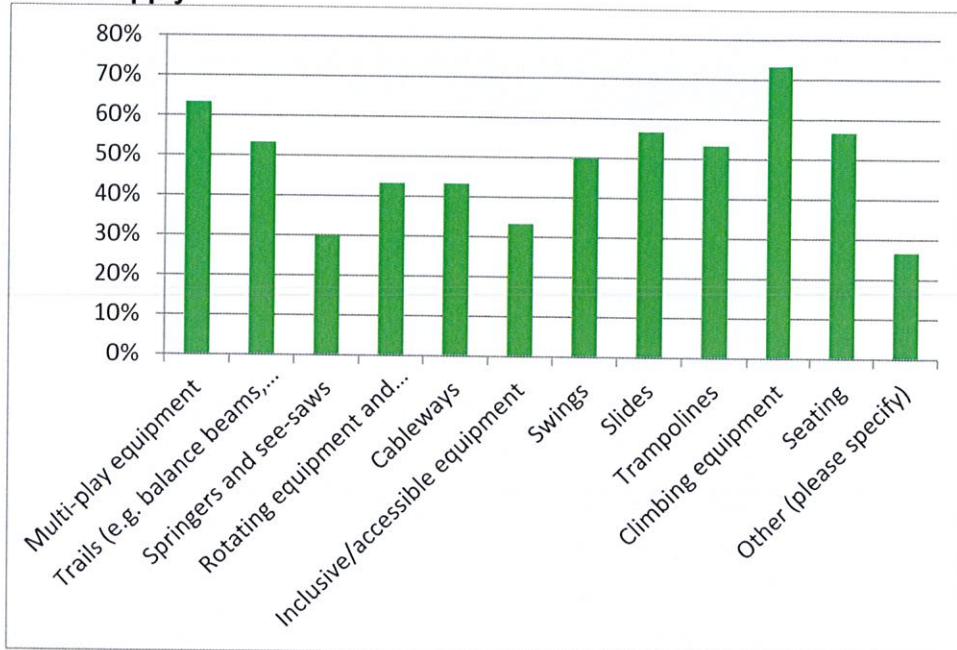
Equipment:

Age	4
Maintenance	2
Need more variety	4
Suitability	4
Cleanliness	1

Specific items mentioned:

Roundabout	1
Spring bike	1
Wood spring platform	1

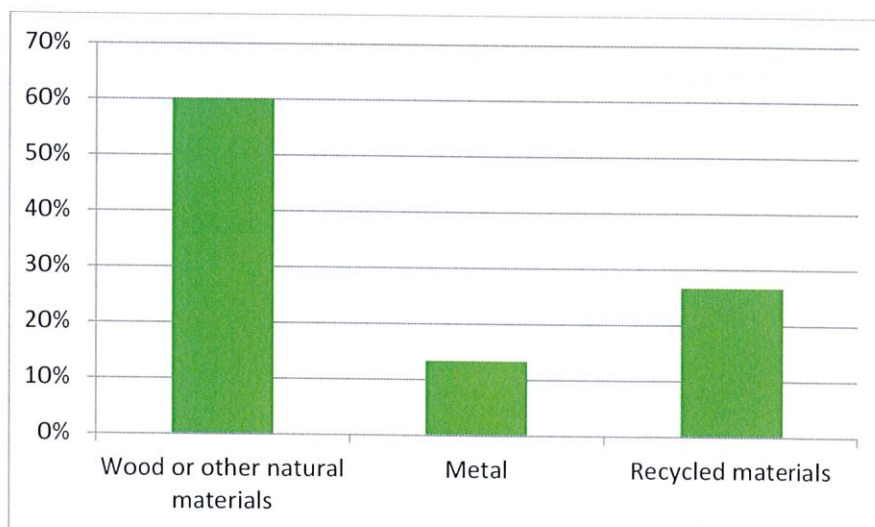
Q8. What type of equipment would you like to see in the playgrounds? Please select all that apply



Other (please specify):

- Outdoor gym equipment
- Fitness equipment for adults.
- Bike racks, space for ball sports, small skateboard/scooter area
- Sand pit
- Zip line
- Football goals
- More tarmac space for basketball
- Monkey bars

Q9. What type of materials would you like used for the playgrounds?



Q10. Comments or further suggestions

- Speaking to other parents and grandparents, fitness equipment would be an amazing opportunity for the grownups to exercise whilst looking after their children.
- Thank you for investing in our children and young people!
- More for smaller children
- Leave the park alone. If it's not broken don't try and fix it.
- It's a great park and it's well kept. It's appropriate for the target age group.
- The big swing is really noisy and squeaky and the other swings are really rusty and stains people's clothes + there not wide enough
- "Regarding the above question there is no easy answer. Whatever can be recycled. Wood is good but vulnerable to coastal conditions. Metal might last longer but what has a lesser environmental impact in being made, constructed then removed in future? And what is good for kids. Wood can splinter but easy to climb in all weathers. Metal can be slippery or very hot in the sun.
- No plastic grass please. Even recycled plastic or recycled tyres are not proven safe.
- More benches for grown ups please! "
- Monkey bars
- Have a small area where dogs can sit with owners whilst watching children play
- It's a lovely little playground and the council are very quick to fix things that have been graffitied on but perhaps consultation on what climbing frames are appropriate for children might be helpful?
- I think it has most play equipment covered - swings, slides, trampoline, balancing equipment etc
- It's a wonderful local park, great to see further investment on the way.
- Parent/baby swings would be amazing addition



AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	2 nd October 2023
SUBJECT	To consider draft grounds maintenance contracts April 2024 to March 2027

1. INTRODUCTION

At the Amenities & Civic Centre Committee meeting on 5th June, it was agreed to start a new tender process for the grounds maintenance contracts starting April 2024, with new contracts being drawn up via a working group consisting of Cllr's Clarkson, Gallagher, O'Connor, the Town Clerk and the Amenities Officer.

2. INFORMATION

The working group have now met and made some additions/amendments to the three grounds maintenance contracts, which have been emailed over to Councillors but not included within the papers for this meeting as they are quite lengthy. Pictures and maps have been included, as well as 'what3words' locations to help identify specific areas. We have also stipulated under the conditions of the three contracts that if Telscombe Town Council receive any complaints directly, we will forward the concerns to the contractor and request a full response within 14 days.

Contract 1: Chatsworth Park and Playgrounds – covers works for the three Council owned playgrounds (Chatsworth Park South and North and Robert Kingan Playground) and inside Chatsworth Park. This work is currently being undertaken by Countrymans Contractors. There are several additions to the previous contract; a) strim around pathways and steps to define a clear edge, b) spray paving slabs around memory garden with weed killer, c) 1 metre border cuts to wildflower areas off Kirby Drive, Manor Drive and Ambleside Avenue, d) clean bird droppings from group swing at Chatsworth Park South playground and e) cut nettles and brambles back at Chatsworth Park South Playground. The planting of the memory garden and grass cut of the wildflower bank have been removed from the contract as these items will be undertaken by volunteers going forward. The working group also increased some of the current activities; a) clearance of leaves and debris from pathways in the park have increased from 6 to 9 times a year, to include all winter months, b) emptying of the litter bins within Chatsworth Park has increased from once a week to twice a week, c) litter picks in the park have increased from summer months to every month and there was an additional dog bin installed on the Tye in May 2022 that requires emptying.

Contract 2: Hedge & Tree Cutting – covers the maintenance of overhanging trees, hedges and vegetation in Chatsworth Park, The Copse, Robert Kingan Playground and Ashurst Avenue. This work is currently being undertaken by Countrywide Grounds Maintenance. There are a few additions to the previous contract; a) cut back of tree branches along pathway at Pigs Hill and cut back vegetation 1 metre around street lights, b) cut back

vegetation by 1 metre at Ambleside Avenue, c) cut back vegetation from park to fence line of houses 99 to 121 Central Avenue, d) cut back vegetation from park to fence line of houses 8 and 9 Bridle Way, e) cut back vegetation from park to fence line of houses 12 and 14 Manor Drive, f) cut back vegetation from park to fence line of 27 Kirby Drive, g) cut back vegetation on pathways leading up to the Tye from Ashurst Avenue (currently included within contract 3), h) spray weeds between steps with weed killer on pathways leading up to the Tye from Ashurst Avenue, i) cut back any vegetation to the southern boundary of the Copse, bordering 2a Bus Close and 83 Telscombe Cliffs Way and j) reduce the height of the tree branches on the northern side of Robert Kingan Playground, making sure the BT cables are cleared. There have also been several amendments to this contract; a) arisings to be removed on the hedge cuts at Chatsworth Park North and Robert Kingan Playground, b) the vegetation cut back from the roadside at Ashurst Avenue has reduced from 1.5 metres to 1 metre, c) the hedge cut at Robert Kingan Playground now specifies the cut to be undertaken to all sides and top of the hedge and d) cut back of overhanging branches at Robert Kingan Playground now specifies up to 3 metres high.

Contract 3: Small Works Ground Maintenance – covers maintenance to the outside of the Civic Centre, local twittens and the grass verge bordering Gorham Way and Telscombe Tye. This work is currently being undertaken by Countrywide Grounds Maintenance. There has been one addition which is to cut the edges of the grass at the Civic Centre in line with the pavement. The contract now specifies that the hedge cut at the Civic Centre is to be undertaken to all sides and top of the hedge. Lastly, we have removed the planting and weeding of the boat at the Civic Centre and the vegetation cutback to pathways leading from the Tye to Ashurst Avenue (now included within contract 2).

The current contracts are all due to end in March 2024 so a new tender process will need to be taken forward now, with new contractors being confirmed by early January 2024.

3. RECOMMENDATION

It is recommended that the Committee consider the three draft contracts before a tender process is started.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

When setting budgets for the 2023/24 financial year, the additional works included within the new contracts will have to be taken into consideration. Unfortunately, we will not have tender costs returned by that time, so the costs will have to be estimated. They will, however, be greatly increased over the last 3 years.



TELSCOMBE TOWN COUNCIL



Contract 1

Chatsworth Park and Playgrounds

April 2024 to March 2027

Introduction

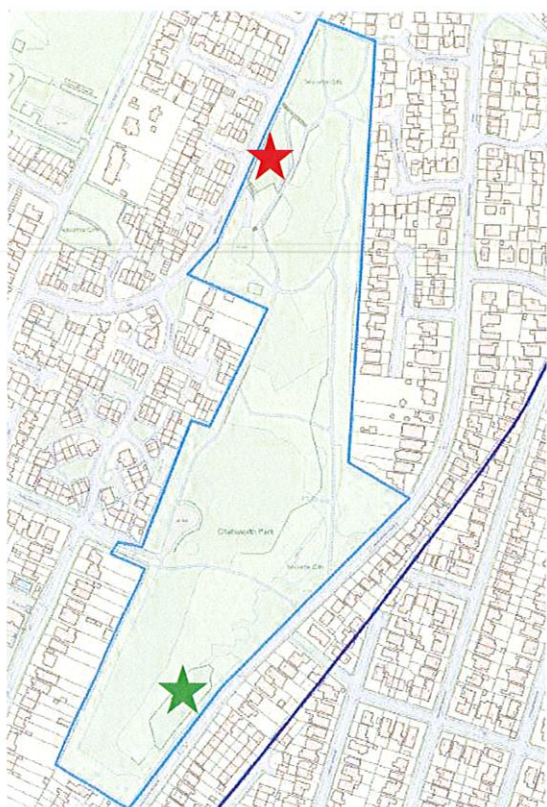
The attractiveness of our public realm has a direct influence on the success of our campaigns to promote culture and leisure, improve people's health, reduce crime and anti-social behaviour, tackle climate change, and attract visitors, new residents and inward investment into our Town. It's important,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

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

General Aims of the Town

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

Specification of Works: Chatsworth Park, Telscombe Cliffs



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

For the purposes of this contract we have separated the park into three areas:-

Chatsworth Park - all grass land between Ambleside Avenue and Kirby Drive, memory garden, landscaped areas and car park.

Chatsworth South Playground ★
Located west side at Ambleside Ave.

Chatsworth North Playground ★
Located east side at Kirby Drive.

Chatsworth Park	Quantity	Frequency	Cost per visit	Cost P.A.
Carry out grass cutting – 1st April to 31st October	7	1 per month – at least 21 days in between		
Carry out grass cutting – December and February	2	1 in December & 1 in February		
Strim around all pathways & steps to define a clear edge – 1st April to 31st October	7	1 per month – at least 21 days in between		
Clear leaves and debris from all paths throughout park – 1st April to 31st March	9	April, June, August, Oct, Nov, Dec, Jan, Feb & March		
Empty 11 joint litter/dog waste bins throughout park 1st April – 31st March	104	2 per week – Monday & Friday		
Litter pick entire park - 1st April – 30th March	12	1 per month, minimum 21 days between		
Sub-total				

Chatsworth Park Memory Garden	Quantity	Frequency	Cost per visit	Cost P.A.
Grass cut & strim around path & posts of memory garden – arisings to be removed - 1 st April to 31 st October (area CP1 below)	14	2 per month – minimum 21 days in between		
Spray paving slabs around memory garden with weed killer (area CP1 below)	2	Spring & Autumn		
Chatsworth Park memory garden sub-total				

Area CP1 (Chatsworth Park – Memory Garden)



What3words: ///jaws.establish.theory

Chatsworth Park – wildflower area off Kirby Drive	Quantity	Frequency	Cost per visit	Cost P.A.
Carry out 1 metre border cut to the wildflower section bordering Kirby Drive – 1st April – 31st October (area CP2 below)	7	1 per month – at least 21 days in between		
Carry out 1 metre border cut to the wildflower section bordering Kirby Drive – December and February (area CP2 below)	2	1 in December & 1 in February		
Chatsworth Park – wildflower area off Kirby Drive sub total				

Area CP2 (Chatsworth Park – wildflower section bordering Kirby Drive)



What3words: ///desk.call.nightcap

Chatsworth Park – wildflower area off Manor Drive	Quantity	Frequency	Cost per visit	Cost P.A.
Carry out 1 metre border cut to the wildflower section bordering Manor Drive – 1st April – 31st October (area CP3 below)	7	1 per month – at least 21 days in between		
Carry out 1 metre border cut to the wildflower section bordering Manor Drive – December and February (area CP3 below)	2	1 in December & 1 in February		
Chatsworth Park – wildflower area off Manor Drive sub total				

Area CP3 (Chatsworth Park – wildflower section bordering Manor Drive)



What3words: ///processes.marker.stops

Chatsworth Park – Wildflower area off Ambleside Avenue	Quantity	Frequency	Cost per visit	Cost P.A.
Carry out 1 metre border cut to the wildflower section bordering Ambleside Avenue – 1 st April – 31 st October (area CP4 below)	7	1 per month – at least 21 days in between		
Carry out 1 metre border cut to the wildflower section bordering Ambleside Avenue – December and February (area CP4 below)	2	1 in December & 1 in February		
Chatsworth Park – wildflower area off Ambleside Avenue sub total				

Area CP4 (Chatsworth Park – wildflower section bordering Ambleside Avenue)



What3words: ///foreheads.closed.lace

Specification of Works: Chatsworth Park South Playground, Telscombe Cliffs



Chatsworth Park South Playground is located on the east side of the park off Ambleside Avenue, Telscombe Cliffs. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular with local residents and is used throughout the year. The playground measures approximately 1500m².

Chatsworth Park South Playground	Quantity	Frequency	Cost per visit	Cost P.A.
Carry out grass cutting – 1st April to 31st October	7	1 per month – at least 21 days between cuts		
Full litter pick and emptying bins – 1st April to 31st March	52	1 per week – Monday		
Additional full litter pick and emptying of bins – 1st April to 31st October	31	1 per week – Friday		
Sweep entire playground area – remove debris, twigs and leaves – 1st April to 31st March	12	1 per month – at least 21 days between		
Jet wash wet pour surfacing to prevent build-up of moss	2	October & February		
Clean bird droppings from round group swing seat	52	1 per week – Monday		

Chatsworth Park South Playground	Quantity	Frequency	Cost per visit	Cost P.A.
Cut nettles and brambles back by 1m on west side of playground perimeter adjacent to green metal fencing (area CP5 below)	2	Spring & Autumn		
Chatsworth Park South Playground sub total				

Area CP5 (Chatsworth Park South Playground – nettles along west perimeter)



What3words: ///product.hunk.vesting

Specification of Works: Chatsworth Park North Playground, Telscombe Cliffs



Chatsworth Park North Playground is located to the northwest of the park and is situated next to Kirby Drive, Telscombe Cliffs. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular with local residents and is used throughout the year. The playground measures approximately 1500m².

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

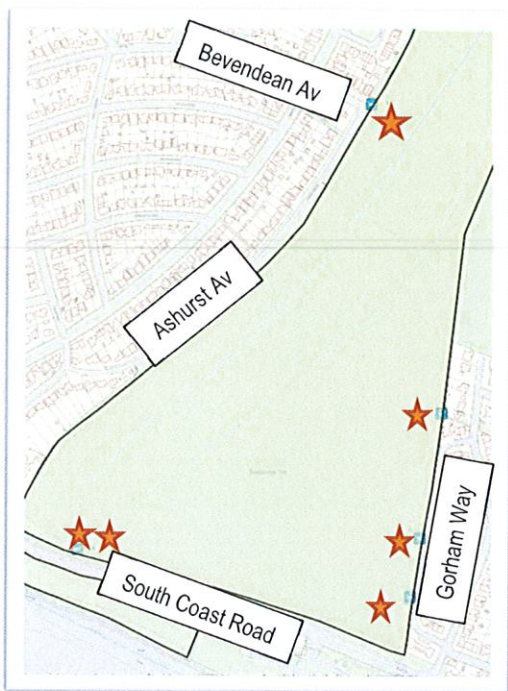
Specification of Works: Robert Kingan Playground, East Saltdean



Robert Kingan Playground is located next to Bannings Vale in East Saltdean. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular with local residents and is used throughout the year. The playground measures approximately 2300m².

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

Specification of Works: Telscombe Tye, Telscombe Cliffs



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

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

There are 6 dog bins, which are highlighted by an orange star on the map. Three on the east are off Gorham Way, two off the A259 South Coast Road and one is at the junction of Ashurst Avenue and Bevendean Avenue, East Saltdean.

Telscombe Tye	Quantity	Frequency	Cost per visit	Cost P.A.
Empty 6 dog bins at southern half of Telscombe Tye as shown on the map	52	1 per week		
Telscombe Tye total				
OVERALL CONTRACT TOTAL P.A.				

Signed _____ Date _____

On behalf of contractor

Signed _____ Date _____

On behalf of TTC

Grass Cutting

General

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

Areas where mowers cannot cut and/or around obstacles (e.g. playground equipment, hedges, bins, etc.), will be cut by strimmer to obtain a uniform appearance over the whole area.

Machinery

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

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

Liability

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

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

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

Height of Grass

During growing season the maximum height of grass should be 80mm and the minimum should be 40mm. The maximum height identified is the highest permitted length that the grass is allowed to grow to. Any grass beyond this level will be deemed to be a "default in performance".

Grass Seeding

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

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

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

All paths

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

Litter

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

Grass cuttings

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

Edging

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

Frequency

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

Inclement weather

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

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

Litter Bins

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

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

Litter Clearance

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

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

The Contract

Liability of the Contractor

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

Insurance

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

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

Customer Services

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

If the Town Council receive any complaints direct, they will forward the concerns to the contractor and request a full response within 14 days.

Default in Performance

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

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

Notices

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

Arbitration

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

Contract

The Council seeks to appoint a Contractor for a period of three years from 1st April 2024 to 31st March 2027, with the option of an additional year, subject to approval from the Council.

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

Once the tender has been submitted all prices will be valid for 90 days while the Council undertakes the appointment of a Contractor. It is intended to finalise the contract at the beginning of January 2024 with a view of work commencing on 1st April 2024.

Contractor Requirement

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

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

We also ask that the Contractor provides a weekly report with photos of the work undertaken.

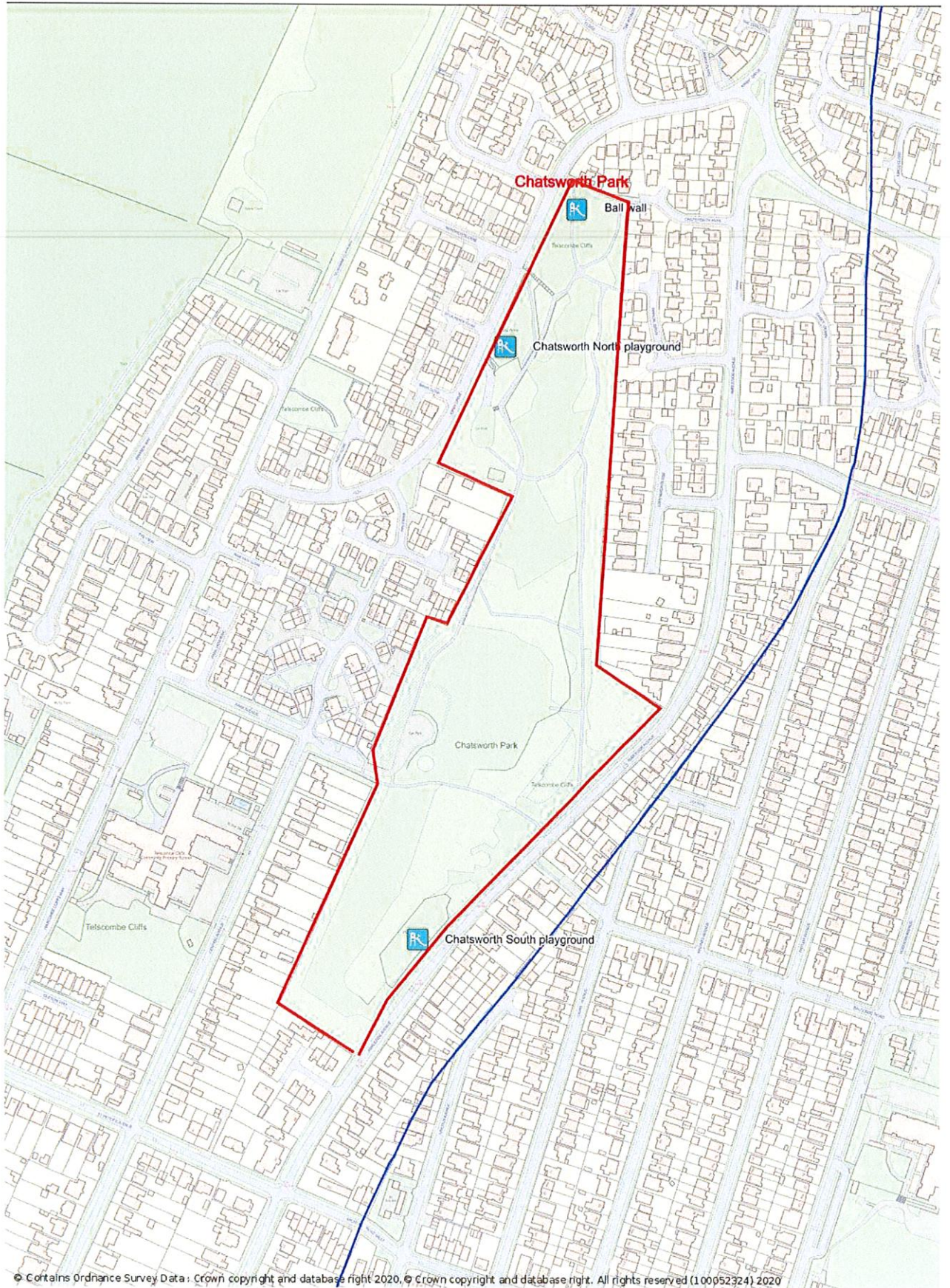
How to Complete Quote

There are two copies of this document. Please fill in the cost per visit, cost per annum and overall contract cost in the tables above. Return one of the copies in the envelope provided by 3rd November 2023 in the envelope provided marked Private & Confidential to:

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

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

Shortlisted tenders will go to Council on 20th December 2023 with a view to confirming Contractors at the beginning of January 2024.





TELSCOMBE TOWN COUNCIL



Contract 2

Hedge & Tree Cutting

April 2024 to March 2027

Introduction

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

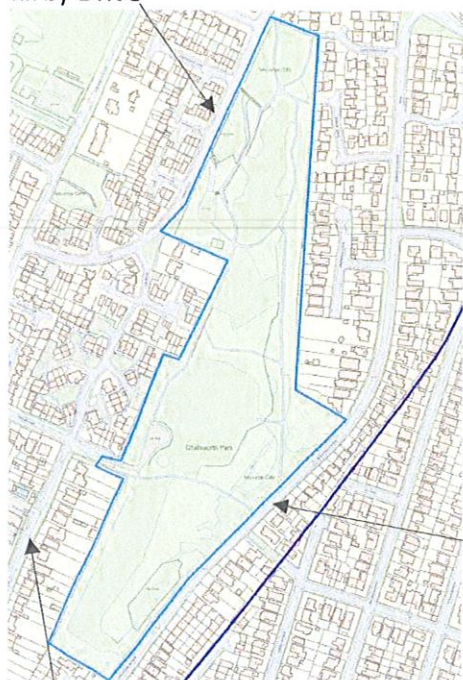
Whilst the specification sets clear standards for the maintenance service, we are introducing an inspection system which will provide a mechanism to measure and monitor how well those standards are being achieved. The Town Council may ask users of the park for feedback via consultations or via working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

General Aims of the Town

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

Specification of Works: Chatsworth Park, Telscombe Cliffs

Kirby Drive



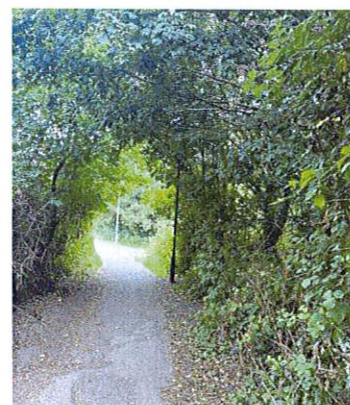
Chatsworth Park (edged in blue on map) is an elongated open space located between Ambleside Avenue to the east, and Central Avenue/Kirby Drive to the west. It covers approximately 69,000m² in total and consists of mainly grassland, but incorporates two playgrounds, areas of landscaping and a memory garden.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

Ambleside Avenue

Central Avenue

Chatsworth Park	Quantity	Frequency	Cost per visit	Cost P. A.
Cut back any over-hanging or overgrowing hedges/ trees/ deadwood/ vegetation/ gorse etc by 1m from ALL pathways in the entire park area and remove arisings	3	April, July and late September		
Cut back tree branches along pathway at Pigs Hill and cut back vegetation by 1m around the street lights (see area CP1 below)	3	April, July and late September		

Area CP1 (Chatsworth Park – Pigs Hill)



What3words: ///scribble.drilling.vaccines

Chatsworth Park	Quantity	Frequency	Cost per visit	Cost P. A.
Cut back any over-hanging or overgrowing hedges/ trees/ dead-wood/ vegetation/ gorse etc by 1m on Ambleside Ave (see area CP2 below)	3	April, July and late September		

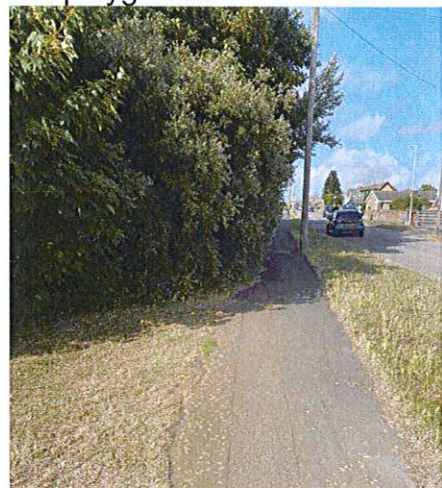
Area CP2 (Chatsworth Park – Ambleside Avenue)

Section 1 – between 54 Ambleside Avenue to hibernacula



What3words: ///covertly.perfected.ripples

Section 2 – between Pigs Hill and Chatsworth Park South playground



What3words: ///broom.zinc.bikes

Section 3 – see next page

Area CP2 (Chatsworth Park – Ambleside Avenue)

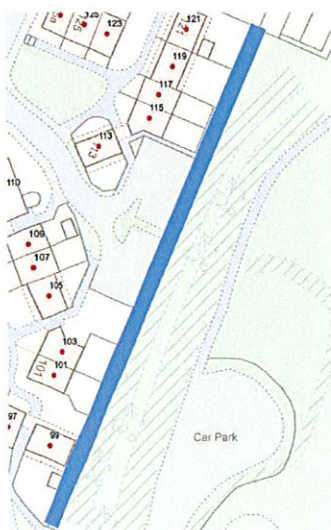
Section 3 – between Chatsworth Park South Playground and Chatsworth Close



What3words: ///scan.voltage.relies

Chatsworth Park	Quantity	Frequency	Cost per visit	Cost P. A.
Cut back any over-hanging or overgrowing hedges/ trees/ deadwood/ vegetation/ gorse etc by 1m from park to fence line of house no's 99 – 121 Central Avenue (see area CP3 below)	1	November		

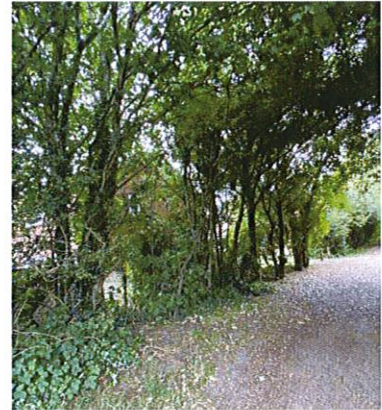
Area CP3 (Chatsworth Park – Central Avenue)



What3words: ///radiates.train.jumbo

Chatsworth Park	Quantity	Frequency	Cost per visit	Cost P. A.
Cut back any over-hanging tree branches 1m from park to fence line of houses no's 8 and 9 Bridle Way (see area CP4 below)	1	November		

Area CP4 (Chatsworth Park – Bridle Way)



What3words: ///mistaken.remarked.factoring

Chatsworth Park	Quantity	Frequency	Cost per visit	Cost P. A.
Cut back any over-hanging or overgrowing hedges/ trees/ dead-wood/ vegetation/ gorse etc by 1m from park to fence line of house no's 12 and 14 Manor Drive (see area CP5 below)	1	November		

Area CP5 (Chatsworth Park – Manor Drive)



What3words: ///appealing.nimbly.sundial

Chatsworth Park	Quantity	Frequency	Cost per visit	Cost P. A.
Cut back trees & other vegetation by 1.5m along roadside in Kirby Drive (see area CP6 below)	2	April and September		

Area CP6 (Chatsworth Park – Kirby Drive)

Section 1 – top of park next to pathway



What3words: ///guiding.butlers.punctual

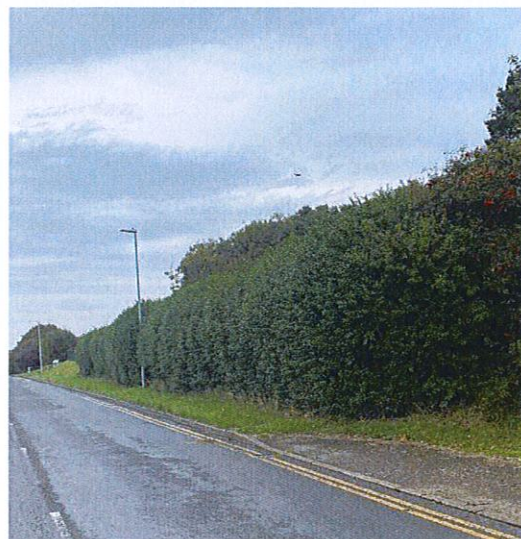
Section 2 – from south of Chatsworth Park North playground to 27 Kirby Drive



What3words: ///tensions.reading.negotiators

Chatsworth Park	Quantity	Frequency	Cost per visit	Cost P. A.
Cut hedge back at Chatsworth Park North Playground – arisings to be removed (area CP7 below)	3	April, July and late September		

Area CP7 (Chatsworth Park – Chatsworth Park North playground, Kirby Drive)



What3words: ///covertly.mops.hourglass

Hedges

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

The contractor will need to carry out a Risk Assessment prior to undertaking any works, making sure there are no nesting birds.

All arisings are to be removed and disposed of at an approved disposal site.

Chatsworth Park	Quantity	Frequency	Cost per visit	Cost P. A.
Cut back any over-hanging or overgrowing hedges/ trees/ deadwood/ vegetation/ gorse etc. by 1m from park to fence line of 27 Kirby Drive (see area CP8 below)	1	November		

Area CP8 (Chatsworth Park – bordering 27 Kirby Drive)

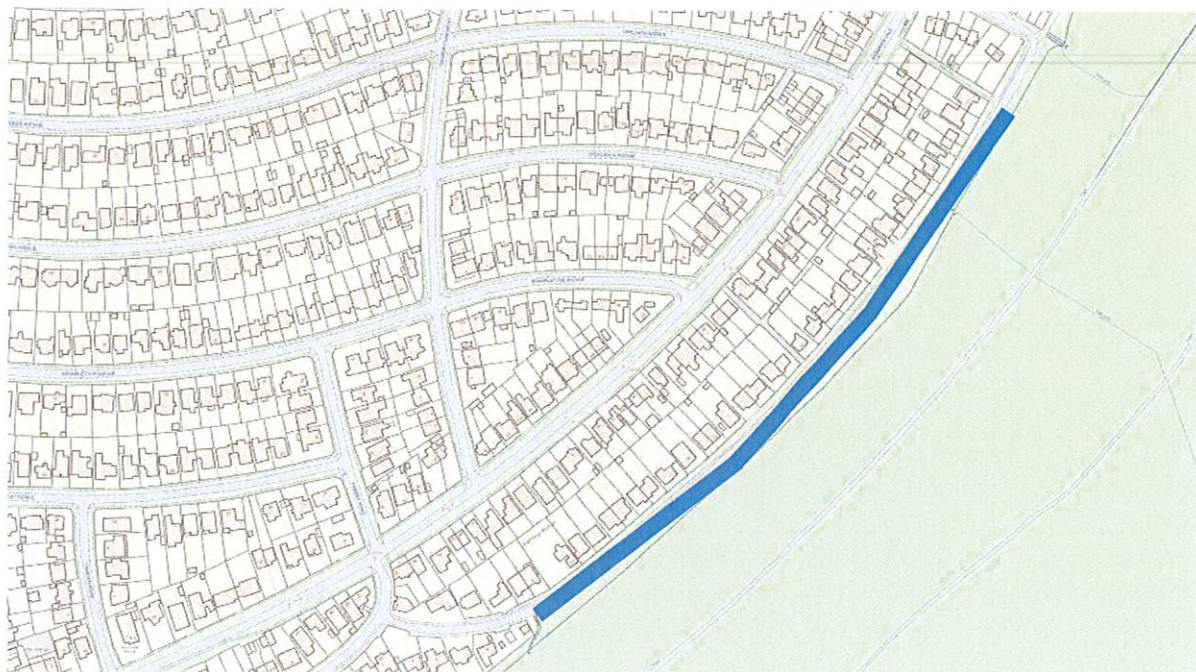


What3words: ///deal.acrobat.pimples

CHATSWORTH PARK SUB TOTAL	
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Specification of Works - Ashurst Avenue, East Saltdean

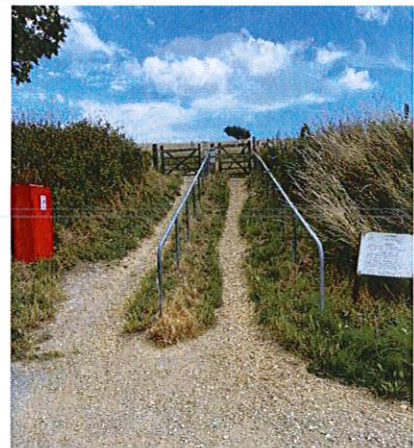
The eastern side of Ashurst Avenue sits alongside Telscombe Tye. It is a steeply graded bank with three access pathways which provide residents with access to the Tye. The bank is predominantly overgrown with brambles and gorse and provides a buffer between the Tye and residential houses.



Ashurst Avenue	Quantity	Frequency	Cost per visit	Cost P.A
Cut back 1m from roadside all brambles, gorse and other vegetation, starting by pathway leading up to Tye (opposite No 7 Ashurst Av to junction of Bevendean Av) – see blue line on map above	3	April, July and late September		
Cut back brambles, gorse and other vegetation from either side of the access pathways leading from the roadway to the Tye by 1m – arisings to be removed (see area AA1 on next page)	4	April, June, August and October		
Spray weeds between steps with weed killer (see area AA1 on next page)	2	Spring and Autumn		
ASHURST AVE SUB TOTAL				

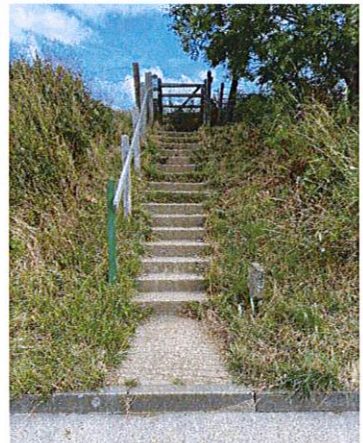
Area AA1 (Ashurst Avenue)

Section 1 – access path opposite 127 Bevendean Avenue



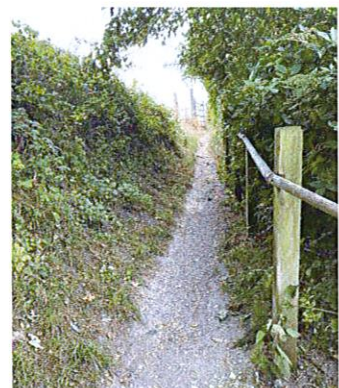
What3words: [///convey.lots.goggle](https://www.what3words.com/#!/convey.lots.goggle)

Section 2 – access path opposite 65 Ashurst Avenue



What3words: [///tapes.brick.strutting](https://www.what3words.com/#!/tapes.brick.strutting)

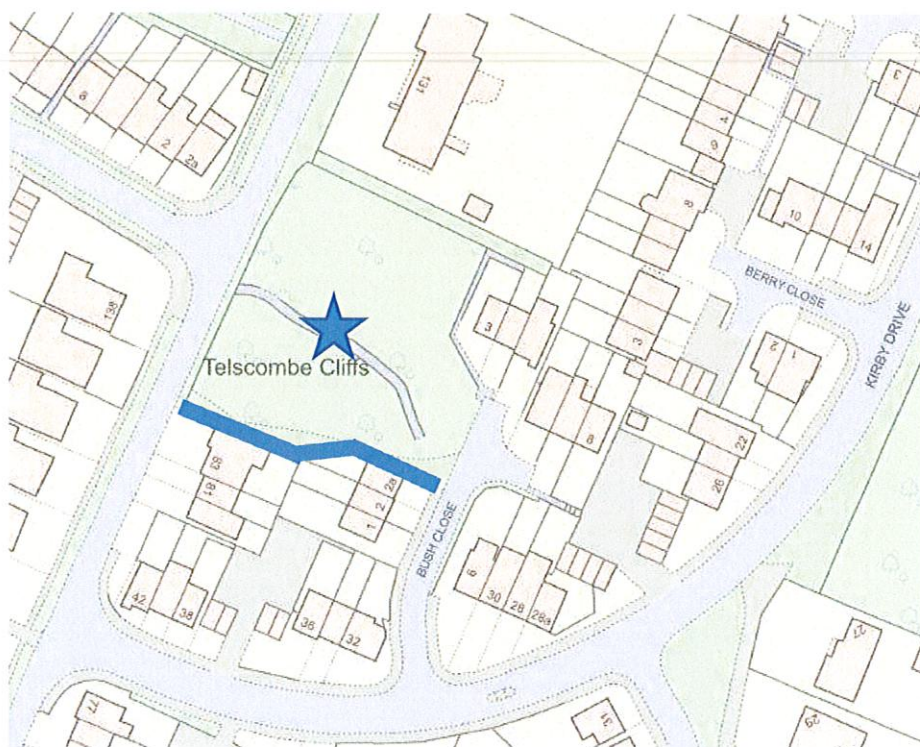
Section 3 – access path opposite 7 Ashurst Avenue



What3words: [///drones.lawfully.vipers](https://www.what3words.com/#!/drones.lawfully.vipers)

Specification of Works - The Copse, Telscombe Cliffs

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



The Copse	Quantity	Frequency	Cost per visit	Cost P.A
Cut back any brambles & vegetation by 1m both sides of the footpath running through The Copse and either side of each entry/exit point at Bush Close and Telscombe Cliffs Way – see blue star on map above	2	April & September		
Cut back any brambles & vegetation to the southern boundary, bordering 2a Bush Close and 83 Telscombe Cliffs Way, by 2m – see blue line on map above.	1	September		
THE COPSE SUB TOTAL				

If any tree branches need cutting back please do not cut and advise TTC as all the trees are subject to a TPO.

Specification of Works - Robert Kingan Playground, East Saltdean



Robert Kingan Playground is located off Bannings Vale in East Saltdean. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular and is used all year around. The playground measures approximately 2300m².

Robert Kingan playground	Quantity	Frequency	Cost per visit	Cost P.A
Hedge cut, to include all sides and top - ensure notice board is visible and accessible at all times – arisings to be removed	3	April, July and late September		
Cut back any overhanging tree branches, deadwood, brambles, vegetation, etc. up to 3m tall from both highway surrounding playground & inside playground	2	April and late September		
Reduce the height of the tree branches on the northern side of the playground, making sure the BT cables are cleared (see area RK1 on next page)	1	September		
ROBERT KINGAN SUB TOTAL				

Area RK1 (Robert Kingan Playground – North West corner)



What3words: ///beam.woodstove.highbrow

Hedges

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

The contractor will need to carry out a Risk Assessment prior to undertaking any works, making sure there are no nesting birds.

All arisings are to be removed and disposed of at an approved disposal site.

OVERALL CONTRACT TOTAL P.A.	
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Signed _____ Date _____
On behalf of contractor

Signed _____ Date _____
On behalf of TTC

Hedge/Tree Cutting

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

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

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

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

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

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

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

TTC First Aid Policy:

There two levels of qualifications for first aiders:

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

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

Pre-Commencement

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

Sub-contracting arrangements

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

The Contract

Liability of the Contractor

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

Insurance

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

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

Customer Services

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

If the Town Council receive any complaints direct, they will forward the concerns to the contractor and request a full response within 14 days.

Default in Performance

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

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

Notices

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

Arbitration

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

Contract

The Council seeks to appoint a Contractor for a period of three years from April 2024 to March 2027, with the option of an additional year, subject to approval from the Council.

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

Once the tender has been submitted all prices will be valid for 90 days while the Council undertakes the appointment of a Contractor. It is intended to finalise the contract at the beginning of January 2024 with a view of work commencing on 1st April 2024.

Contractor Requirement

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

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

We also ask that the Contractor provides a weekly report with photos of the work undertaken.

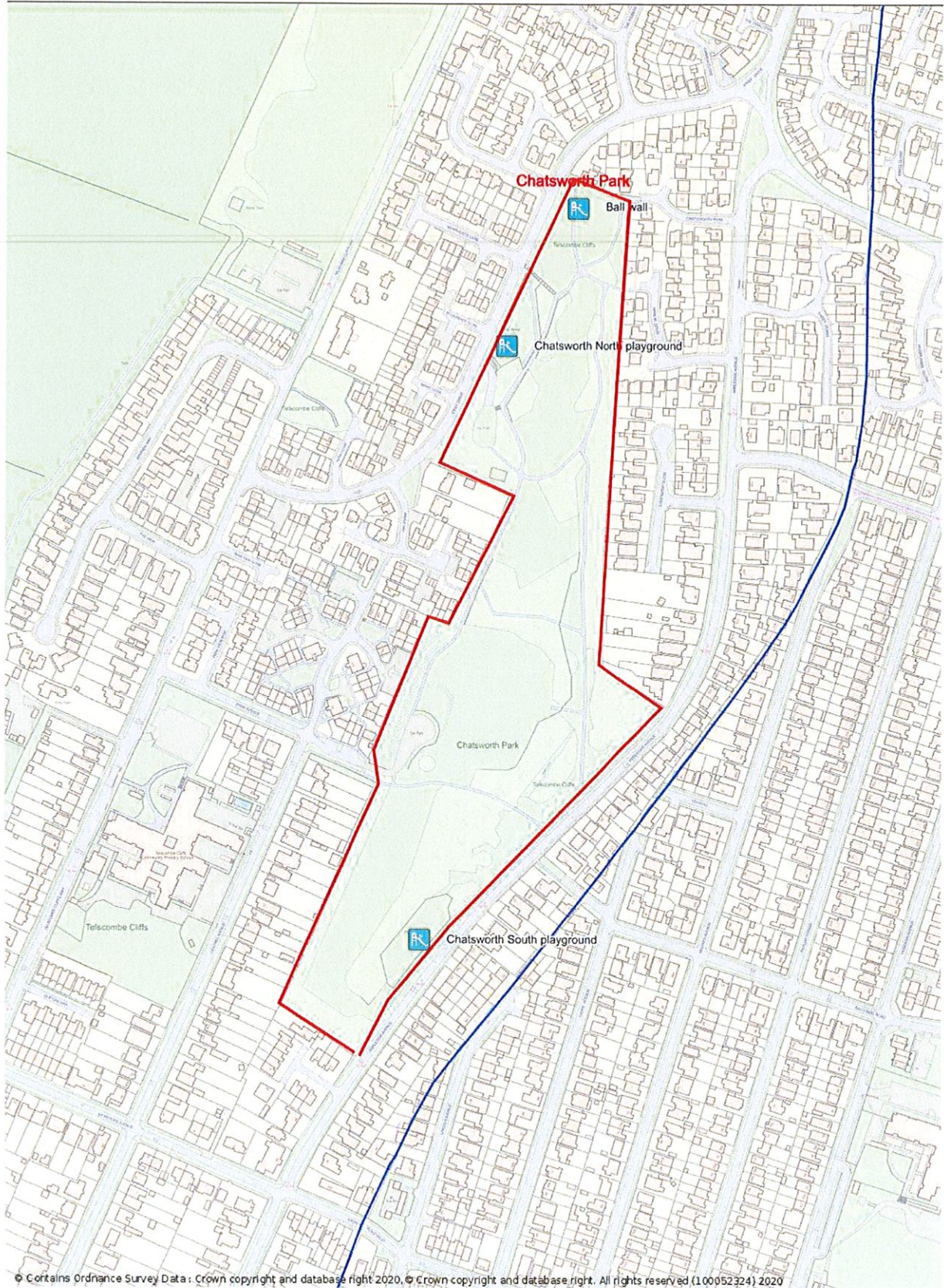
How to Complete Quote

There are two copies of this document. Please fill in the cost per visit, cost per annum and overall contract cost in the tables above. Return one of the copies in the envelope provided by 3rd November 2023 marked Private & Confidential to:

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

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

Shortlisted tenders will go to Council on 20th December 2023 with a view to confirming Contractors at the beginning of January 2024.





Contract No 3

Small Works Grounds Maintenance

April 2024 to March 2027

Introduction

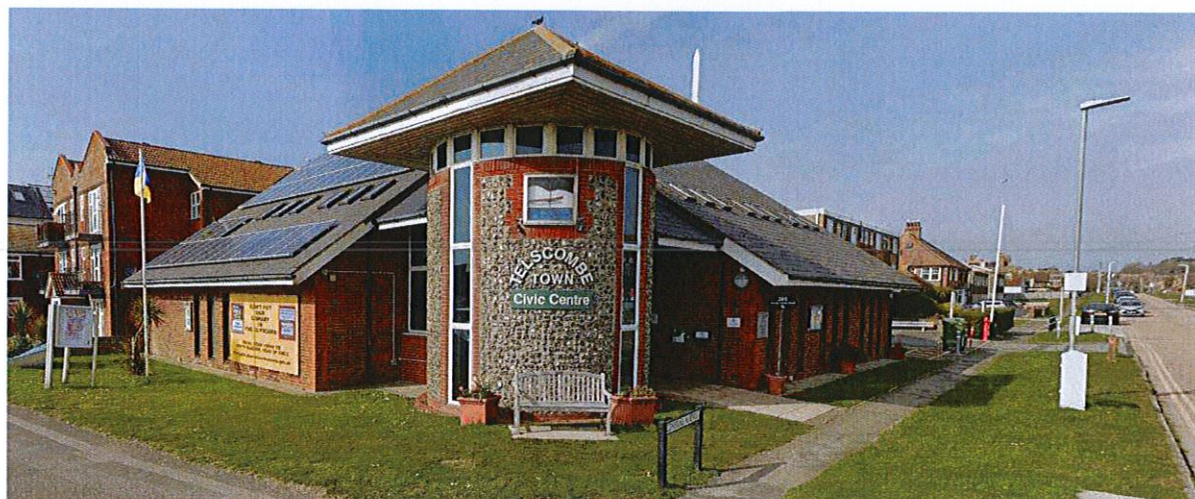
The attractiveness of our public realm has a direct influence on the success of our campaigns to promote culture and leisure, improve people's health, reduce crime and anti-social behaviour, tackle climate change, and attract visitors, new residents and inward investment into our Town. It's important,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

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

General Aims of the Town

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

Specification of Works: Telscombe Civic Centre



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

Telscombe Civic Centre	Quantity	Frequency	Cost per visit	Cost P.A.
Carry out grass cutting to front, side & under hedge in car park – 1st April to 31st October* – arisings to be removed (area CC1 – see location on next page)	7	1 per month – minimum 14 days in between		
Carry out grass cutting – 1st November to 31st March* – arisings to be removed – time to be agreed with TTC	2	Dependent on weather		
Cut edges of the grass in line with the pavement – 1st April to 31st October – arisings to be removed (areas CC1 & CC2 – see locations on next page)	7	1 per month – minimum 14 days in between		
Cut edges of the grass in line with the pavement* – 1st November to 31st March – arisings to be removed – time to be agreed with TTC	2	Dependent on weather		
Cut sides and top of hedge in car park – arisings to be removed (area CC2 – see location on next page)	2	Spring and Autumn		

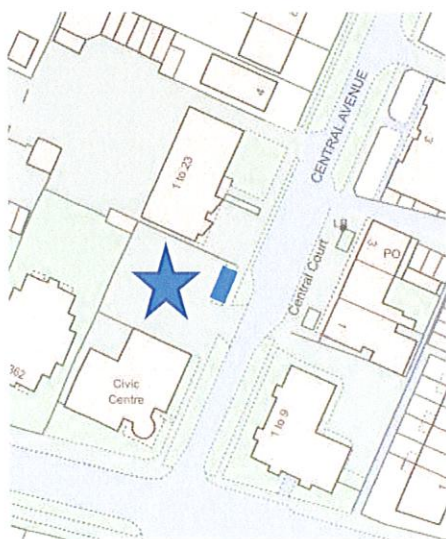
Spray weeds in car park with weed killer and remove moss – time to be agreed with TTC	2	Spring and Autumn		
<i>*with the option of possibly 1 more with prior agreement of TTC</i>				
SUB TOTAL				

Area CC1 (Civic Centre – grass areas)



What3words: ///songbird.yacht.adjusted

Area CC2 (Civic Centre – hedge & car park)



What3words: ///rekindle.pride.sketching

Specification of Works: Twitten 1

Twitten 1 falls between 77 Rodmell Avenue and 28 Homebush Avenue in East Saltdean



What3words: ///housework.cROUTONS.marginal

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

Specification of Works: Twitten 2

Twitten 2 runs between 106 Rodmell Avenue and 59 Cissbury Crescent in East Saltdean



What3words: ///cooks.months.emotional

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

Specification of Works: Twitten 3

Twitten 3 runs between 58 Cissbury Crescent and 15 Findon Avenue in East Saltdean



What3words: ///freedom.rips.talkative

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

Specification of Works: Twitten 4

Twitten 4 runs between 42 Findon Avenue and 62 Northwood Avenue in East Saltdean



What3words: ///retail.stunner.bulge

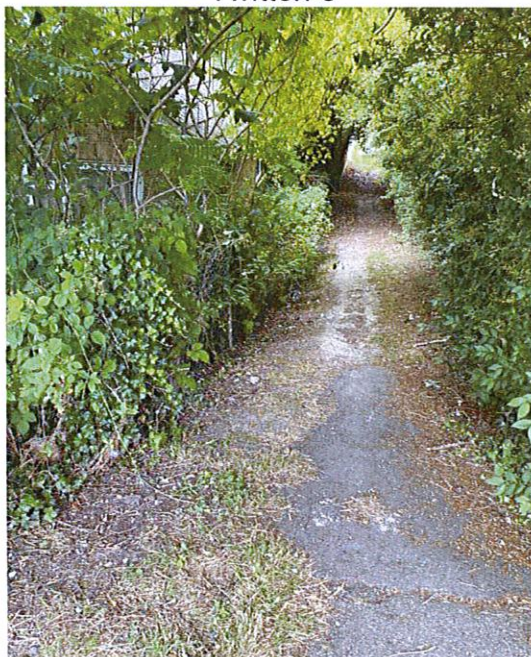
<u>Twitten 4</u>	Quantity	Frequency	Cost per visit	Cost P.A.
Carry out grass cutting – 1st April to 31st October	7	1 per month		
Carry out grass cutting – 1st November to 31st March* time to be agreed with TTC	1	Dependent on weather		
Cut back any over-hanging hedges/branches/deadwood – arisings to be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

Specification of Works: Twittens 5 & 6

Twittens 5 and 6 are mid-way along Bannings Vale, East Saltdean. Twitten 5 runs between 128 Bannings Vale to 77 Ashurst Avenue and Twitten 6 runs between 98 Bannings Vale and 47 Ashurst Avenue

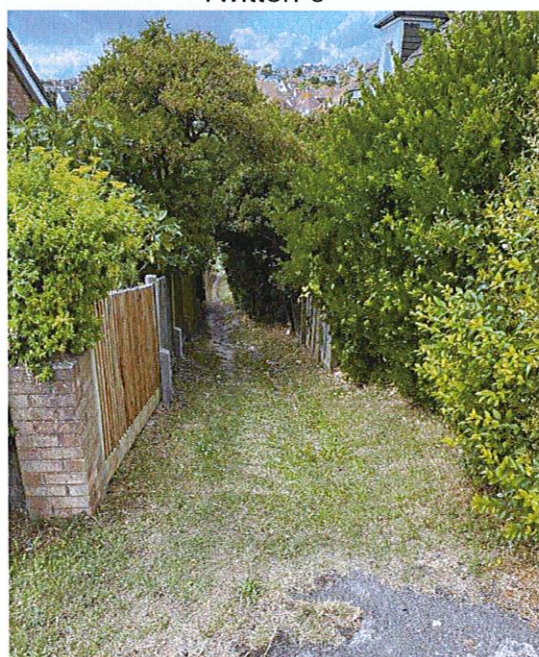


Twitten 5



What3words: ///realm.peanut.infringe

Twitten 6



What3words: ///rust.quote.crops

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

Specification of Works: Twitten 7

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



What3words: ///waking.darts.activity

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

Specification of Works: Gorham Way grass verge, Telscombe Cliffs

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



What3words: ///visitor.skinny.vintages

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

Signed _____ Date _____
On behalf of contractor

Signed _____ Date _____
On behalf of TTC

Grass Cutting

General

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

Areas where mowers cannot cut (e.g. hedges, bins, etc.), will be cut by strimmer to obtain a uniform appearance over the whole area.

Machinery

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

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

Liability

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

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

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

Height of Grass

During growing season the maximum height of grass should be 80mm and the minimum should be 40mm. The maximum height identified is the highest permitted length that the grass is allowed to grow to. Any grass beyond this level will be deemed to be a "default in performance".

Grass Seeding

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

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

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

All paths

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

Litter

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

Grass cuttings

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

Edging

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

Frequency

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

Inclement weather

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

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

Litter Clearance

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

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

The Contract

Liability of the Contractor

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

Insurance

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

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

Customer Services

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If the Town Council receive any complaints direct, they will forward the concerns to the contractor and request a full response within 14 days.

Default in Performance

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Notices

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Arbitration

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

Contract

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

Once the tender has been submitted all prices will be valid for 90 days while the Council undertakes the appointment of a Contractor. It is intended to finalise the contract at the beginning of January 2024 with a view of work commencing on 1st April 2024.

Contractor Requirement

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

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

We also ask that the Contractor provides a weekly report with photos of the work undertaken.

How to Complete Quote

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

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

Shortlisted tenders will go to Council on 20th December 2023 with a view to confirming Contractors at the beginning of January 2024.



AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	2 nd October 2023
SUBJECT	Management Plan update & agree actions required

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 are on the following major pathways and routes through Chatsworth Park, which need to be undertaken in September. All locations were previously covered in pine needles and mud, but conditions have been better since recruitment of the Chatsworth Park volunteers, who have added trenches to the more muddy areas.

Zone 8 (path above Chatsworth Park North Playground)



There are leaves and pine needles laying across the pathway.

Zone 15 (path east of the park bordering Cavendish Close and Manor Drive)



The vegetation is set quite far back from the pathway & is therefore not encroaching.

Zone 16 (path west of the park between Kirby Drive and Bridle Way)



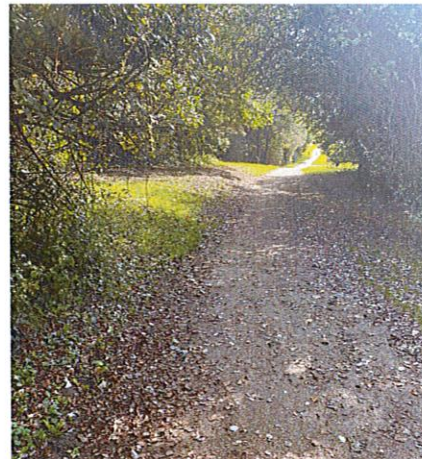
The bushes are not encroaching the pathway.

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



There are no pine needles in this location and minimal leaves. The pathway is clear of tree branches and vegetation.

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



There is no visible mud and minimal leaves have fallen along the path.

Zone 21, 22 and 24 (Pigs Hill)



There are no bushes encroaching onto the pathway.

Zone 27 (vegetation bordering Ambleside Avenue, south of Chatsworth Park South playground)



There are nettles encroaching onto this main public pathway.

3. RECOMMENDATION

I recommend we ask the Chatsworth Park volunteers to undertake a sweep of the pathway behind the north playground (zone 8) and cut the nettles back from the public pathway near to the south playground at Ambleside Avenue (zone 27), at their next session.

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 current balance of just over £8,000 in the grounds maintenance budget for the remainder of 2023/24. However, purchase orders have been issued for numerous

treeworks and the tree inspection which will probably use most of this. We also have an earmarked reserve of just over £7,500.



AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	2 nd October 2023
SUBJECT	To consider adding a wildflower bed on the grass area next to Chatsworth Park South playground

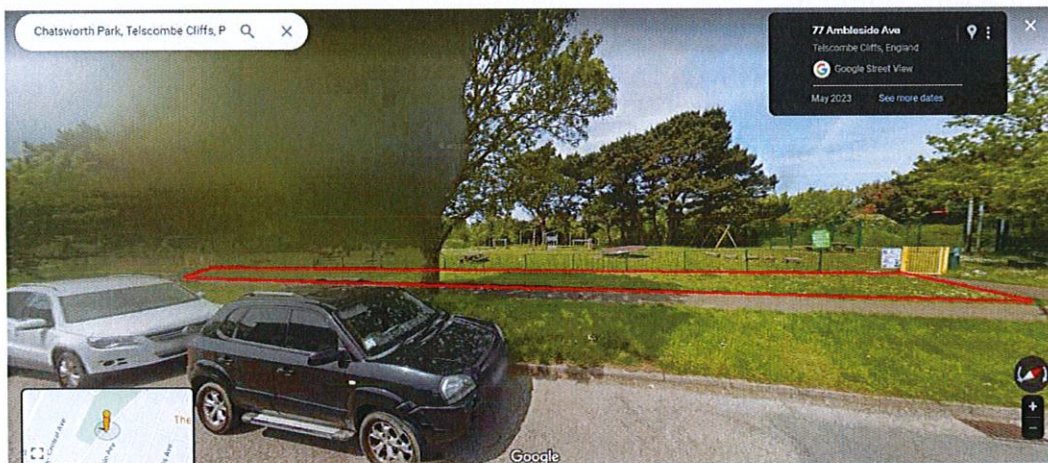
1. INTRODUCTION

Cllr Clarkson would like to add a new wildflower bed along the grass area outside Chatsworth Park South playground.

2. INFORMATION

Cllr Clarkson's report is below:

On Ambleside Avenue there is a verge bordering Chatsworth Park South playground between the two gates. It is approximately 40 metres long x 4 metres wide (pictures confirming site below).



I am proposing the installation of a new wildflower bed. It would sit off from the park fence by a few inches and have a 1 metre boundary on the footpath edge. To prepare it, a volunteer would remove the turf grass and we would dispose of this in the treeline around the park. This is useful habitat and will biodegrade in time. Once the surface material has been removed, the ground will be left bare for 10 to 14 days. Any weeds will then be removed and it will be seeded and gently raked. The wildflower seed will be the same used on the wildflower bed on the east side of the park. The seed will be 20% native wildflowers and 80% grasses. This will include cornflower, poppies, maltese cross and dames violet.

The wildflower will be cut and collected once a year although some growth will be left for overwintering insects and birds. Ongoing, the patch would need a single cut in October with the cuttings removed. This could be organised as part of the annual park volunteer calendar.

3. RECOMMENDATION

To consider the request from Cllr Clarkson. It is proposed that the ground be prepared by volunteers in March and seeded in April.

4. ENVIRONMENTAL IMPACT

The wildflower area would add an aesthetically pleasing aspect to the road and park, will create additional habitat for pollinators like butterflies and will help young people engage with the natural environment.

5. FINANCIAL IMPLICATIONS

The planting of the wildflower bed will be undertaken free of charge by volunteers. There may be a regular cost to carry out a border cut as with other beds within the park, which have been highlighted in the proposed grounds maintenance contracts being considered at this meeting.



AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	2 nd October 2023
SUBJECT	To consider applying for tree planting grants

1. INTRODUCTION

Cllr Clarkson has been sent details of two funding opportunities for trees and is keen to progress these for Chatsworth Park.

2. INFORMATION

Branching Out Fund – Tree Council

The Tree Council are offering the Branching Out Fund community planting project, which supports applications ranging from £250 up to £2,500. Town Councils are eligible for the funding.

There is a specific criteria for applications under £500 and those £500 to £2,500 (details attached), which we will be able provide evidence for.

They will fund bare root, UK sourced and grown native trees, hedging, hedgerow trees and orchards. They may fund non-native varieties if appropriate to the setting or species chosen that take into account climate change adaption & resilience and trees in containers/raised beds. They are unlikely to fund container grown stock, imported stock, single species planting, invasive or rapidly growing species and non-native conifers.

It is encouraged to apply early to increase the chance of a grant being awarded and to ensure planting can take place as early as possible within the tree planting season. The final deadline for applications is Sunday 3rd December 2023. Successful applicants will be notified within five weeks of a completed submission and applications under £500 are likely to be processed more quickly.

Cllr Clarkson feels this fund would be useful for the proposed tree avenue to the southern end of the park off Pig. If we are successful with the funding, the Town Council would provide the footpath and benches.

Tiny Forest – Earthwatch Europe

Earthwatch Europe are an environmental charity and they are offering funding for their 'Tiny Forest' movement. Earthwatch Europe identify suitable sites in urban locations and engage with local communities to plant, maintain and monitor their forest over time. Environmental and social data is collected for every forest they plant, to help them assess

the benefits. I have contacted Earthwatch through their website to see how we can be involved and will update the Committee when we have more information.

3. RECOMMENDATION

To consider submitting a grant application for the Branching Out Fund. I will update the Committee for potential funding for Tiny Forest once we have further information.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

N/A.

What we're looking for

Projects that include several elements from the lists below, will score more highly in the assessment process.

Projects £250 - £500

Evidence of:

- Strong community involvement
- Involvement of local schools
- Engaging young people in planning, delivery and aftercare
- Involving a broad cross section of the community (eg. age, gender, ethnicity)
- Good value for money
- Project is part of wider environmental initiatives
- Access to relevant experience within the group or available locally
- Trees sourced locally from a local tree nursery and/or community tree nursery

Projects £500 - £2.5k

Any criteria for projects under £500 plus:

- The inclusion of different tree types e.g. individual trees, hedges, hedges with hedgerow trees or orchards
- A considered establishment and aftercare plan
- Involvement of local Tree Warden/s
- Volunteer-managed and delivered
- Project set in an animal welfare setting or with a wildlife focus
- Demonstrate consideration of risk management e.g. in identifying the presence of underground service/utilities
- Demonstrate that you have an understanding of your project site and that it is suitable for tree planting (e.g. if you have spoken to a local ecologist/wildlife trust/local natural history society)



AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	2 nd October 2023
SUBJECT	To consider making a request to Lewes District Council to revoke a Tree Preservation Order at the Copse

1. INTRODUCTION

At the Amenities & Civic Centre Committee meeting on 5th June, Cllr Gallagher reported that the Copse is not an ancient woodland and would like the Tree Preservation Order (TPO) at this location to be removed.

2. INFORMATION

I contacted Lewes District Council (LDC) to ask if it would be possible to revoke a TPO. They advised that the Copse is covered under a 'TPO Group' rather than an individual tree. It would be extremely unlikely that the TPO could be revoked, as it would have initially been added due to the amenity of the trees as a whole. They confirmed the Copse is surrounded by houses and roads and is therefore a great asset for the area.

If we would like to request a revocation, then we would need to put something official into LDC via email, explaining the reasons why we wish to revoke the TPO, what the issues are and why we think the trees are no longer an asset. If we made a request, then a full consultation process will need to go forward to local residents.

3. RECOMMENDATION

I recommend we do not progress this as the important habitat is protected under the TPO and it is unlikely to be revoked by LDC.

4. ENVIRONMENTAL IMPACT

Removal of the TPO could weaken the protection of the vegetation and wildlife that live at the Copse.

5. FINANCIAL IMPLICATIONS

None.



AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	2 nd October 2023
SUBJECT	To consider whether to re-start a Community Space, previously known as a Warm Hub

1. INTRODUCTION

Cllr O'Connor had attended a meeting with Peacehaven Town Council (PHTC) as they had requested whether we could undertake a joint hub with it being held in Peacehaven up until Christmas and Telscombe Cliffs from January. This is because PHTC are unsure when Community House will have to close due to the redevelopment of the Meridian Centre. PHTC are intending on running a hub from 10am to 1pm on a Monday, providing tea/coffee and snacks at a small cost – see their proposed poster on the next page. (PHTC have subsequently advertised their community space and removed the TTC logo and info regarding it being held at Telscombe Civic Centre from January to March from the poster).

2. INFORMATION

Previously I had a meeting with Cllrs O'Connor and Robinson regarding providing this service at the Civic Centre from October and it was agreed:-

- To be held on the second and fourth Monday of the month.
- From 12midday to 2pm (as we have hirers doing a quiet exercise class in the Council Chamber in the morning).
- To use room 1 which was used previously.
- To ask Havens Community Hub if they could provide food.

Cllr O'Connor subsequently met with the Havens Community Hub who have confirmed they could provide soup at the sessions, but they would prefer use of the Exhibition Area on a weekly basis. As this area is used for furniture storage, only the part nearest the kitchen hatch would be available. Use of that area compounds the availability only from 12 midday due to noise issues.

3. RECOMMENDATION

It is recommended to consider whether we provide a community space service, if so what days and times and whether it is a joint venture with PHTC.

4. FINANCIAL IMPLICATIONS

There may be a cost for providing food and for extra electricity usage for lighting, cooking, etc.

DRAFT



Want to meet new people?

**Come and join us for a cuppa and a chat
at our community drop in!**

A space where all are welcome

- **Free Tea and Coffee**
- **Snacks at a small cost**
- **Wifi Internet Access**
- **Child Friendly**
- **Disabled Access**
- **Toilet Access**



**Every Monday from
October 2nd - December 18th 2023
10-1pm**

**Community House,
Meridian Centre,
BN10 8BB**

**Every Monday from
January - March
Tescombe Town Council,
BN10 7ES**





AGENDA ITEM	18
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	2 nd October 2023
SUBJECT	To ratify roofing repairs at Civic Centre

1. INTRODUCTION

At the Committee meeting on 5th June, the roof repairs were discussed under the action list. As the company we had previously agreed to undertake the work were not responding following the issue of a purchase order, it was agreed to get further quotes.

2. INFORMATION

Angela strived to contact other roofers to get a quote and as a result, Provincial Roofing Services of Saltdean visited the Civic Centre. Having inspected the roof, they said there were several areas where tiles were missing. We knew there was at least one missing off the front as the gap could be seen from inside the loft and the water had been pouring in. There were, however, others missing at various places and a video was sent to Committee members showing the areas above the front door/landing where slates were missing/had slipped.

Provincial Roofing quoted £900 to replace the slates and fix in place and advised they could undertake the work without the need for scaffolding. In view of the circumstances, I authorised the work under my delegated powers due to the urgency of the work, and notified Committee members of my intention. 6 members responded positively to this action.

I confirm the work has been undertaken.

3. RECOMMENDATION

It is recommended to ratify the roofing repairs undertaken in the sum of £900.

4. ENVIRONMENTAL IMPACT

n/a

5. FINANCIAL IMPLICATIONS

This expenditure can come from nominal code 4401-301, general repairs.



AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	2 nd October 2023
SUBJECT	To consider quotes for new heating system/boilers at the Civic Centre

1. INTRODUCTION

At the last meeting it was noted that the 2 gas boilers at the Civic Centre, which were installed at the beginning of 2010, were failing. Following discussion, it was recommended to get quotes for replacement gas boilers from Gregory Gas Heating who service our current boilers, directly from Viessmann Boilers, and also to contact Sussex Heat Pumps for a quote. It was also agreed that, if the costs were within the Committee's spending remit, a decision could be made via email.

2. INFORMATION

I received quotes from the 3 companies as detailed below but in view of the costs, feel these should be discussed by the Committee:-

Gregory Gas Heating & Plumbing - £5,300 plus VAT (estimate attached)

They have advised that the two boilers are 25kw and the loft tank is to be removed as we would be converting over to a pressurised system which would be more efficient and quicker to fill the system.

Viessman - £8,454.40 plus VAT (for a weather compensated boiler) (estimate attached)
£6,690.40 plus VAT (for a non-weather compensated boiler)

They have advised that they do not have the function in their domestic boilers to have multiple boilers controlled on the same system. Their solution is therefore to provide a single boiler of 49kw capacity to match the load of our 2 current boilers. They have advised that their boilers are extremely robust and are made from thick stainless steel rather than aluminium which means they last significantly longer. The price list attached is only for supply of the boiler and we would have to find a contractor to install them at an additional cost.

Sussex Air Conditioning and Heat Pumps - £52,014.61 plus VAT (estimate attached)

They have quoted for installing 11 air conditioning units (£34,818.53 plus VAT) which will both heat and cool. I am awaiting a plan of which rooms/areas they intend on installing the units and also what the estimated running costs are.

The heat pump (£17,196.08 plus VAT) will heat all the other areas not covered by the air conditioning units, being the corridors, entrance foyer, landing etc.

3. RECOMMENDATION

It is recommended to consider the quotes received and to also take into consideration the information contained under the financial implications heading.

4. FINANCIAL IMPLICATIONS

As per our Financial Regulations, the Committee can authorise expenditure up to a figure of £6,000. Therefore, unless we agree the estimate from Gregory Gas heating & Plumbing, the quotes will have to be taken to full Council for consideration.

We have an earmarked reserve of £5,500 for Civic Centre maintenance which will be used in its entirety to cover the cost of the quote from Gregory Gas. If we were to consider the quotation from Viessman, we could use the earmarked reserve 9036-910 for Coastal Management which it had previously been agreed could be used for an alternative item should the need arise.



QUOTE

Telscombe town council

Date
17 Aug 2023

Quote Number
QU-0238

Reference
Boiler replacement

VAT Number
340663710

Gregory Gas Heating &
Plumbing LTD
81 Lincoln Avenue
PEACEHAVEN
East Sussex
BN10 7JU

Description	Quantity	Unit Price	VAT	Amount GBP
NEW boiler installation with chemicals and filter	1.00	5,300.00	20%	5,300.00
To install x2 ideal system boilers				
To install new flues and plume kits				
To remove tank from loft				
To balance heating system				
To powerflush heating system and add chemicals				
To commission and test				
To leave clean and tidy				
			Subtotal	5,300.00
			TOTAL VAT 20%	1,060.00
			TOTAL GBP	6,360.00



VIESSMANN

Below is an equipment list for 1 x 49kW boiler with weather compensation control on the heating side and a mixer/pump set (Divicon) which can be used with a weather compensated boiler and allow the efficiency to be at optimum all year round and can potentially save up to 9% of energy compared to a non-weather compensated boiler:

Part No.	Description	QTY	Feb-23	Discount	Total List Price	Total Nett Price
B2HAI41	Vitodens 200 49kW Weather Comp	1	£5,609.00	20.00%	£5,609.00	£4,487.20
ZK03663	Connection set with pump including integral LLH	1	£1,755.00	20.00%	£1,755.00	£1,404.00
ZK03673	Connecting pipe kits left or right R 1 1/4"	1	£57.00	20.00%	£57.00	£45.60
ZK03677	Mounting bracket for connection set with LLH (Not needed if using Frame)	1	£38.00	20.00%	£38.00	£30.40
7574319	DHW Cylinder loading box	1	£167.00	20.00%	£167.00	£133.60
7172612	Cylinder loading pump (40 to 70kW)	1	£368.00	20.00%	£368.00	£294.40
z024682	Divicon with mixer, pump and extension kit DN32 1 1/4"	1	£1,783.00	20.00%	£1,783.00	£1,426.40
7465894	Wall mounting bkt for individual Divicon	1	£55.00	20.00%	£55.00	£44.00
Z008341	Vitotrol 200A (Weather Compensation)	1	£205.00	20.00%	£205.00	£164.00
7435862	Horizontal Terminal Kit (with 90deg elbow) 49/60	1	£256.00	20.00%	£256.00	£204.80
0820171	Commissioning Visit 1 Boiler 49/99	1	£220.00		£220.00	£220.00
	Total value from Viessmann	1			£10,513.00	£8,454.40

Below is a list of kit for a non-weather compensated system:

Part No.	Description	QTY	Feb-23	Discount	Total List Price	Total Nett Price
B2HAI35	Vitodens 200 49kW Constant Temp	1	£5,298.00	20%	£5,298.00	£4,238.40
ZK03663	Connection set with pump including integral LLH	1	£1,755.00	20.00%	£1,755.00	£1,404.00
ZK03673	Connecting pipe kits left or right R 1 1/4"	1	£57.00	20.00%	£57.00	£45.60
ZK03677	Mounting bracket for connection set with LLH (Not needed if using Frame)	1	£38.00	20.00%	£38.00	£30.40
7574319	DHW Cylinder loading box	1	£167.00	20.00%	£167.00	£133.60
7172612	Cylinder loading pump (40 to 70kW)	1	£368.00	20.00%	£368.00	£294.40
Z007691	Vitotrol 100 UTDB (Constant Temp Controller)	1	£149.00	20.00%	£149.00	£119.20
7435862	Horizontal Terminal Kit (with 90deg elbow) 49/60	1	£256.00	20.00%	£256.00	£204.80
0820171	Commissioning Visit 1 Boiler 49/99	1	£220.00		£220.00	£220.00
	Total value from Viessmann	1			£8,308.00	£6,690.40



Angela Greenfield
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs, Peacehaven BN10 7ES

Quote

Quote Number: 1496
Quote Date: 18/09/2023

SITE ADDRESS: 360 South Coast Road, Telscombe Cliffs, Peacehaven BN10 7ES

JOB DESCRIPTION: Supply & installation of air conditioning & heat pump

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Costs to supply & install 11 x Mitsubishi Air Conditioning units on a 33.5kW VRF system to supply the ground and first floor of Civic Centre. This includes all materials, consumables and connection to mains power supply.	1	£34,818.53	£34,818.53
Cost to supply and install 1 x 16kW Daikin Altherma 3 H HT EPRA heat pump to provide hot water and to supply heating to main areas, i.e corridors, entrance foyer etc... This includes a 300L Daikin cylinder. This cost includes all associated materials and consumables and connection to mains power.	1	£17,196.08	£17,196.08
		SUBTOTAL:	£52,014.61
		20% (VAT on Income):	£10,402.93
		TOTAL:	£62,417.54

Quote valid for 30 days. 50% advance payment upon acceptance.



AGENDA ITEM	20
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	2 nd October 2023
SUBJECT	To consider replacement of CCTV monitor in general office

1. INTRODUCTION

The CCTV monitor in the general office has been working intermittently for some time. It is located on the wall above the photocopier.

2. INFORMATION

When the CCTV system recently had a maintenance check, the engineer thoroughly checked the monitor in question and determined that it is no longer working, along with the Coax to VGA converter. Havens Alarms have provided the following information for work required to resolve the problem with updated technology:-

- A HDMI splitter will be installed inside the CCTV data cabinet

- A HDMI extender transmitter will be installed inside the data cabinet

- A CAT5 cable will be run to the middle office behind the screen from the DVR

- A HDMI receiver will be installed behind the monitor

- A new 19" monitor will be installed on the wall in the new office

Parts to install would be £275+vat and time would be charged at £65per hour for the first hour and then charged at £45+vat thereafter.

There is a small monitor in my office and a larger one in the reception area, but neither can be seen by Bianca from her desk.

3. RECOMMENDATION

It is recommended to consider the quote received. and to also take into consideration the information contained under the financial implications heading.

4. FINANCIAL IMPLICATIONS

We currently have a remaining amount of £850 under nominal code 4407-301 for equipment.



AGENDA ITEM	21
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	2 nd October 2023
SUBJECT	To consider estimates for repairs to Civic Centre windows

1. INTRODUCTION

There are issues with several of the windows in the Exhibition Area which do not open/close properly and also one in room 5.

2. INFORMATION

Angela had trouble getting estimates as the windows are wooden and a lot of companies only deal with uPVC windows. She has, however, managed to obtain 2 estimates (attached) to undertake repairs as follows:-

Window & Door Mechanic - £560 (no VAT applicable)

MR House Ltd - £345 plus VAT

The first estimate is confusing and it is not clear exactly which windows or how many have been quoted for. We have asked for clarification, but have not had a response.

The second estimate is for 3 windows, 2 in the exhibition area and one in room 5.

3. RECOMMENDATION

It is recommended to consider the quotes received.

4. FINANCIAL IMPLICATIONS

We currently have a remaining amount of £1,775 under nominal code 4401-301 for general repairs.



AGENDA ITEM	21
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	2 nd October 2023
SUBJECT	Future events update

1. INTRODUCTION

At the last Committee meeting it was agreed to form an events working group consisting of Cllrs Clarkson, O'Connor, Robinson, Sharkey, Watts and Officers to progress events already agreed and discuss other possible events, to be taken back to this Committee for agreement. It was also agreed to obtain costs for a portable beacon, so that we could be involved with the 80th anniversary of the D-Day landings.

2. INFORMATION

The Town Clerk has contacted a couple of companies with regards to purchasing a portable beacon, but has not received a response to date.

The events working group met on Thursday 31st August and I have attached a copy of the minutes from that meeting for the Committee to note. The proposed suggestions will need to be agreed at this meeting.

Macmillan – The Macmillan Coffee morning is due to take place on Thursday 28th September and a verbal update will be provided at the meeting.

Halloween Party – This event has been advertised and we have sold 19 tickets to date. Wander Coffee have also agreed to sell tickets for the Town Council. Cllr's Clarkson and Sharkey have agreed to help on the night but we will require more volunteers.

Christmas coffee morning – Cllr O'Connor to advise if he can attend the annual Christmas coffee morning and if he has an up to date food hygiene certificate.

Summer fayre – The working group proposed that the fayre is run from 12 midday to 4pm. The Admin Assistant is currently investigating the suggestions as provided in the attached minutes.

Movie nights – A suggestion was made to run a trio of movie nights, with the first proposed date on 21st October for children. As this date is imminent, I recommend that we look to move the first movie to Saturday 30th March 2024, which is over the Easter bank holiday weekend. We will require volunteers for all three events.

Easter event – Develop Outdoors have confirmed that they would like to run a free event over the Easter break and will confirm further details once they know more. This will be taken back to the working group for further consideration in the first instance.

Mayor's event – This will be raised via the Admin Assistant.

3. RECOMMENDATION

I recommend the Committee note the minutes from the working group and agree to the trio of movie nights, including the change of date for the children's movie from 21st October 2023 to 30th March 2024. I also recommend that Councillors volunteer their services for the above events.

4. ENVIRONMENTAL IMPACT

The above events would be held at the Civic Centre with a nominal fee for energy consumption.

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. Food purchased for the Christmas coffee morning has previously been provided by the Mayor, but could come from a Council budget.



Notes of a meeting of the **Events Working Group (Working Group of Amenities & Civic Centre Committee)** on **31st August 2023** at 2pm via Zoom.

Present: Cllr C Clarkson, Cllr C Robinson & Cllr Sharkey

Also Present: Bianca Buss Amenities Officer, Diana Joel Admin Assistant.

1. **MACMILLAN**

It was agreed that the Macmillan Coffee morning would run on Thursday 28th September 2023 from 10am to 12pm. Cllr Sharkey advised she would be unable to volunteer at this event. The Admin Assistant asked for volunteers to help, donate prizes for the raffle and provide cakes.

Actions:

- Amenities Officer to ask for volunteers and donations at A&CC

2. **HALLOWEEN PARTY**

The Admin Assistant confirmed that CATS Club have offered to run a Halloween Party on Saturday 28th October between 4-6pm at a cost of £90, including disco and one game. The Town Council have a small amount of decorations. Cllr Clarkson offered to provide additional decorations if required.

The Admin Assistant asked what cost the tickets should be sold at and it was agreed to charge £4 per ticket.

It was agreed to provide jugs of squash, carrot/celery/pepper sticks, sausage/veggie rolls, cocktail sausages, sweets, popcorn and pizza slices. Paper cups & plates can be used, along with kitchen roll and marker pens. Cllr Clarkson agreed to purchase these items and claim the money back. Cllr Robinson also offered to purchase two tubs of Heroes (or similar) for the children at the end of the party.

Actions:

- Admin Assistant to draft a poster and advertise out if agreed by A&CC Committee
- Councillor volunteers to be sought

3. **CHRISTMAS COFFEE MORNING**

It was agreed to run the annual Christmas coffee morning between 10am and 12 midday. Cllr Robinson offered to be in attendance and advised that Cllr O'Connor has a food hygiene certificate, so that food can be cooked on the premises. Cllr Clarkson also offered to be in attendance.

The group discussed what type of food we should be offering and it was agreed to offer bacon sandwiches and orange juice. The Admin Assistant advised she would check with the Town Clerk if the monies could be claimed back via the Mayor's fund.

Cllr Clarkson advised that at the last Christmas morning, a resident had kindly provided a little gift bag for everyone in attendance and would like to offer similar for this year.

Actions:

- Admin Assistant to check with Cllr O'Connor if he can volunteer on the day and details on his food hygiene certificate
- Admin Assistant to investigate if food cost can be claimed back via the Mayor's funds
- Further investigations be made on providing gift bags for those residents in attendance

4. SUMMER FAYRE

The Admin Assistant asked the group what time they would like the fayre to run and it was agreed to start at 12 midday and finish at 4pm. Cllr Clarkson suggested a nerf battle is added to the main arena, with the equipment being hired out from an outside company. He also suggested that a car boot could be included and placed on the southern field. Cllr Sharkey asked that we ask food vendors to not include single use plastic. It was agreed no parking to be included, apart from blue badge holders and vendors, as with previous years. Cllr Robinson advised that the Town Council budgets start in November and this event will need to be included within the discussions.

Actions:

- A&CC to consider the above suggestions

5. MOVIE NIGHTS

Cllr Clarkson suggested that a trio of movie nights are run, with an approximate 6-8 week gap. Dates and ideas were discussed and it was felt that a children's movie is advertised for Saturday 21st October (children's half term), e.g. Matilda, a family Christmas movie is advertised for Saturday 2nd December, e.g. Elf and a film for adults is advertised for Saturday 10th February, e.g. Grease.

Actions:

- A&CC to consider the above suggestions

6. EASTER EVENT

The Admin Assistant asked the group if the Town Council would like to run an Easter event for the local children. Cllr Clarkson suggested that Develop Outdoors are asked if they are running an event before it is considered further.

Actions:

- The Amenities Officer contacts Develop Outdoors to see if they will be running any events over Easter

7. MAYOR'S EVENT

The Mayor was not present.

Actions:

- Cllr O'Connor to consider an end of term event