



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
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17th January 2024

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** to be held in Room 1 at Telscombe Civic Centre on **Wednesday 24th January 2024 at 7.30pm.**

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 Wednesday 22nd November 2023 – *see attached*
5. To note action list and agree any further actions required – *see attached*
6. To note Income & Expenditure figures to 31st December 2023 – *see attached*
7. To review/update the Business Plan – *see attached*
8. To note amenities complaints since last meeting – *see attached*
9. To consider way forward with works in Chatsworth Park bordering a property – *see attached*
10. Management Plan update and agree actions required – *see attached*
11. Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces – *see attached*
12. To consider quotations for works to an area in Chatsworth Park – *see attached*
13. To agree a way forward with the holes being dug in Chatsworth Park – *see attached*
14. Update on playground inspection reports & agree any possible actions – *see attached*
15. To note the annual playground inspection reports – *see attached*
16. To note CIL bid invitation from Lewes District Council and consider applying for a full bid – *see attached*
17. To consider installing a bench on the verge at Highview Road – *see attached*
18. To consider purchasing a projector for room 1 at the Civic Centre – *see attached*
19. To advise re damage to the car park barrier and decide whether to purchase an additional post – *see attached*
20. To ratify PAT testing – *see attached*
21. 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 – Wednesday 27th March 2024



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held at 7.30pm on **Wednesday 22nd November 2023** in Room 1 at Telscombe Civic Centre.

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, C Gallagher, D Judd *Deputy Mayor & Vice Chairman*, M Lawrie, J Perrotta, I Sharkey & N Watts

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

1758. PUBLIC QUESTION TIME

There were no members of the public present.

1759. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr O'Connor due to a family commitment and Cllr Robinson who was unwell. These reasons were accepted by the Committee. Due to the absence of the Committee Chairman, Cllr Robinson, the meeting was chaired by the Vice Chairman, Cllr Judd.

1760. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1761. TO APPROVE MINUTES OF THE MEETING HELD ON 2ND OCTOBER 2023

It was proposed by Cllr Clarkson, seconded by Cllr Perrotta and unanimously **RESOLVED** that the minutes of the meeting held on Monday 2nd October 2023 were a true record of the proceedings and were signed as correct by the Vice Chairman, Cllr Judd.

1762. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED

The action list was noted as follows:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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
05.06.23	Min 1685, p 3897 – Update on works bordering a property in Chatsworth Park	BB	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
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	Continuing to contact various contractors for a price to remove the wooden elephant and hippo.	Jan 2024



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1762. To note action list and agree any further actions required (contd)

05.06.23	Min 1693, p 3899 – To consider way forward with planting at the bottom of 'Pigs Hill' in Chatsworth Park	BB	Specification document finalised for proposed works and will be sent out to contractors imminently.	Jan 2024
05.06.23	Min 1694, p 3899 – To consider a tree survey for Chatsworth Park & the Copse	BB	Aspen Treecare are currently undertaking the tree survey and their recommendations will be taken back to a future meeting.	Jan 2024
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	CR	ESCC to be contacted re item 9 Youth Services, to see if they will progress a project.	Jan 2024
31.07.23	Min 1714, p 3934 – Update on Management Plan	BB	Chasing contractor for price to fill in the hole in post 24 and to replace posts 41, 57, 62, 63, 65, 85 & 90, but no answer received.	Jan 2024
31.07.23	Min 1716, p 3934 – To consider grounds maintenance / pathway works in Chatsworth Park	BB	Other contractors have been contacted and waiting for some information to be sent over by SGS Surfacing.	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	Replacement rubber nest seat from Sutcliffe Play has arrived. Contacting various contractors to see if they can fit alongside other playground repairs.	Jan 2024
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 attended site with Cllr O'Connor on 11.10.23 and agreed with the proposed works. Purchase Order has been sent to Countrywide for them to cut back vegetation.	Jan 2024
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	Exercise classes to be notified of potential cost increase from April 2024 when they are written to regarding Christmas closure period	Dec 2024
02.10.23	Min 1741, p 3974 – To review / update the Business Plan	SN	Amendments have been made to project no's 1, 5, 6, 8 and 9.	Complete



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1762. To note action list and agree any further actions required (contd)

02.10.23	Min 1742, p 3974 – To note Amenities complaints since last meeting	BB SN BB	BB has contacted resident to advise them that we will not cut the hedge back from their garden as it is not on TTC owned land. SN responded to the resident re complaint no 59. No response received to date. BB has advised resident that trees will not be cut back as there is no health & safety risk to either the trees, the resident or his property and there is no amenity benefit.	Complete Complete Complete
02.10.23	Min 1743, p 3975 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	BB	Picnic table options have been investigated. Cllrs to decide if we want to replace them and if so, we will need to investigate installation costs.	See new agenda item
02.10.23	Min 1745, p 3976 – To discuss results from the playground surveys and possible refurb	CCL	Cllr Clarkson to organise a group to initiate proceedings and findings be taken back to a future meeting	Mar 2024
02.10.23	Min 1746, p 3976 – To consider draft grounds maintenance contracts due to start in April 2024	BB/SN	Contracts have been advertised out to tender with return deadline of 04.12.23. To be considered at Full Council meeting in Dec.	Dec 2023
02.10.23	Min 1747, p 3976 – Management Plan update	CCL	Chatsworth Park volunteers have swept the pathway (zone 8) and cut nettles back from Ambleside Avenue (zone 27).	Complete
02.10.23	Min 1749, p 3977 – To consider applying for tree planting grants	BB BB	Grant application deadline 3.12.23 so may not have time to obtain estimates for initial cut back, works to be carried out and prices to be obtained for trees. Liasing with Chair and Cllr Clarkson on way forward. Earthwatch Europe confirmed that funding is only available to District Councils so we will not be able to apply.	Jan 2024 Complete
02.10.23	Min 1750, p 3977 – To consider making a request to Lewes District Council to revoke a Tree Preservation Order at the Copse	BB LOC	BB to investigate planting the area with bluebells in late spring. LOC has contacted ecologist for advice on future management of this area.	Jan 2023 See new agenda item

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1762. To note action list and agree any further actions required (contd)

02.10.23	Min 1751, p 3978 – To consider whether to re-start a community space, previously known as a warm hub	SN	SN advised HCH as per agreement reached at last meeting and she has not heard further from them re setting up a community space/lunch on the 2nd and 4th Mondays of the month between 12 midday and 2pm.	Dec 2023
02.10.23	Min 1753, p 3978 – To consider quotes for a new heating system at the Civic Centre	SN	PO has been issued to Gregory Gas Heating and Plumbing to replace 2 gas boilers. Works due to be completed by end January.	Feb 2024
02.10.23	Min 1754, p 3979 – To consider replacement of CCTV monitor in general office	SN	Havens Alarms to carry out works for replacement CCTV monitor on 16.11.2023.	Nov 2023
02.10.23	Min 1755, p 3979 – To consider estimates for repairs to Civic Centre windows	SN	Repairs have been undertaken to the two windows in the Exhibition Area and one window in Room 5.	Complete
02.10.23	Min 1756, p 3979 – Future Events	SN	Christmas tree to be purchased for outside of the Civic Centre.	Dec 2023

Minute 1749 – The Amenities Officer advised a specification document had been sent out to contractors for estimates, which are due back shortly. The Tree Council also confirmed that another round of tree planting grants is likely to come out in August 2024, which is a preferable time frame to put the proposed project together.

1763. TO NOTE INCOME & EXPENDITURE FIGURES TO 30th SEPTEMBER 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 £12,807 expenditure and income of £1,200 and Civic Centre expenditure of £17,535 and income of £20,089 at 30th September 2023 were **noted** by the Committee.

1764. TO REVIEW/UPDATE THE BUSINESS PLAN

The Business Plan was **noted** and no amendments were considered to be necessary.

1765. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was **noted** by the Committee. Aspen Treecare had been asked to visit an area in Chatsworth Park and provide their opinion on the general area, including encroachment of shrubs, trees and vegetation as well as their height, which a resident had reported was causing overshadowing issues in their garden. Aspen Treecare have advised that vegetation is only encroaching onto 3 properties in Cavendish Close and if we would like them to cut back overhanging vegetation 1 metre from the boundary, this could be undertaken at a cost of £650 plus VAT, which will include 1 days' work for three men and a chipper.

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1765. To note Amenities complaints since last meeting (contd)

It was **agreed** that the residents of these properties should be made aware of the suggested works as a matter of courtesy. Cllr Gallagher verified that the Town Council's Boundary Policy confirms that boundaries with properties in Chatsworth Park should be managed to a depth of 1 metre. Cllr Lawrie questioned Aspen Treecare's estimate, which stated 'overhanging' vegetation which could be cut back to the boundary by the resident and it was agreed to clarify with Aspen Treecare if there are any overhanging branches, or whether it is only general vegetation pushing up against the fence line.

Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the Amenities Officer contacts Aspen Treecare to ask them to clarify their comments regarding overhanging vegetation and whether it includes vegetation pushing against the fence line. The Committee asked that the resident who originally made the complaint is also contacted by letter to inform them of the arborist's comments that no work is required to the boundary of their property.

1766. TO CONSIDER WAY FORWARD WITH WORKS IN CHATSWORTH PARK BORDERING A PROPERTY

The Committee considered the Amenities Officer's report. Cllr Gallagher raised concerns with the two estimates obtained which varied significantly in price. The Amenities Officer advised she had contacted other contractors but they had not responded. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to contact further contractors for a price and Officers be given delegated authority to agree for works to be undertaken up to £650 + VAT. Cllr Clarkson asked that the Management Plan for 2024/25 include inspections to be undertaken to this location.

1767. 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.

1768. TO CONSIDER ADDING PICNIC TABLES IN CHATSWORTH PARK

The Committee discussed the report from the Amenities Officer. Two of the three picnic benches by Wander Coffee in Chatsworth Park had been vandalised and broken beyond repair. Prices had been obtained for concrete, plastic, metal framed and basic timber benches. Cllr Lawrie felt that a concrete bench would be the best option as it is less susceptible to vandalism. It was proposed by Cllr Lawrie, seconded by Cllr Gallagher and **RECOMMENDED** that one concrete bench be purchased as a replacement and Committee consider next year if a second would be added, but this was not put to a vote. Cllr Clarkson felt the costs were high and a concrete bench was not in keeping with the area. He preferred the recycled plastic option and it was therefore proposed by Cllr Clarkson, seconded by Cllr Watts and following a vote, **RECOMMENDED** by a majority that one recycled plastic picnic table is purchased from Earth Anchors at a cost of £393.75 plus £48 delivery plus VAT, that installation costs are sought and taken back to Committee and that a review is undertaken in a year's time for possible purchase of a second picnic table. Cllr Lawrie abstained.

1769. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS & AGREE ANY POSSIBLE ACTIONS

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



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1770. TO CONSIDER PARK USE APPLICATION FROM THANKFUL FLOW YOGA

Thankful Flow Yoga have submitted a Park Use application to run a yoga class in Chatsworth Park on Saturday mornings. It was proposed by Cllr Gallagher, seconded by Cllr Perrotta and unanimously **RECOMMENDED** to accept the application, subject to receipt of their risk assessment, details of their emergency procedures and confirmation of their proposed location within the park.

1771. MANAGEMENT PLAN UPDATE

The Committee **noted** the report regarding the inspections undertaken in October to the hedge between Kirby Drive and Chatsworth Park North playground and to the two ponds. Cllr Clarkson confirmed that the dead hedge to one of the ponds had already been secured.

1772. TO CONSIDER APPLYING FOR FREE HEDGE PACKS THROUGH THE WOODLANDS TRUST FOR AN AREA WITHIN CHATSWORTH PARK

Works had previously been undertaken in Chatsworth Park to re-grade a bank bordering a property and the Committee agreed to plant shrubs at the front of the bank to block the gap. The Amenities Officer advised that the Woodlands Trust had opened another window for free hedge packs, and that an application could be made to purchase 30 saplings to plant 6 to 8 metres of double row hedging. She advised that although the packs are not shrubs, they would still block the gap at the front and planting could be undertaken by volunteers free of charge. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to apply for a free hedge pack through the Woodlands Trust and they be planted by volunteers if the application is successful.

1773. TO CONSIDER APPLYING FOR THE TREE COUNCIL'S NETWORK RAIL COMMUNITY TREE PLANTING FUND

Earthwatch Europe were unable to offer funding for Cllr Clarkson's proposed project of adding a 'tiny forest' in Chatsworth Park, as agreed at the last Committee meeting. In the meantime, Cllr Clarkson had contacted the Tree Council and they suggested we apply for funding through their Network Rail Community Tree Planting fund for 780 60cm saplings to be planted in an area of 18m in diameter. Cllr Clarkson advised that a similar project had been carried out in Chichester and Kent. Cllr Lawrie asked what trees would be planted and Cllr Clarkson confirmed they would be a mix of native trees, including fruit and Oak. Cllr Gallagher raised concerns that planting a mini forest in the middle of one of the grassed areas would reduce the amount of open space the public could enjoy and that the trees would need to be included within any future surveys. Cllr Lawrie was aware of similar projects and advised the trees would not require maintenance. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Lawrie and **RECOMMENDED** that Cllr Clarkson submits a funding application to the Tree Council and if successful, it is taken back to a future meeting for further consideration on how the project will be formed. Cllr Gallagher objected to the proposal.

1774. UPDATE ON PROPOSED CHATSWORTH PARK CAFÉ CONCESSION

Cllr Clarkson updated the Committee following the working group meeting. To take the project forward, he would like to make an official application for water, sewage and power, so that Southern Water and UK Power Network could visit the site and provide costings. It was therefore proposed



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1774. Update on proposed Chatsworth Park café concession (contd)

by Cllr Clarkson seconded by Cllr Watts and unanimously **RECOMMENDED** that an application is submitted to Southern Water at an approximate cost of £87 and another application is submitted to UK Power Network, costing no more than £300, with the information being taken back to a future Committee meeting.

1775. TO NOTE MEETING WITH LEWES DISTRICT COUNCIL'S ECOLOGIST AND CONSIDER THEIR RECOMMENDATIONS

The Committee noted the comments from Lewes District Council's ecologist with regards to the Copse and Chatsworth Park. It was suggested we add Hawthorne bushes in the Copse, at the boundary with Telscombe Cliffs Way and that broadleaved trees are also planted within the Copse, making sure the area is cleared before planting to avoid saplings being smothered by the undergrowth. Following consideration, it was proposed by Cllr Sharkey, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the Town Council apply for a hedge and tree pack from the Woodlands Trust, for proposed planting of a hedge on the border with Telscombe Cliffs Way and for trees within the Copse.

1776. TO RATIFY PURCHASE OF ANTI-SLIP STRIPS FOR THE STEPS AT THE COPSE

The report from the Town Clerk stated that a member of the public notified the Town Council they had slipped on the steps at the Copse. The Town Clerk had emailed Committee members with her intention to buy some anti-slip GRP strips and that the nosings had also been re-painted yellow. As no Councillors were against this, the strips were purchased and installed by a volunteer. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** to **RATIFY** purchasing the strips at a cost of £139.50 plus VAT. Cllr Clarkson passed on his thanks to the volunteer for undertaking the work.

1777. TO NOTE ROOF DAMAGE FOLLOWING STORM CIARAN AND AGREE WAY FORWARD

The Committee discussed the Town Clerk's report. The front of the Civic Centre roof was damaged during Storm Ciaran on 2nd November 2023 and several roofing contractors were contacted to provide a quote for repair. Provincial Roofing had provided an estimate of £1,200 which was not subject to VAT, but no other prices were received. Insurers had been contacted and were happy to proceed with Provincial Roofing if the Council wanted to progress with a claim. Cllr Judd felt that the Town Council should progress this through the insurance company as they provide financial protection in these situations. It was therefore proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to progress with a claim via the Insurers and accept the quotation of £1,200 from Provincial Roofing.

1778. TO AGREE WAY FORWARD WITH THE DISHWASHER

The Committee considered the Town Clerk's report. The dishwasher at the Civic Centre has been serviced and the engineer could not find anything wrong with it, however, they noted it was filling with water slightly more water than recommended. They suggested two sensors be replaced at a



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1778. To agree way forward with the dishwasher (contd)

cost of £286.76 plus VAT. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Perrotta and unanimously **RECOMMENDED** that no works are undertaken at this stage, but that money is added to the next budget for replacement of appliances. Cllr Judd suggested a sign is added in the kitchen asking users to put the dishwasher on twice, to give a thorough rinse.

1779. TO CONSIDER QUOTES FOR FIRE RISK ASSESSMENT

The Town Clerk’s report confirmed that quotations for a Fire Risk Assessment had been obtained from three companies. It was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the quotation from Safe IS at a cost of £247 plus VAT.

1780. FUTURE EVENTS UPDATE

The Committee discussed the report from the Amenities Officer. A price had been obtained for a portable beacon at a cost of £549 plus VAT. Cllr Gallagher noted that Peacehaven Town Council were doing a large event for D Day and Cllr Watts stated that propane is also expensive. It was therefore proposed by Cllr Judd, seconded by Cllr Lawrie and unanimously **RECOMMENDED** not to purchase a portable beacon.

The events working group had also met and asked if Officers could explore purchasing generic re-usable movie decorations. This was investigated and decorations could be purchased through Amazon at a cost of £40 for a barrier and 1.5 metre rope, a 4.5 metre long red carpet at a cost of £8 and 4 long material sparkling curtains at a cost of £32. It was proposed by Cllr Sharkey, seconded by Cllr Judd and unanimously **RECOMMENDED** to purchase these re-usable decorations.

The Amenities Officer confirmed that no cinema tickets had been purchased for the showing of the Muppets Christmas Carol film and recommended it be cancelled. This was **agreed** by the Committee.

1781. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

There were no urgent matters.

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

Signed
Chairman

NB Next meeting of the Committee – Wednesday 24th January 2024 at 7.30 pm



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

Amenities & Civic Centre Action List for 24th January 2024

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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.	Mar 2024
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	Continuing to contact various contractors for a price to remove the wooden elephant and hippo.	Mar 2024
05.06.23	Min 1693, p 3899 – To consider way forward with planting at the bottom of 'Pigs Hill' in Chatsworth Park	BB	Estimates have been received from 3 contractors and will be considered at tonight's meeting.	See new agenda item
05.06.23	Min 1694, p 3899 – To consider a tree survey for Chatsworth Park & the Copse	BB	Aspen Treecare are currently undertaking the tree survey and their recommendations will be taken back to a future meeting.	Mar 2024
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.	Mar 2024
31.07.23	Min 1712, p 3934 – To review/update the Business Plan	CR	CR has contacted ESCC re item 9 Youth Services, to see if they will progress a project and is awaiting their response.	Mar 2024
31.07.23	Min 1714, p 3934 – Update on Management Plan	BB	Have not received a price to fill in the hole in post 24 and to replace posts 41, 57, 62, 63, 65, 85 & 90. Will contact other contractors for estimates.	Mar 2024
31.07.23	Min 1716, p 3934 – To consider grounds maintenance/pathway works in Chatsworth Park	BB	Other contractors have been contacted but no responses received to date.	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	Have received replacement rubber nest seat. Contacting various contractors to see if they can fit alongside other playground repairs.	Mar 2024
31.07.23	Min 1729, p 3937 – To consider quotations to clear vegetation bordering two properties next to the Copse	BB	Countrywide have cut back the vegetation by 2 metres.	Complete

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

Amenities & Civic Centre Action List for 24th January 2024

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	Exercise classes have been notified of potential cost increase from April 2024.	Complete
02.10.23	Min 1745, p 3976 – To discuss results from the playground surveys and possible refurb	CCL	Cllr Clarkson to organise a group to initiate proceedings and findings be taken back to a future meeting	Mar 2024
02.10.23	Min 1746, p 3976 – To consider draft grounds maintenance contracts due to start in April 2024	SN	Estimates were considered at the Full Council meeting in Dec and contractors have been informed if successful or not.	Complete
02.10.23	Min 1749, p 3977 – To consider applying for tree planting grants	BB	Grant application to be submitted for August 2024 bidding round. BB to obtain estimates for initial cut back, grounds work & trees.	Mar 2024
02.10.23	Min 1750, p 3977 – To consider making a request to Lewes District Council to revoke a Tree Preservation Order at the Copse	BB	BB to investigate planting the area with bluebells in late spring.	Mar 2024
02.10.23	Min 1751, p 3978 – To consider whether to re-start a community space, previously known as a warm hub	SN	SN advised HCH as per agreement reached at last meeting. Havens Food Coop contacted us advising they have funding for 6 community lunch sessions, 2 each for Newhaven, Peacehaven & Telscombe. Dates to be agreed.	May 2024
02.10.23	Min 1753, p 3978 – To consider quotes for a new heating system at the Civic Centre	SN	PO has been issued to Gregory Gas Heating and Plumbing to replace 2 gas boilers. Works due to be completed by end January.	Feb 2024
02.10.23	Min 1754, p 3979 – To consider replacement of CCTV monitor in general office	SN	Havens Alarms have carried out works for replacement CCTV monitor.	Complete
02.10.23	Min 1756, p 3979 – Future Events	SN	Christmas tree was purchased.	Complete
22.11.23	Min 1765, p 4007 – To note Amenities complaints since last meeting	BB	Letter to be sent imminently to residents of 3 properties which border Cavendish Close, to inform them of our intentions.	Mar 2024
22.11.23	Min 1766, p 4007 – To consider a way forward with works in Chatsworth Park bordering a property	BB	Other contractors have been contacted for a price and we are awaiting responses. Agreed at November's meeting that Officers can be given delegated	Mar 2024

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

Amenities & Civic Centre Action List for 24th January 2024

			<p>authority to agree for works to be undertaken up to £650 + VAT.</p> <p>Cllr Clarkson asked that the 24/25 Management Plan includes inspections in this location to be undertaken. This will be taken to March's meeting.</p>	Mar 2024
22.11.23	Min 1768, p 4007 – To consider adding picnic tables in Chatsworth Park	BB	<p>Committee agreed to purchase a recycled black plastic table from Earth Anchors at a cost of £393.75 plus £48 delivery plus VAT, that installation costs are sought and taken back to Committee and that a second table is considered in one years' time. Bianca to action.</p>	Mar 2024
22.11.23	Min 1770, p 4008 – To consider Park Use application from Thankful Flow Yoga	BB	<p>Thankful Flow to provide copy of their Risk Assessment, details of their emergency procedures and confirmation of their proposed location within the park.</p>	May 2024
22.11.23	Min 1772, p 4008 – To consider applying for free hedge packs through the Woodlands Trust, for an area within Chatsworth Park	BB	<p>Woodlands Trust have accepted our application for free hedge packs but conf they no longer provide plastic tree guards. Delivery due between 26.02.24 – 08.03.24 & to be planted by volunteers.</p>	Mar 2024
22.11.23	Min 1773, p 4008 – To consider applying for the Tree Council's Network Rail Community Tree Planting Fund	CCL	<p>An application has been submitted to the Tree Council and is going to their board for consideration.</p>	Mar 2024
22.11.23	Min 1774, p 4009 – Update on proposed Chatsworth Park café concession	CCL / BB	<p>Application has been submitted to UK Power Network and in contact with Southern Water on how best to submit an application through their website.</p>	Mar 2024
22.11.23	Min 1775, p 4009 – To note meeting with Lewes District Council's ecologist and consider their recommendations	BB	<p>Woodlands Trust have accepted our application for a free hedge and tree pack, which will arrive in March. Cllr Clarkson has kindly agreed for the volunteers to plant at this location.</p>	Mar 2024
22.11.23	Min 1777, p 4009 – To note roof damage following Storm Ciaran and agree way forward	SN	<p>Works have been undertaken to the Civic Centre roof and monies claimed and paid by our Insurers, net of the excess.</p>	Complete
22.11.23	Min 1778, p 4010 – To agree way forward with the dishwasher	SN	<p>Money will be added to 25/26 budget for kitchen appliance replacement.</p>	Complete

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

Amenities & Civic Centre Action List for 24th January 2024

22.11.23	Min 1779, p 4010 – To consider quotes for Fire Risk Assessment	SN	Safe IS are due to undertake their assessment on 31.1.24.	Feb 2024
22.11.23	Min 1780, p 4010 – Future Events	BB/SN	Re-usable decorations for film night have been purchased totalling £73.50 inc VAT, £13 less than anticipated. The working group have not met since the last meeting so an agenda item has not been added to this meeting.	Complete March 2024



AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	24 th January 2024
SUBJECT	To note Income & Expenditure to 31 st December 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

Amenities

Income (105):-

1054-105 Income entertainment - £170 is income from the Halloween evening.

Expenditure (105):-

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.

Expenditure (201):-

4108-201 Miscellaneous expenditure - £100 was for the giftcard re painting of the ball wall as agreed by Committee.

Income (202):-

1065-202 Income miscellaneous - £1,560 is income from Wander Coffee for their licence fee. This will be put into the earmarked reserve 9040-910 for the community café at year end to cover our payment for the portable toilet hire.

Civic Centre Committee

Income (301):-

1000-301 Income room hire – we have received 9 payments from the Havens Community Hub totalling £7,499.97, £849 from LDC for use of the Civic Centre as a polling station and £1,095 from a group using us as a training venue which have boosted 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.

Expenditure (301 & 302):-

4401-301 General repairs – The main expenditure has been £900 for roof repairs following leaking and £345 for window repairs.

4407-301 Equipment – The main expenditure has been £430 for a new CCTV monitor including fitting and £269 for a new defib battery.

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 are now complete following the November 2023 payments, saving an annual total of £5,600 net of interest. The final loan re-payments are £2,400 (2x £1,200) in 2024/25 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 for the same purpose at year end.

Earmarked Reserves

9014-910 Telscombe Tye - £300 was for the Tye firebreak cut.

9018-910 Tye signage expenditure - £590 was for the new information board.

9027-910 Burial fees – £1,500 was made, being the agreed instalment payment for this financial year. At year end, funds from nominal code 4029-101 will be put into this earmarked reserve and then we will have enough funds to make the final instalment payment for outstanding fees for burials to Btn & Hove Council. The contract with them has been cancelled, so no more fees will accrue.

9040-910 Community café – the payments made are for hire of the portable toilet.

3. RECOMMENDATION

It is recommended to note the figures that were agreed at the full Council meeting on 17th January 2024.

4. FINANCIAL IMPLICATIONS

As detailed above and in the income and expenditure sheets.

08/01/2024

Telscombe Town Council

15:13

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities							
<u>105 Town Events</u>							
1054 Income entertainment	0	170	100	(70)			170.0%
Town Events :- Income	0	170	100	(70)			170.0%
4363 Town Entertainment / Events	0	1,296	1,000	(296)		(296)	129.6%
4365 Entertainment consumables	0	0	100	100		100	0.0%
Town Events :- Indirect Expenditure	0	1,296	1,100	(196)	0	(196)	117.8%
Net Income over Expenditure	0	(1,126)	(1,000)	126			
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098 Playground equipment Replaceme	0	1,684	12,000	10,316	10,316	(0)	100.0%
4100 Playgrounds Spare Parts/Repair	27	764	2,000	1,236		1,236	38.2%
4101 Grounds Maintenance	550	4,831	12,000	7,169		7,169	40.3%
4104 Works contract 1, playgrounds	0	4,933	8,230	3,297		3,297	59.9%
4105 Works contract 2 -trees/hedges	0	2,265	2,730	465		465	83.0%
4106 Works contract 3 - small grnd.	0	650	1,890	1,240		1,240	34.4%
4107 Playground inspections	195	1,755	2,700	945		945	65.0%
4108 Miscellaneous expenditure	0	100	0	(100)		(100)	0.0%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	772	16,982	41,550	24,568	10,316	14,252	65.7%
Net Expenditure	(772)	(16,982)	(41,550)	(24,568)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	0	1,150	1,150			0.0%
1063 Income memory garden plaques	40	240	300	60			80.0%
1065 Income miscellaneous	160	1,560	0	(1,560)			0.0%
Amenities General :- Income	200	1,800	1,450	(350)			124.1%
4351 Seats and Notice Boards	0	0	1,500	1,500		1,500	0.0%
4357 Memorial benches	0	0	1,150	1,150		1,150	0.0%
4358 Memory garden plaques	0	155	300	145		145	51.8%
4360 Cafe concession	0	0	3,500	3,500		3,500	0.0%
Amenities General :- Indirect Expenditure	0	155	6,450	6,295	0	6,295	2.4%
Net Income over Expenditure	200	1,645	(5,000)	(6,645)			
Amenities :- Income	200	1,970	1,550	(420)			127.1%
Expenditure	772	18,434	49,100	30,666	10,316	20,350	58.6%

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Civic Centre							
<u>301 Civic Building</u>							
1000 Income Civic Centre -room hire	1,762	19,438	11,000	(8,438)			176.7%
1002 Income - C Centre FIT payments	1,369	5,791	5,000	(791)			115.8%
1003 Income - C Centre mast rental	1,653	4,959	6,615	1,656			75.0%
1004 Income miscellaneous	0	950	0	(950)			0.0%
Civic Building :- Income	4,784	31,138	22,615	(8,523)			137.7%
4401 General Repairs	0	1,470	2,000	530		530	73.5%
4402 Consumable Supplies	0	672	800	128		128	83.9%
4403 Equipment Maintenance	38	1,357	2,000	643		643	67.8%
4404 External/Internal Decorating	0	0	1,000	1,000		1,000	0.0%
4406 Refuse collection	0	821	1,200	379		379	68.4%
4407 Equipment	705	1,086	1,100	14		14	98.7%
4411 Rates	1,206	10,853	15,450	4,597		4,597	70.2%
4412 Water and Sewage	0	1,876	2,000	124		124	93.8%
4413 Electricity	0	697	3,825	3,128		3,128	18.2%
4414 Gas	217	1,251	4,875	3,624		3,624	25.7%
4419 Internal/external works	1,500	1,500	1,500	(0)		(0)	100.0%
Civic Building :- Indirect Expenditure	3,622	21,583	35,750	14,167	0	14,167	60.4%
Net Income over Expenditure	1,162	9,556	(13,135)	(22,691)			
<u>302 Civic Building Loan</u>							
4060 Loan Accounts	0	8,511	9,000	489		489	94.6%
Civic Building Loan :- Indirect Expenditure	0	8,511	9,000	489	0	489	94.6%
Net Expenditure	0	(8,511)	(9,000)	(489)			
Civic Centre :- Income	4,784	31,138	22,615	(8,523)			137.7%
Expenditure	3,622	30,093	44,750	14,657	0	14,657	67.2%

08/01/2024

Telscombe Town Council

15:13

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
<u>910 Earmarked Reserves</u>							
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/Server	0	0	1,000	1,000		1,000	0.0%
9014 Telscombe Tye	0	300	59,807	59,507		59,507	0.5%
9018 Tye Signage Expenditure	0	590	1,567	977		977	37.7%
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	160	3,300	3,140		3,140	4.8%
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	1,560	2,601	1,041		1,041	60.0%
9041 Tye management	0	0	3,200	3,200		3,200	0.0%
9042 Memorials - bench maintenance	0	0	550	550		550	0.0%
9043 Bridleway 8 gate key deposits	0	0	200	200		200	0.0%
9044 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
9045 Legal fees	0	0	1,000	1,000		1,000	0.0%
Earmarked Reserves :- Indirect Expenditure	160	4,295	291,055	286,760	0	286,760	1.5%
Net Expenditure	(160)	(4,295)	(291,055)	(286,760)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	160	4,295	291,055	286,760	0	286,760	1.5%



AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2024
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 for this Committee, version 1.3 dated 25th October 2023.

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.	AO, TC	Yearly	ACC	Ongoing
			Bat roost survey carried out – 10 trees identified as having bat roost potential. Bat boxes have been fitted throughout the park.				Complete
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	Keep the play equipment in a safe and good condition and all areas clean and tidy	Weekly playground inspections undertaken by LDC. AO/ACC to monitor the inspection reports and authorise repair and maintenance work as needed. Litter picking of park and playgrounds included in new 3	AO, TC & ACC & volunteers	6 monthly	ACC	Ongoing

2023-24	2024 - 2025	2025-26	2026-27
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	Park & Robert Kingan & keep areas clean and tidy		year maintenance contracts which commenced on 1.4.21 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.	AO & TC	Ongoing	ACC	Ongoing

			<p>Agreed at full Council in Nov '21 to get feasibility study. Quotes received & agreed to get study undertaken. Feasibility study received.</p> <p>Working group have agreed further investigations.</p> <p>Additional costs and grant funding is being investigated.</p> <p>BUDGET IMPLICATIONS</p>				<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p>
6	Climate Change Emergency - Activity for ACC and FC	Declare Climate Emergency and aim for TTC to become carbon neutral by 2030.	<p>Deliver a number of initiatives through the committee system.</p> <p>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.</p> <p>Advertise the solar panels savings in CO2 and clean energy generation in quarterly newsletter.</p> <p>Explore the opportunities to provide EV charging point(s) at Civic Centre.</p>	TC & AO		ACC & FC	Complete
					Ongoing		
				CR	Ongoing		

Business Plan 2023/2027 - v 1.3

			<p>Civic Centre now a Water Refill point.</p> <p>BUDGET IMPLICATIONS</p> <p>Single Use Plastics Policy adopted at Council meeting on 16.9.20. Policy revised & adopted at full Council Sept '23. Joint working party set up with PeacehavenTC, as well as TTC's own separate committee which is Climate Change & Biodiversity Working Group.</p>		<p>Complete</p> <p>3 yearly</p> <p>Ongoing</p>	<p>ACC</p> <p>ACC</p>	<p>Complete</p> <p>2023</p>
7	Active Travel – cycles and walkways	Safe walking/shared pathways	<p>In consultation with residents, look at active travel and cycle/walkways across Chatsworth Park.</p> <p>BUDGET IMPLICATIONS</p>	AO	Yearly	ACC	n/a
8	Chatsworth Park and The Copse Management Plan	To provide clear guidelines for park management.	<p>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.</p>	CC	Yearly	ACC/FC	Ongoing
9	Youth Services	Look at expanding opportunities to provide youth	<p>Report to Committee members to inform the discussion on exploring new opportunities to work with The Joff (Peacehaven) Youth Centre.</p>	TC & CR		ACC	

2023-24	2024 - 2025	2025-26	2026-27
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		services support in the Towns	<p>Joint project agreed with PeacehavenTC & ESCC, put on hold due to Covid-19. No revised details received from ESCC.</p> <p>BUDGET IMPLICATIONS</p>				
10	Civic Centre Sustainability	Explore ways of cost reduction	<p>Look at energy supplies, boilers, solar panels and battery options. Energy supplies renewed for x2 years from July 2022. Ovesco carried out inspection Sept '22 & advised retain current boilers and solar panels. Operational problems now highlighted with boilers so agreed to investigate new boilers.</p> <p>BUDGET IMPLICATIONS</p>	ACC/TC	Complete	ACC	
11	Telephone network upgrade	Digitise network.	<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	Complete

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	24 th January 2024
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 5 new complaints raised since our last Committee meeting.

3. RECOMMENDATION

I recommend that the Committee note the complaints received.

4. ENVIRONMENTAL IMPACT

The environmental impact will be considered when carrying out any works in response to a complaint.

5. FINANCIAL IMPLICATIONS

We have a current balance of just over £7,000 in the grounds maintenance budget for the remainder of 2023/24 and an earmarked reserve of just over £7,500.

Complaint No	Date received	Taken to A&CC	Area	Category	Nature of complaint	Most recent action taken	Current status
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.	13.11 - Aspen Treecare undertaken tree survey and there were no recommendations to be taken forward at this location. 06.12 - Agreed that Town Clerk will write a letter to the resident advising it is criminal damage to cut the trees in the park	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.	Estimates received for removal of bindweed and will be considered at this meeting on next report. 15.01 - Met with GreenHavens and they will send email siting their recommendations.	Ongoing
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.	Agreed at Committee meeting to purchase 1 new table. BB to obtain installation costs before PO is issued.	Ongoing
74	30.08.2023	02.10.2023	Chatsworth Park	Broken bollard	Bollard top of Kirby Drive in Chatsworth Park has broken	Received replacement bollard and this will be fitted shortly.	Ongoing
84	30.09.2023	22.11.2023	Chatsworth Park	Broken bollard	The bollard top of Kirby Drive is broken and needs replacing.	Received replacement bollard and this will be fitted shortly. Duplicate of no 74 so will remove from next agenda.	Ongoing
88	20.10.2023	22.11.2023	Chatsworth Park	Tree stump	Resident fell over a tree stump by ball wall	Volunteer has removed the tree stump.	Completed
89	29.12.2023	24.01.2024	Chatsworth Park	Anti-social behaviour	Cllr O'Connor received an email from a resident to advise a group of boys were digging holes to an area in Chatsworth Park with spades and the soil was being used to create mountain bike trails.	30.12 - Cllr O'Connor visited the site and re-filled the holes. 09.01.2024 - Further holes have been created. The Town Clerk has partially filled them. An agenda will be taken to this Committee meeting to discuss a way forward	Ongoing
90	05.01.2024	24.01.2024	Chatsworth Park North Playground	Damaged playground equipment	Resident called in to complain about the two damaged swings and zip wire. Also unhappy that the group swing has not been replaced and been left for a long time.	05.01 - Advised resident damage occurred just before Christmas to swings and zip wire and we have ordered replacement parts. Apologised for the group swing not being reinstalled but struggling to find a contractor to install on our behalf.	Completed
91	05.01.2024	24.01.2024	Chatsworth Park	Fly tipping	Report of broken glass and tiles to south field of park, bordering Central Avenue.	07.01 - Removed by Chatsworth Park volunteers.	Completed
92	09.01.2024	24.01.2024	Chatsworth Park	Anti-social behaviour	Another resident reported that a group of boys were digging holes again, to the same previous location.	An agenda item will be taken to this Committee meeting to discuss a way forward.	Ongoing
93	09.01.2024	24.01.2024	Chatsworth Park	Signs	A resident reported that one of the Friendly Fox signs in Chatsworth Park is incorrect.	09.01 - Reported to Friendly Fox, who will amend the details.	Completed



AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24th January 2024
SUBJECT	To consider way forward with works in Chatsworth Park bordering a property

1. INTRODUCTION

A resident whose property borders Chatsworth Park contacted me last summer with concerns of subsidence and bindweed pushing against the fence line (complaint number 65 on the complaints spreadsheet). This was taken to our Committee meeting in November, where I confirmed that the subsidence query had not been progressed due to lack of evidence from the complainant. Councillors were provided with two quotations for removal of the bindweed, as follows:

Countrymans provided a quotation of £160 plus VAT to clear low level vegetation 1 metre from the property line and £315 plus VAT to supply and lay weed matting along the cleared area, totalling **£475 plus VAT**.

Clean Cut filled in the specification document and quoted £1200 to cut back the vegetation and £1500 to lay the membrane, totalling **£2700 inclusive of VAT**. They confirmed that the cost of cutting back the vegetation is high due to the sheer amount of bindweed in this location. They also raised concerns that the membrane would not necessarily stop the bindweed from growing back. Their suggestion would be to cut back the vegetation only and then undertake cutting twice a year to keep the area at bay. Subsequent cuts would not be as expensive, as there would be less vegetation to cut.

2. INFORMATION

Councillors asked me to contact further contractors for a price and Officers be given delegated authority to agree for works to be undertaken up to £650 plus VAT.

I contacted other contractors but only received a response from GreenHaven Gardens. I met with them at the location and they confirmed that the bindweed is not heavy enough to damage the fence and that the damage may be due to the compacted soil on the ground. They also advised that the resident's fence is approximately 30 years old so some of the damage is due to age, e.g. the wood rotting on the fence rails. GreenHavens confirmed they would put their recommendations to me in writing, which I have not received to date. If this is received prior to the meeting, I will provide a verbal update.

3. RECOMMENDATION

It is recommended that if no other quotations are received, that we proceed with the estimate from Countrymans at a cost of £475 plus VAT. It is also recommended that once

works have been undertaken, I inspect this location 4 times a year and feedback any update to the Committee.

4. ENVIRONMENTAL IMPACT

Bindweed is notoriously difficult to remove and can only be cleared by removing all the roots and disposing of them elsewhere, or by using a strong weed killer regularly.

5. FINANCIAL IMPLICATIONS

We have a current balance of just over £7,000 in the grounds maintenance budget for the remainder of 2023/24 and an earmarked reserve of just over £7,500. To date, however, we have agreed works of approximately £2,000 which will be deducted from that figure.



AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2024
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.

2. INFORMATION

The inspections are on the following major pathways and routes through Chatsworth Park, which need to be undertaken in January.

Zone 8 (path above Chatsworth Park North Playground)



This location was last inspected in September 2023 and I advised there were leaves and pine needles laying across the pathway. The trench built by volunteers (and in several other locations in the park) has helped to prevent a build-up of mud. There is a minimal amount of mud laying on the pathway and I noted a small hole had appeared bordering the pathway and playground, presumably created by an animal.

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



This location was also inspected in September 2023 and the pathway was free of tree branches and vegetation, and there were minimal leaves present. There is now a build-up of mud both by the entrance with Bridle Way and at the bottom of the path next to Wander Coffee.

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



This last location was also inspected in September 2023, where the walkway was free of mud and there were minimal leaves present. The trench built has prevented a build-up of mud although it was noted that due to the rainy weather recently experienced, there was some mud visible either side of the pond.

3. RECOMMENDATION

To note the inspections undertaken and to ask if the Chatsworth Park volunteers could clear the mud from the above zones at their next session. I will also undertake more regular checks to zone 8, where the animal hole has been created.

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 £7,000 in the grounds maintenance budget for the remainder of 2023/24 and an earmarked reserve of just over £7,500. To date, however, we have agreed works of approximately £2,000 which will be deducted from that figure.



AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2024
SUBJECT	Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces

1. INTRODUCTION

As previously agreed, Council Officers are currently investigating the 22 high priority recommendations on the Access Report.

2. INFORMATION

The attached spreadsheet provides an update on the 16 urgent items for consideration by this Committee. Any recommendations that come under Telscombe Tye will be taken to the Policy & Resources Committee.

Of the 16 items, 9 have been completed, 6 are ongoing and 1 is closed.

Items 4.1 and 4.2 recommend we carry out a rolling programme of improvement and maintenance of path surfaces around Chatsworth Park. Hailsham Road Ways provided a quotation which was considered at a previous Committee meeting and it was felt their costs were high. I was therefore asked to make contact with other companies but have not received a response from any. The contact who quoted for the works at Hailsham Road Ways has since left the company.

3. RECOMMENDATION

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

For items 4.1 and 4.2, I recommend we re-contact Hailsham Road Ways for a price and that we advertise out on our website and social media a tender for the pathway improvement works in Chatsworth Park.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

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

No. & Element	Current Situation	Recommendation	Update	Status
1.1 Online – website accessibility & usability	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 accessible 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.	Information boards have been installed.	Completed
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
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

No. & Element	Current Situation	Recommendation	Update	Status
4.2 Path widths	Most of the surfaced paths are approximately 1200 – 1500 mm wide, some slightly more or less. The resurfacing of paths provides an opportunity to widen them, where feasible.	Aim for a path width of 1800 mm on key routes, preferably 2000 mm. This allows two wheelchair users to pass each other or two pedestrians to walk side by side. A width of 1500 mm allows for a wheelchair user and a pedestrian to be alongside each other. A width of 1200 mm allows space for a wheelchair only. Where paths are necessarily narrower than 1800 mm ensure there are regular passing places. These should be 2000 mm long and 1800 mm wide and located within direct sight of another passing place or at a maximum distance of 25 m – whichever is closer.	A rolling programme will need to be investigated alongside item 4.1	Ongoing
5.2 Resting places elsewhere	There are some seats at different points within the Park, but not that many. These tend to be plain benches or, in the Memorial Garden, seating with backrests and armrests.	Together with the seating beside the main paths, explore other areas around the Park to install seating. This is something that could be done in consultation with local community groups. Consider locations for their sensory interest such as views, sounds, planting as well as some with shade and some with sun. The locations may have soft landscaping on the approach to complement the seating beside the paths.	Three benches have since been added to the grassed area by the car park, near to the café concession. <i>Aug 2023 - 2 benches have since been destroyed by vandalism so status changed back to ongoing.</i> <i>Nov 2023 - Councillors agreed to purchase 1 new bench. BB to action.</i>	Ongoing
8.1 Events and activities	These need to be as inclusive as possible.	When designing and promoting events or activities, ensure that the accessibility of the event or activity has been considered and prepared for. This element can also be promoted and a telephone number given for anyone who may have queries about the accessibility of the activity or event.	Risk Assessments actioned when holding events. TTC telephone number provided on all promotional literature.	Completed

No. & Element	Current Situation	Recommendation	Update	Status
9.2 Volunteers	There is a significant element of maintenance and monitoring that needs to be carried out at the Park on a regular basis.	Recruit volunteers (if not already in place) to carry out essential maintenance tasks at the Park and in doing so they also act as monitors of the Park. The tasks to include maintenance (sweeping) of paths, removal of any temporary obstacles, cleaning of playground equipment, pruning shrubbery back from the paths, carryout out remedial work to any damaged seats or signs etc.	Most of these items are listed under our grounds maintenance contracts, although we have utilised volunteers further to help with monitoring of the park.	Completed
9.3 Staff training	Any Council Staff who manage activities or deal directly with the public regarding the Park need to be disability confident.	Provide disability confidence training for all front facing staff. This should be provided by an experienced trainer who is themselves disabled and who works from the Social Model of Disability.	Town Clerk is investigating training options	Ongoing
9.4 Feedback	Getting ongoing feedback about the Park and its accessibility is important for the Council and assists the Council in meeting its duties to disabled people at the Park.	Consider increasing the ways in which people can give feedback about the Park so that it is as easy as possible. Use a variety of methods to give people options and ensure that those who have given feedback are given feedback from the Council on their ideas. Ways of giving feedback include social media, 1-1 questionnaire at events, community focus groups etc.	Residents have been consulted on accessibility in the park in August 2022. Updates have been made on social media concerning maps. Ongoing feedback to be considered alongside 8.2 (consulting with the community on events - low priority).	Ongoing
11.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled parents/carers wishing to use the Playground with their children.	Ensure that information about parking near the Playground (i.e. street parking) and the location of any bus stops and public toilets is made available in the information online.	As per 1.2	Completed



AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2024
SUBJECT	To consider quotations for works to an area in Chatsworth Park

1. INTRODUCTION

At the Committee meeting on 5th June, Councillors agreed to the specification document provided (attached for information) so that we could obtain estimates to carry out works to the bottom left-hand corner of Pigs Hill.

2. INFORMATION

I contacted 4 contractors and have received estimates back from 3; EH Treecare, Aspen Treecare and Countrymans. Their prices are listed below:

EH Treecare asked me to pick a grass seed using the website www.hmseeds.co.uk and having looked at the site, I felt that the hm4 general amenity grass seed mix would be best. With this information, they then quoted £2,870 plus VAT to mow to low level, remove arisings, cultivate and create a seed bed, use hm4 amenity mix grass seed and to roll and finish the area.

Aspen Treecare quoted £1,250 plus VAT to flail and mulch all vegetation on site, but did not wish to provide an estimate for the re-seeding element.

Countrymans provided the attached estimate of £815 plus VAT to flail overgrown vegetation, rake up and remove and dispose of the wate and £735 plus VAT to power harrow the cleared area, rake over level, supply and sow an amenity mix grass seed, fence off seeded area and to collect and remove fencing once the seed has established. Their total quotation is £1,550 plus VAT.

It has previously been agreed that once the work is undertaken, that the project should include a walkway being added with bark chippings held in place with logs, shrubs and a new bench.

3. RECOMMENDATION

I recommended that the estimate from Countrymans be accepted.

4. ENVIRONMENTAL IMPACT

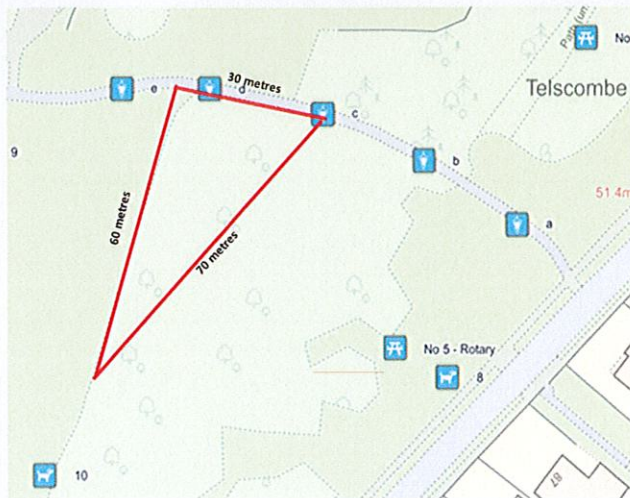
This area was listed in the red zone of the ecological report, which states that no work can be undertaken without prior consultation from an ecologist.

5. FINANCIAL IMPLICATIONS

We have just over £7,00 left in 2023/24 grounds maintenance budget, £2,000 of work already authorised which will be deducted from that figure and any other works agreed at this meeting will also need to be taken into account. Cllr Gallagher has previously intimated that the Saltdean Charity may be able to help financially.

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

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



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

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

Includes VAT

Yes / No

Declaration

Signed:

Date:

Name:

On behalf of:-



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

21/11/2023

Quote 1695

Dear Bianca

Chatsworth Park Walkway vegetation

To Flail overgrown vegetation down to ground level within marked out area on supplied map.
To rake up and remove arisings from site.
To dispose of all waste at a registered green waste recycling facility.

Cost £815.00 Plus VAT

To Power harrow cleared area.
To rake over level.
To supply and sow grass seed.
To fence off seeded area with barrier fencing.
To collect fencing and remove from site once seed has established.

Cost £735.00 Plus VAT

TOTAL COST £1,550.00 plus VAT

We hope this quote proves favourable and we await your reply

Yours Sincerely

A handwritten signature in black ink, appearing to be "JB", written in a cursive style.

James Botting
Operations Director

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



AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2024
SUBJECT	To consider a way forward on an area being dug up in Chatsworth Park

1. INTRODUCTION

Cllr O'Connor was contacted over the Christmas period by a resident who advised that there were a group of boys digging deep holes with spades to an area of Chatsworth Park. The soil was then being used to create mountain bike trails.

2. INFORMATION

Cllr O'Connor visited the site and re-filled the holes, the largest being 1.5m deep x 2m wide and 2m long. He also removed the bumps and dips that had been created nearby (location and pictures on the attached document sent by Cllr O'Connor).

Another resident contacted us on 9th January to report that there had been a group of boys digging holes in the same area. The Town Clerk visited the site with a volunteer who filled the hole with the piles of soil left by the side and put up signs explaining it is prohibited to dig holes. Unfortunately, there was not enough soil to fill the hole totally. The area in question is in a far corner which is not near any official pathways, or pathways made by members of the public walking along a specific area and is hidden behind an area of Chestnut fencing. Part of the fencing was deteriorating and Cllr O'Connor filled in the gap with branches.

Cllr O'Connor has suggested that new chestnut fencing is added to this location, which will help block the area. The current fencing in this location has deteriorated and one of our former Councillors asked several times in the past for the chestnut fencing to be reinstated.

3. RECOMMENDATION

It is recommended Councillors consider a way forward with protecting this location and preventing further digging activity.

4. ENVIRONMENTAL IMPACT

An increase of human activity in this area of Chatsworth Park may affect the wildlife and natural biodiversity that currently reside there.

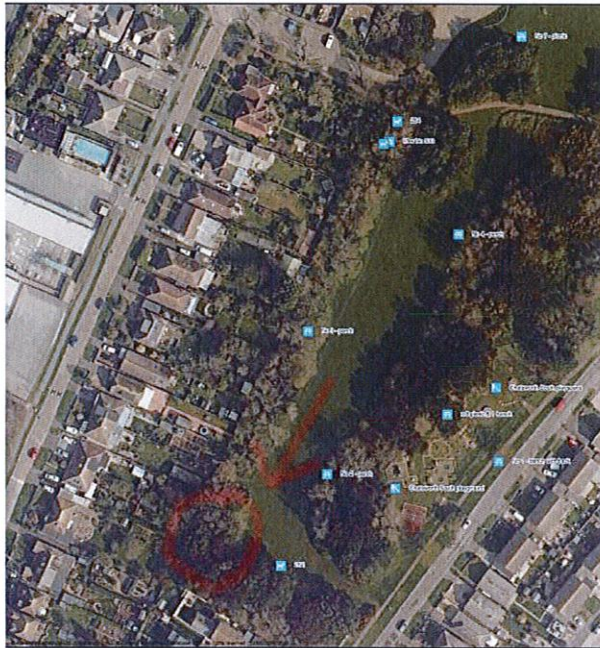
5. FINANCIAL IMPLICATIONS

We have a current balance of just over £7,000 in the grounds maintenance budget for the remainder of 2023/24 and an earmarked reserve of just over £7,500. To date, however, we have agreed works of approximately £2,000 which will be deducted from that figure.

Chatsworth Park – South – Complaint
29.12.23

Area where children had dug holes and
created obstacles on the path

Chatsworth Park south A3



Area following holes being filled in and an
attempt to stop access to the area



Large holes





AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2024
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 and will not be sent due to its length. There are 63 items listed; we are waiting for prices on 32 items, 20 items are for monitoring, we need to explore a way forward with 5 items, 3 items are due to be completed imminently and 3 items we cannot action unless we replace the equipment (tree roots and the wooden train, both at Chatsworth Park South Playground).

There are findings across all three playgrounds of damaged picnic tables and benches, as follows:-

Robert Kingan Playground

There is a low risk finding dated 25.01.2023 for 3 damaged picnic tables and the picture included within the report is for the table next to the monkey bars. The table is loose in the ground and there are cracks to all 3 top planks and to one of the seat planks. There is also strimmer damage to 3 out of the 4 legs.

There is some strimmer damage to the picnic bench north of the playground by the double yellow gates and a small crack to one of the picnic tables located north east of the playground by the ball wall.

Chatsworth Park North Playground

There is a low risk finding dated 5.9.23 for a crack in a picnic table, which is located most north in the playground, nearest the double yellow gates. The crack is measured at 270mm long x 4mm at its widest and we will need to fill this with wood filler.

Chatsworth Park South Playground

There are 4 low risk findings relating to the picnic tables and benches; the block under the bench next to the infant swings is loose and needs securing, the picnic table nearest the muga court has a piece of wood that needs sanding down, the two picnic tables nearest the double yellow gates have planks that need filling with wood filler and the one nearest the pirate ship is also loose in the ground.

3. RECOMMENDATION

It is recommended to note the most recent playground inspection report and that we obtain estimates to remove the picnic table next to the monkey bars at Robert Kingan Playground.

As previously advised, we are struggling to obtain estimates for general playground repairs so I also recommend that the above information concerning the playground picnic tables and benches is noted and that I continue to investigate a contractor to undertake the works.

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 £10,316 (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 just under £1,300.



AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2024
SUBJECT	To note the annual playground inspection reports

1. INTRODUCTION

Lewes District Council have forwarded the completed annual playground and DDA inspections for our three playgrounds, Chatsworth Park South, Chatsworth Park North and Robert Kingan. We have also received the Play Value inspections for the two Chatsworth Park playgrounds but the inspector missed this report for Robert Kingan Playground. We are expecting this final report to be sent to us shortly.

As the reports are lengthy, they will not be printed to save on printing costs, but will be circulated via email.

2. INFORMATION

The annual playground inspection reports highlight items that are deemed as a risk. Most are listed as low or very low risk.

There is one item reported as grade 12, which is moderate risk. This relates to the junior swings and basket seat at Robert Kingan Playground, where it is highlighted that the chain links to the two junior swings are worn in excess of 40% and requires renewing. I have contacted Sutcliffe Play who manufactured this piece of equipment and am corresponding with them concerning replacement. We will also likely need to find someone to carry out the repairs.

We also have several items reported as grade 10, which are on the cusp of being moderate. These are in relation to the following:

Robert Kingan Playground:

- The bed of the trampolines bottoms out easily on the surface below and does not meet the requirements of the installation required
- The group swing is too low and needs adjusting

Chatsworth Park South Playground:

- The bed of the trampolines bottoms out easily on the surface below and does not meet the requirements of the installation required
- The boulders have moss/algae on them and need cleaning

The trampoline springs were replaced in early 2022 by Sutcliffe Play (who originally installed the equipment) and the annual inspection reports highlighted this as a fault both before and after replacement. I therefore feel that unless we fully remove these

trampolines, they can't be repaired to the relevant requirements and we should therefore monitor instead.

The group swing at Robert Kingan Playground was replaced in 2021 and as this was also purchased by Sutcliffe Play who originally installed the equipment, we should also monitor this piece of equipment.

I will investigate prices to jet wash the boulders, which should remove the moss and algae.

The play value inspections recorded weaknesses and serious weaknesses in several key areas for Chatsworth Park South and North Playground.

3. RECOMMENDATION

I also recommend the Committee note the recommended actions from the reports and that where monies allow, we look to implement them.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

There will be a financial cost for repairs.



AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24th January 2024
SUBJECT	To note CIL bid invitation from Lewes District Council and consider applying for a full bid

1. INTRODUCTION

At the full Council meeting in December, Councillors were informed that an Expression of Interest for a CIL grant of £150,000 had been submitted to Lewes District Council (LDC) for the proposed Chatsworth Park café concession.

2. INFORMATION

LDC have now informed us that we are eligible to make a full CIL bid. They will be accepting submissions until 23rd February 2024 and have provided the CIL bidding forms.

3. RECOMMENDATION

It is recommended to note the response from LDC and that we submit a full CIL bid before the deadline of 23rd February.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

The 2023/24 budget for the café is £3,500. If we are successful with the CIL bid of £150,000, we will need to match fund this amount.



AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	24 th January 2024
SUBJECT	To consider installing a bench on the verge at Highview Road

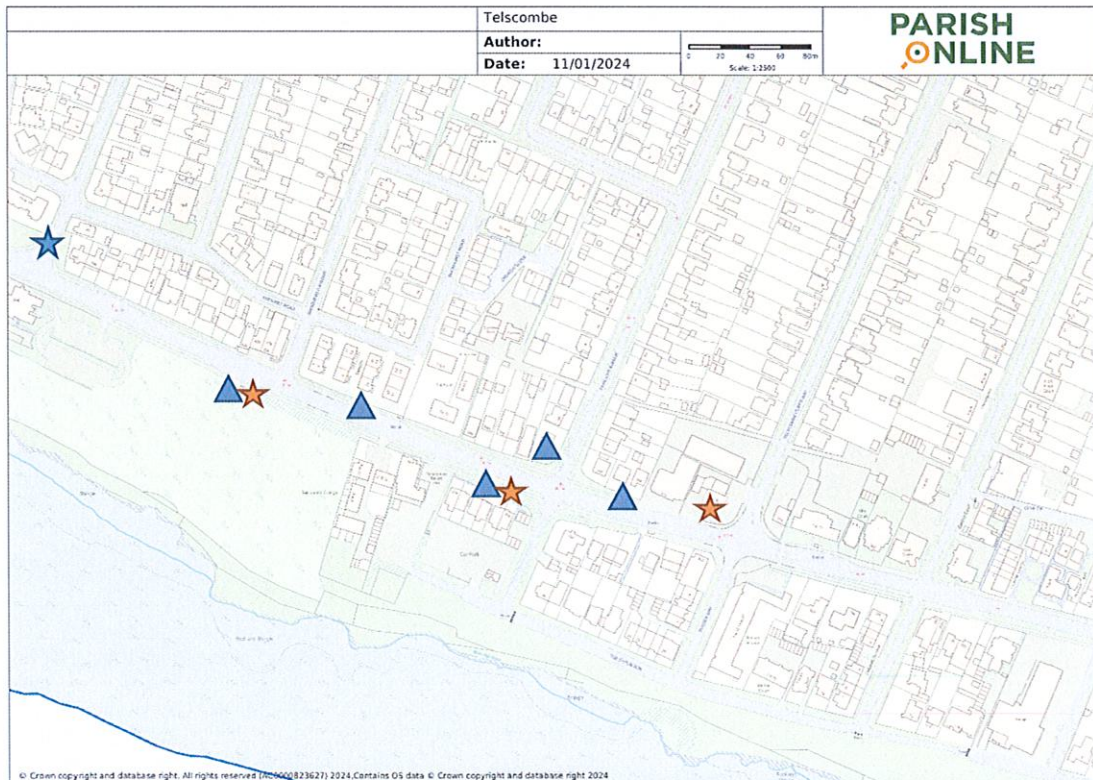
1. INTRODUCTION

The bench on the corner of Highview Road and the South Coast Road which had been put there several years ago by the Telscombe Residents Association, was removed by ESCC as it was in a dangerous condition.

2. INFORMATION

A member of the public has recently written to us advising of their disappointment at the bench's removal and advising that its absence creates a hardship for those who relied on it for respite during their daily walks or trips to local shops.

There are some benches along the Telscombe stretch of the South Coast Road and bus stops also have perch seats in them – see map below.



★ Bench that was removed ▲ Bus stop with perch seat ★ Bench

If we were to consider installing a bench, we would need to apply and pay for two licences, use an ESCC approved contractor to carry out the work on the highway and then be responsible for the bench's upkeep. The cost of a licence to make an excavation on the Highway is £404.10 or 10% of the estimated costs (whichever is greater) and the cost to place a bench on the Highway is £60.81. The cost of the bench depends on the type purchased, but is likely to be a minimum of £500, and there is also the cost of installation by an ESCC approved contractor to take into account, all of which would probably take us near to or over our annual budget for seats and notice boards.

3. RECOMMENDATION

It is recommended that the Committee considers the request, but bearing in mind our annual budget, it is suggested not to proceed.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

The annual budget for seats and noticeboards comes within the Amenities section and for 2024/25 is £1,250.



AGENDA ITEM	18
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	24 th January 2024
SUBJECT	To consider purchasing a projector to Room 1 at the Civic Centre

1. INTRODUCTION

Cllr Clarkson would like the Committee to consider his request that a projector is reinstated into room 1 at the Civic Centre.

2. INFORMATION

Cllr Clarkson has investigated prices for parts and a second-hand projector on eBay. He estimates it would cost approximately £120 for an Epsom medium throw ceiling projector with 3300 lumens, £7.92 for a 10m HDMI and £9.24 for a HDMI wall plate, totalling £137.16. The new projector would have both a VGA and HDMI connector allowing it to play audio from the projector speakers.

3. RECOMMENDATION

I recommend that the Committee consider the request from Cllr Clarkson.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

The cost is estimated due to the projector being second-hand, so it depends on availability. We could, however, agree to spend up to a monetary limit of say £200 to cover all eventualities. Budget spending is getting near to the limits on most nominal codes if you include invoices yet to be submitted for works due to be carried out, but there is allowance under the equipment maintenance which should cover the cost in this financial year.



AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	24 th January 2024
SUBJECT	To advise re damage to the car park barrier & decide whether to have an additional post installed

1. INTRODUCTION

One morning in October I noticed that the end support post for our car park barrier had been bent and was out of alignment for the barrier to sit into – see photo below. After searching through our CCTV, I discovered that an Iceland delivery van had reversed into it.



2. INFORMATION

I therefore contacted Iceland Customer services to report the incident and sent photos from the CCTV footage which clearly showed the van reversing into it. The original installers were also contacted to get a quote for either repair or replacement. Frontline Automation responded and advised that it would need replacement and their quote to supply and fit was £445 plus VAT.

I did get an acknowledgement from Iceland, following which I had to chase on numerous occasions to progress this. They finally admitted liability, passed this to their Insurers, and following negotiations, I have now received a cheque for £445 to cover its replacement.

I have therefore placed an order with Frontline Automation to replace the end support post and this should hopefully be undertaken shortly.

This is not the first time the support post has been hit, and in fact on Friday 12th January a resident drove into the car park and ran into the barrier causing far worse damage. The person in question was going to the shops and not coming to the Civic Centre. I therefore think we should install a sturdy post, painted yellow, next to the end support. This will hopefully be more visible and give the end support post protection from being damaged again.

As an example the post below, 101mm in diameter x 1m high, which can be bolted to the ground costs £143 including fittings, excluding VAT and installation.



I have contacted the company who are installing the end support post and they have quoted £405 plus VAT to supply and install by bolting to the ground a metal post 90mm x 750mm high.

3. RECOMMENDATION

I recommend that the Committee note the action taken to date and agree to purchase an additional bollard.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

If we were to purchase a bollard, it could be taken from the Civic Centre maintenance earmarked reserve which is currently £5,500.



AGENDA ITEM	20
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	24 th January 2024
SUBJECT	To ratify PAT testing

1. INTRODUCTION

We have PAT testing undertaken annually at the beginning of January.

2. INFORMATION

Unfortunately quotes were not received in time for consideration at November's meeting, but eventually we did receive 3 as follows:-

Safe IS: £104.05 + vat, additional items £0.85 +vat

UK Safety Management: £156.66 +vat, additional items £1.20

Westview: £206 +vat - £2 per item

The basic cost is based on 103 items which we had undertaken last year. As we needed to get this booked in, I emailed the Committee Chairman, Cllr Robinson, and advised her of the costs and asked whether she was in agreement to proceed with Safe IS. As Havens now have several electrical items upstairs, I suggested that we pay to have them done at the same time, as long as Havens were in agreement. I estimated the additional cost would be in the region of £15. That way we know that all items in the building have been tested and are safe.

Cllr Robinson agreed to this being undertaken and a purchase order was issued.

3. RECOMMENDATION

It is recommended to ratify the PAT testing.

4. FINANCIAL IMPLICATIONS

The payment can be made from nominal code 4403-301 equipment maintenance, which currently has £640 remaining.