



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
BN10 7ES
Tel: 01273 589777
www.telscombetowncouncil.gov.uk

20th March 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 27th March 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 24th January 2024 – *see attached*
5. To note action list and agree any further actions required – *see attached*
6. To note Income & Expenditure figures to 29th February 2024 – *see attached*
7. To review/update the Business Plan – *see attached*
8. To note amenities complaints since last meeting – *see attached*
9. Update on complaint regarding vegetation from Chatsworth Park encroaching onto a resident's property and to agree action required – *see attached*
10. Update on Officer inspection as detailed on the Management Plan – *see attached*
11. Update on Memory Garden sleepers and to agree any further actions – *see attached*
12. To review the Chatsworth Park & Copse Management plan – *see attached*
13. Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces and agree actions required – *see attached*
14. Update on weekly playground inspection reports & agree any possible actions required – *see attached*
15. To ratify replacement of playground gate at Chatsworth Park South – *see attached*
16. To note East Sussex Local Nature Recovery Strategy for Chatsworth Park – *see attached*
17. Mini forest update, ratify actions undertaken and authorisation of invoices – *see attached*
18. Update on the Chatsworth Park café proposal and agree any further actions – *see attached*
19. To consider extension to Wander Coffee's concession licence at Chatsworth Park – *see attached*
20. To agree to plant bluebells in The Copse – *see attached*
21. To consider Fire Risk Assessment and decide on any actions required – *see attached*
22. To note electricity and gas supply renewals are due and decide way forward – *see attached*
23. To consider quotes for re-pointing of Civic Centre west facing wall – *see attached*
24. To ratify extra cost for Civic Centre gas boilers – *see attached*
25. To ratify cost for emergency front door repairs – *see attached*

TELSCOMBE TOWN COUNCIL



26. Future events update and agree actions required – *see attached*
27. 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 29th May 2024



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held at 7.30pm on **Wednesday 24th January 2024** in Room 1 at Telscombe Civic Centre.

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

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

1782. PUBLIC QUESTION TIME

There were no members of the public present.

1783. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Gallagher, for personal reasons and Cllr Judd, who had a prior engagement. These reasons were accepted by the Committee.

1784. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1785. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 22nd NOVEMBER 2023

It was proposed by Cllr Clarkson, seconded by Cllr Perrotta and unanimously **RESOLVED** that the minutes of the meeting held on Wednesday 22nd November 2023 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Robinson.

1786. 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
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 Play-ground & 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 contractors and will be considered tonight's meeting.	See new agenda item



TELSCOMBE TOWN COUNCIL

1786. To note action list and agree any further actions required (contd)

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
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



TELSCOMBE TOWN COUNCIL

1786. To note action list and agree any further actions required (contd)

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 restart 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 authority to agree for works to be undertaken up to £650 + VAT. 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.	Mar 2024
22.11.23	Min 1768, p 4007 – To consider adding picnic tables in Chatsworth Park	BB	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.	Mar 2024



TELSCOMBE TOWN COUNCIL

1786. To note action list and agree any further actions required (contd)

22.11.23	Min 1770, p 4008 – To consider Park Use application from Thankful Flow Yoga	BB	Thankful Flow to provide copy of their Risk Assessment, details of their emergency procedures and confirmation of their proposed location within the park.	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	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.	Mar 2024
22.11.23	Min 1773, p 4008 – To consider applying for the Tree Council's Network Rail Community Tree Planting Fund	CCL	An application has been submitted to the Tree Council and is going to their board for consideration.	Mar 2024
22.11.23	Min 1774, p 4009 – Update on proposed Chatsworth Park café concession	CCL/BB	Application has been submitted to UK Power Network and in contact with Southern Water on how best to submit an application through their website.	Mar 2024
22.11.23	Min 1775, p 4009 – To note meeting with Lewes District Council's ecologist and consider their recommendations	BB	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.	Mar 2024
22.11.23	Min 1777, p 4009 – To note roof damage following Storm Ciaran and agree way forward	SN	Works have been undertaken to the Civic Centre roof and monies claimed and paid by our Insurers, net of the excess.	Complete
22.11.23	Min 1778, p 4010 – To agree way forward with the dishwasher	SN	Money will be added to 25/26 budget for kitchen appliance replacement.	Complete
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

Minute 1780 – The Town Clerk advised that a Future Events Working Group had met earlier in the day and it was agreed to cancel the Matilda film event at the Civic Centre in February, as only 4 tickets had been sold. This was **agreed**.



TELSCOMBE TOWN COUNCIL

1786. To note action list and agree any further actions required (contd)

Minute 1773 To consider applying for the Tree Council's Network Rail Community Tree Planting Fund –

The Town Clerk referred to an email she had sent to the Committee that morning regarding an update on the Tree Planting Fund grant application. Cllr Clarkson had submitted an application for the proposed 'mini forest' and this had now been accepted. The Tree Council had specified in their paperwork that they expect tree planting to be completed ideally by the end of February, but no later than 31st March 2024. The application form submitted confirmed the Town Council cannot claim back VAT, but this is incorrect which will change the conditional grant amount which included VAT. The Town Clerk also raised concerns on how quickly the money would be sent, as we do not have enough available funds to cover the cost as it is invested and could not be released until 10th March 2024.

The Committee discussed the application in further detail. Cllr Clarkson advised his costings include 3 days' work from a contractor, 60cm tall trees from King & Co, biodegradable tree guards and 1.2m fencing to stop entry to the trees during their critical growing stage for the first 3 years. There will be 3 gates around the mini-forest for volunteers to access with a key, so they can undertake works. Cllr O'Connor suggested that chestnut fencing be used for the perimeter rather than wire mesh. It was noted that the Tree Council requested that the project journey is shared on social media and the Town Clerk confirmed that a small article could be included in the next Town Crier newsletter, as this had not been sent off to print yet. Following consideration, it was proposed by Cllr Lawrie, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that Cllr Clarkson contacts the Tree Council to advise them that the Town Council can recover VAT, asks how quickly funds will be received due to the Town Council being unable fund this prior to receipt of the 85% up-front grant monies, that he advises them we would like to amend the fencing to posts and chestnut fencing and that if they are in agreement to this, the Town Clerk formally accepts the grant on behalf of the Council and authorises purchase of the required goods on behalf of the Council in the normal way. The Chair thanked Cllr Clarkson for his work in putting the project together.

1787. TO NOTE INCOME & EXPENDITURE FIGURES TO 31st DECEMBER 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 £18,434 expenditure and income of £1,970 and Civic Centre expenditure of £30,093 and income of £31,138 at 31st December 2023 were **noted** by the Committee.

1788. TO REVIEW/UPDATE THE BUSINESS PLAN

The Councillors **noted** the Business Plan. Cllr Clarkson felt that the Committee should look to finalise or update the actions over the course of this year. Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that Cllr Clarkson's mini forest project be added to the Business Plan and that project number 4 – renewal of the grounds maintenance contracts for 2024, be shown as completed.

1789. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

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

TELSCOMBE TOWN COUNCIL

1790. TO CONSIDER WAY FORWARD WITH WORKS IN CHATSWORTH PARK BORDERING A PROPERTY

The Committee considered the Amenities Officer's report. It was previously agreed that Officers be given delegated authority to agree for works to be undertaken at this location adjacent to a property in Ambleside Avenue, up to £650 plus VAT.

Further contractors were contacted for a price and a response was received from GreenHaven Gardens, who met with the Amenities Officer on site. They provided some advice and were asked to provide an estimate, but this has not been received to date. It was therefore proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that a) the Amenities Officer re-contacts GreenHaven Gardens for an estimate and if there is no reply by next week, to go with the quotation from Countrymans at £475 plus VAT and b) that the resident be informed of the comments from GreenHaven Gardens if their comments are provided in writing.

1791. MANAGEMENT PLAN UPDATE AND AGREE ACTIONS REQUIRED

The Committee **noted** the findings regarding inspections undertaken in Zones 8, 18 and 20 within Chatsworth Park. Cllr Clarkson advised that they would look to clear the mud from the pathways at February's volunteer session.

1792. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES

The Amenities Officer reported that Hailsham Road Ways previously provided an estimate for repairs to several pathways in Chatsworth Park. Their quotation was taken to a previous Committee meeting, where it was felt the price was too high. Other contractors had since been contacted but there had been no further response. As some time had passed since the original quotation from Hailsham Road Ways, the Amenities Officer felt they should be contacted again to re-quote for the works. The proposed sections were the entrance to the car park, the pathway nearest to the houses backing onto the park from Cavendish Close, the pathway above the North Playground and re-routing of the pathway at the Memory Garden. The Committee noted slightly protruding tree roots near the Memory Garden which had been sprayed yellow to highlight them and felt that improvements to this location were a high priority for the Council. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that Hailsham Road Ways be contacted for an updated estimate, with each area being priced separately.

Cllr Robinson suggested that ESALC could be contacted with regards to organising disability confidence training as highlighted on item 9.3. The Committee **noted** the remaining updates on the 16 urgent items on the access report.

1793. TO CONSIDER QUOTATIONS FOR WORKS IN AN AREA IN CHATSWORTH PARK

The report from the Amenities Officer was considered by the Committee. Contractors had been contacted to provide a quotation to cut back vegetation to the tree line next to the pathway known as Pigs Hill in Chatsworth Park, and to rotavate, grass seed and rope off the area. Estimates had been received from three companies, although one did not include for the re-seeding element. There was discussion on when the best time to seed would be, and it was agreed this should be undertaken between March and May.



TELSCOMBE TOWN COUNCIL

1793. To consider quotations for works in an area in Chatsworth Park (Contd)

It was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the quotation from Countrymans to flail overgrown vegetation, rake up and remove and dispose of the waste, power harrow the cleared area, rake over level, supply and sow an amenity mix grass seed, fence off the seeded area and to collect and remove the fencing once the seed has been established, at a total cost of £1,550 plus VAT.

1794. TO AGREE A WAY FORWARD WITH THE HOLES BEING DUG IN CHATSWORTH PARK

The Committee discussed the Amenities Officer's report. Cllr O'Connor had been contacted by a member of the public during the Christmas period to advise that a group of boys were digging holes with spades to an area in Chatsworth Park and creating mountain bike trails. Cllr O'Connor visited the site to re-fill the holes and remove the bumps from the created trails. The Council were contacted again in January regarding a group of boys digging holes in the same area and the Town Clerk and a volunteer filled the hole with piles of soil left by the side and put up signs explaining it is prohibited to dig holes. Cllr O'Connor noted that the chestnut fencing within this location had deteriorated and suggested that it be replaced to help block the area. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Council purchase posts and chestnut fencing. Cllr O'Connor confirmed he would measure the area for the correct meterage and that he would install this himself with the help of Cllr Clarkson. Cllr Robinson thanked both Cllrs O'Connor and Clarkson for their support.

1795. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS & AGREE ANY POSSIBLE ACTIONS

The playground inspection report was **noted** by the Committee. Cllr Robinson suggested that Chris Bibb from Lewes District Council (LDC) may be able to provide details of contractors who can assist with minor playground repairs. The Amenities Officer advised she would make contact and confirmed she had also received contact details for another contractor from Andy Strickland at LDC's Neighbourhood First Team. Initial contact had been made and the contractor had been provided with a list of works we require undertaking and should provide an estimate shortly. Cllr Clarkson asked if the Town Council could advertise for contractors via our social media channels. The report also detailed damage to picnic tables and benches across the three playgrounds and it was agreed for the Amenities Officer to obtain estimates for removal of a picnic table at Robert Kingan Playground.

1796. TO NOTE THE ANNUAL PLAYGROUND INSPECTION REPORTS

The Committee were provided with the annual playground inspection reports and DDA inspections for Chatsworth Park South, Chatsworth Park North and Robert Kingan playgrounds. Play Value reports had been provided for the two Chatsworth Park playgrounds, but the inspector missed this report for Robert Kingan Playground. This will be shared with the Committee once received from LDC. The Committee **noted** the reports, including the weaknesses to inclusive play equipment. The Amenities Officer advised she would contact the grounds maintenance contractor to ask their costs for jet washing the boulders at Robert Kingan Playground, which is showing as grade 10, when they carry out the jet washing of the playgrounds.



TELSCOMBE TOWN COUNCIL

1797. TO NOTE CIL BID INVITATION FROM LEWES DISTRICT COUNCIL AND CONSIDER APPLYING FOR A FULL BID

An Expression of Interest for a CIL grant of £150,000 had been submitted to LDC for the proposed Chatsworth Park café concession and they have now informed us that we are eligible to make a full CIL bid. It was therefore proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a full CIL bid is submitted before the submission deadline of 23rd February 2024.

1798. TO CONSIDER INSTALLING A BENCH ON THE VERGE AT HIGHVIEW ROAD

The Town Clerk's report was considered by the Committee. A member of the public had recently written to the Town Council to advise of their disappointment at the removal of a bench that had deteriorated which was situated on the corner of Highview Road and the South Coast Road, Telscombe Cliffs. As this was on land owned by East Sussex County Council (ESCC), we would need to apply and pay for two licences at a cost of just under £500, plus the price of a bench and installation by an ESCC approved contractor which would be expensive. It was therefore proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** not to add a bench in this location.

1799. TO CONSIDER PURCHASING A PROJECTOR FOR ROOM 1 AT THE CIVIC CENTRE

The Committee considered Cllr Clarkson's request to purchase a projector for Room 1 at the Civic Centre. Following consideration, it was proposed by Cllr Lawrie, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to purchase a second-hand ceiling projector, 10m HDMI and HDMI wall plate up to a maximum cost of £200. The Town Clerk advised she would liaise with Cllr Clarkson before making the purchases.

1800. TO ADVISE RE DAMAGE TO THE CAR PARK BARRIER AND DECIDE WHETHER TO PURCHASE AN ADDITIONAL POST

The Town Clerk's report detailed damage that had occurred to the Civic Centre car park barrier end support post. Initial damage was caused by an Iceland delivery van who reversed into it. The original installers, Frontline Automation, provided a quote of £445 plus VAT to supply and fit a new post. Iceland were contacted and following correspondence, payment of £445 was received by their Insurers to cover a replacement. Further more severe damage was subsequently caused to the post by a member of the public who was using the car park and going to the shops, which rendered it unusable. The Town Clerk suggested that a sturdy metal post painted yellow is added next to the current car park barrier end support post to help prevent further damage. Frontline Automation quoted £545 plus VAT to supply and install an end post measuring 127mm x 1m high, but will give us a discount of £120 if it is installed at the same time as the barrier end support post. It was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to note the action taken to date and that, as well as installing a replacement barrier end support post, Frontline Automation install a new bollard at a cost of £425 plus VAT net of the discount.

1801. TO RATIFY PAT TESTING

The Committee noted that quotes for PAT testing had been received following the last Committee meeting. The Town Clerk had contacted Cllr Robinson as Chair of this Committee and it was agreed



TELSCOMBE TOWN COUNCIL

1801. To ratify PAT Testing (Contd)

to proceed with Safe IS at a cost of £104.05 plus VAT for 103 items and any additional items at a cost of 85 pence per item plus VAT, to include items belonging to Havens Community Hub. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to **RATIFY** that Safe IS undertake the PAT Testing.

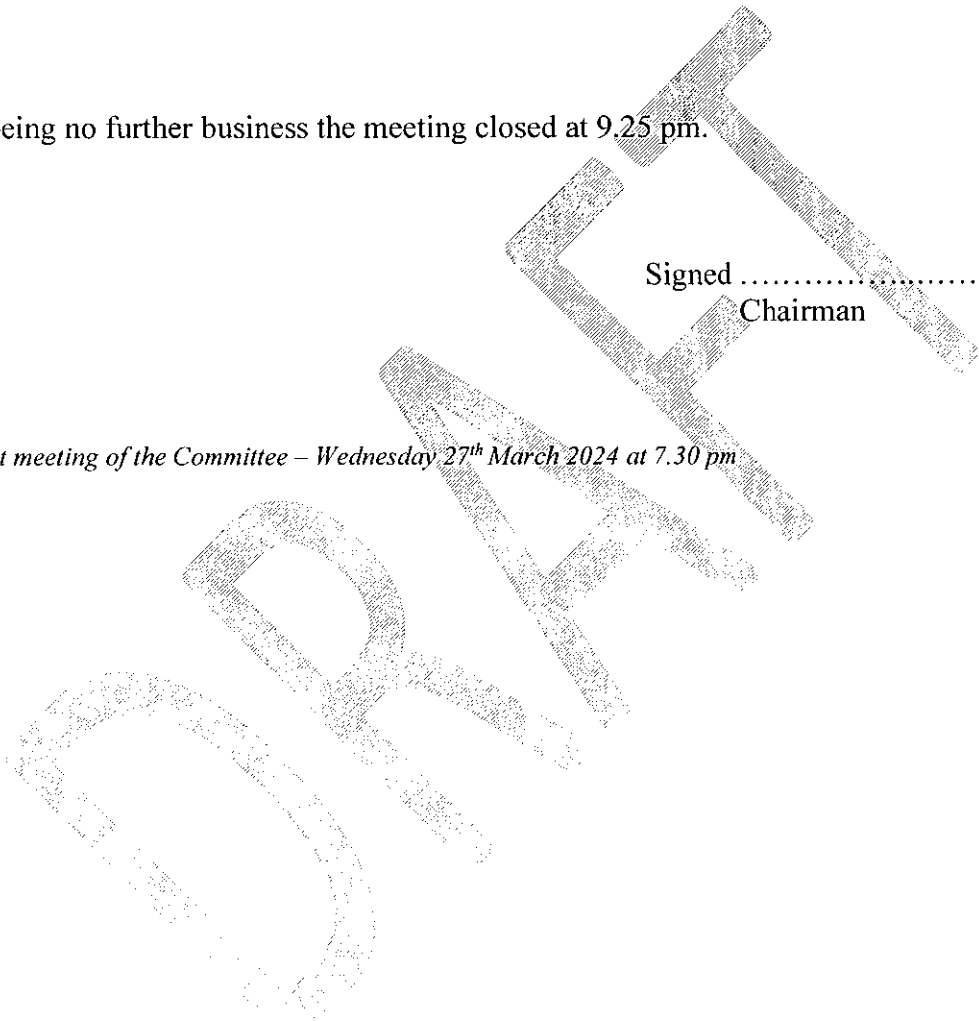
1802. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ADDING ON A FUTURE AGENDA

There were no urgent matters.

There being no further business the meeting closed at 9.25 pm.

Signed
Chairman

NB Next meeting of the Committee – Wednesday 27th March 2024 at 7.30 pm





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

Amenities & Civic Centre Action List for 27th March 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.	July 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.	July 2024
05.06.23	Min 1694, p 3899 – To consider a tree survey for Chatsworth Park & the Copse	BB	Aspen Treecare have completed the tree survey and their report will be sent shortly.	May 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. <i>This door was not highlighted as a problem on the last Fire Risk Assessment undertaken, but now the caretaker has returned, we can see if he can undertake an adjustment.</i>	July 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 will progress with the Town Clerk. <i>Contact has been made with ESCC & a meeting to be arranged shortly.</i>	July 2024
31.07.23	Min 1714, p 3934 – Update on Management Plan	BB	Several contractors have been contacted for prices on memory garden sleepers and their responses have been taken to this meeting for consideration.	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 received. Contacting various contractors to see if they can fit alongside other playground repairs.	May 2024
02.10.23	Min 1745, p 3976 – To discuss results from the playground surveys and possible refurbes	CCL	Cllr Clarkson has set up a group to initiate proceedings & a report will be added to the next meeting for consideration.	May 2024
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.	May 2024

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

Amenities & Civic Centre Action List for 27th March 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	An agenda item has been added regarding possible planting of bluebells in The Copse.	See new agenda item
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. <i>Havens found alternative larger venues for community lunches.</i>	Complete
02.10.23	Min 1753, p 3978 – To consider quotes for a new heating system at the Civic Centre	SN	Gregory Gas Heating and Plumbing have replaced 2 gas boilers.	Complete
22.11.23	Min 1765, p 4007 – To note Amenities complaints since last meeting	BB	Letter sent to residents of 3 properties which border Cavendish Close, to inform them of our intentions. There have been no adverse comments so we will issue a Purchase Order to Aspen Treecare.	Apr 2024
22.11.23	Min 1766, p 4007 – To consider a way forward with works in Chatsworth Park bordering a property	BB	Duplicate update provided on min 1790 so closed action. Cllr Clarkson asked that the 24/25 Management Plan includes inspections in this location, which will be considered at tonight's meeting.	Complete
22.11.23	Min 1768, p 4007 – To consider adding picnic tables in Chatsworth Park	BB	Committee agreed to purchase a recycled black plastic table from Earth Anchors at £393.75 + £48 delivery + VAT. Table to be purchased once someone found to install & cost to be taken back to Committee. Second table to be considered in one years' time.	May 2024 Nov 2024
22.11.23	Min 1770, p 4008 – To consider Park Use application from Thankful Flow Yoga	BB	Thankful Flow have not been in contact to provide copies of their Risk Assessment or emergency procedures, so assume they will not be progressing this further.	Complete
22.11.23	Min 1772, p 4008 – To consider applying for free hedge packs through the Woodlands	BB	Hedge packs have been received from Woodlands Trust and are due to be planted at April's volunteer session.	Apr 2024

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

Amenities & Civic Centre Action List for 27th March 2024

	Trust, for an area within Chatsworth Park			
22.11.23	Min 1773, p 4008 – To consider applying for the Tree Council's Network Rail Community Tree Planting Fund	CCL / SN	The application submitted to the Tree Council has been successful and an update will be provided at this meeting.	See new agenda item
22.11.23	Min 1774, p 4009 – Update on proposed Chatsworth Park café concession	CCL / BB	Application has been submitted to UK Power Network. Southern Water have provided a quotation, which will need to be taken back to the working group first.	See new agenda item
22.11.23	Min 1775, p 4009 – To note meeting with Lewes District Council's ecologist and consider their recommendations	BB	Hedge and Tree packs have been received from Woodlands Trust and are due to be planted at April's volunteer session.	Apr 2024
22.11.23	Min 1779, p 4010 – To consider quotes for Fire Risk Assessment	SN	Safe IS have carried out their assessment and report will be considered at this meeting	See new agenda item
22.11.23	Min 1780, p 4010 – Future Events	BB	The working group have met and their suggestions have been added to this meeting.	See new agenda item
24.01.24	Min 1788, p 4047 – To review / update the Business Plan	SN	The mini forest project has been added to the Business Plan and renewal of grounds maintenance contracts is shown as completed.	See new agenda item
24.01.24	Min 1790, p 4048 – To consider way forward with works in Chatsworth Park bordering a property	BB	Cllrs to consider further developments at tonight's meeting.	See new agenda item
24.01.24	Min 1792, p 4048 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	BB SN	BB meeting with Hailsham Road Ways today for site visit and they will provide an updated estimate thereafter, with each area being priced separately. CR suggested ESALC be contacted with regards to organising disability confidence training as highlighted on item 9.3. SN to investigate	See new agenda item July 2024
24.01.24	Min 1793, p 4049 – To consider quotations for works to in an area in Chatsworth Park	BB	PO has been issued to Countrymans for works to the bottom of Pigs Hill. This will be fully completed when the ground is drier.	May 2024
24.01.24	Min 1794, p 4049 – To agree a way forward with the holes being dug in Chatsworth Park	LOC / SN	Chestnut fencing and posts were installed at the March volunteer session.	Complete

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

Amenities & Civic Centre Action List for 27th March 2024

24.01.24	Min 1795, p 4049 – Update on weekly playground inspection reports and agree any possible actions	BB	Chris Bibb from LDC suggested Playsafe be contacted re playground repairs and BB will make contact. Also contacted Safeplay who may be able to assist	May 2024
24.01.24	Min 1796, p 4049 – To note the annual playground inspection reports	BB	The Play Value Inspection at Robert Kingan Playground has been shared with Councillors via email. Countrymans have advised they will jet wash the boulders at CPS when carrying out jet washing to the wet pour.	Complete Complete
24.01.24	Min 1797, p 4050 – To note CIL bid invitation from Lewes District Council and consider applying for a full bid	SN	The Town Clerk has sent a CIL bid application form to LDC for a community cafe. Any future updates will be taken to this Committee.	Complete
24.01.24	Min 1798, p 4050 – To consider installing a bench on the verge at Highview Road	SN	Resident advised that TTC will not add a bench in this location.	Complete
24.01.24	Min 1799, p 4050 – To consider purchasing a projector for Room 1 at the Civic Centre	SN	SN to liaise with CCL on the purchase of a second hand ceiling projector, 10m HDMI and HDMI wall plate, up to a maximum of £200.	July 2024
24.01.24	Min 1800, p 4050 – To advise re damage to car park barrier and decide whether to purchase additional post	SN	Replacement barrier end support post and additional post have been installed by Frontline Automation.	Complete



AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	27 th March 2024
SUBJECT	To note Income & Expenditure to 29 th February 2024

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. Total income for the Amenities Committee was £9,113 and expenditure £27,956. Total income for the Civic Centre Committee was £35,487 and expenditure £34,488.

2. INFORMATION

Amenities

Income (105):-

1054-105 Income entertainment - £170 is income from the Halloween evening and £30 is for 2 stalls for the summer fayre.

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.

Income (201):- £6,673 is the grant received from the Tree Council for the mini forest in Chatsworth Park.

Expenditure (201):-

4108-201 Miscellaneous expenditure - £100 was for the giftcard re painting of the ball wall as agreed by Committee and the balance is for various payments for the mini forest in Chatsworth park.

Income (202):-

1065-202 Income miscellaneous - £1,920 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 10 payments from the Havens Community Hub totalling £8,333.33, £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, £250 for supply & fit of 2 fire extinguishers & £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.

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 20th March 2024.

4. FINANCIAL IMPLICATIONS

As detailed above and in the income and expenditure sheets.

04/03/2024

Telscombe Town Council

17:00

Detailed Income & Expenditure by Budget Heading 29/02/2024
Committee Report

Month No: 11

	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	30	200	100	(100)			200.0%
Town Events :- Income	30	200	100	(100)			200.0%
4363 Town Entertainment / Events	47	1,343	1,000	(343)		(343)	134.3%
4365 Entertainment consumables	0	0	100	100		100	0.0%
Town Events :- Indirect Expenditure	47	1,343	1,100	(243)	0	(243)	122.1%
Net Income over Expenditure	(17)	(1,143)	(1,000)	143			
<u>201 Parks, Open Spaces/Playgrounds</u>							
1061 Income miscellaneous	6,673	6,673	0	(6,673)			0.0%
Parks, Open Spaces/Playgrounds :- Income	6,673	6,673	0	(6,673)			
4098 Playground equipment Replacement	794	2,478	12,000	9,522	9,500	22	99.8%
4100 Playgrounds Spare Parts/Repair	567	1,331	2,000	669		669	66.5%
4101 Grounds Maintenance	0	5,431	12,000	6,569		6,569	45.3%
4104 Works contract 1, playgrounds	818	6,008	8,230	2,222		2,222	73.0%
4105 Works contract 2 -trees/hedges	0	2,265	2,730	465		465	83.0%
4106 Works contract 3 - small grnd. wrk.	0	650	1,890	1,240		1,240	34.4%
4107 Playground inspections	195	2,145	2,700	555		555	79.4%
4108 Miscellaneous expenditure	6,051	6,151	0	(6,151)		(6,151)	0.0%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	8,424	26,458	41,550	15,092	9,500	5,592	86.5%
Net Income over Expenditure	(1,751)	(19,785)	(41,550)	(21,765)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	0	1,150	1,150			0.0%
1063 Income memory garden plaques	40	320	300	(20)			106.7%
1065 Income miscellaneous	160	1,920	0	(1,920)			0.0%
Amenities General :- Income	200	2,240	1,450	(790)			154.5%
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	2,085	(5,000)	(7,085)			
Amenities :- Income	6,903	9,113	1,550	(7,563)			587.9%
Expenditure	8,471	27,956	49,100	21,144	9,500	11,644	76.3%

04/03/2024

Telscombe Town Council

17:00

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Civic Centre</u>							
<u>301 Civic Building</u>							
1000 Income Civic Centre -room hire	1,876	23,342	11,000	(12,342)			212.2%
1002 Income - C Centre FIT payments	0	5,791	5,000	(791)			115.8%
1003 Income - C Centre mast rental	0	4,959	6,615	1,656			75.0%
1004 Income miscellaneous	0	1,395	0	(1,395)			0.0%
Civic Building :- Income	1,876	35,487	22,615	(12,872)			156.9%
4401 General Repairs	0	1,650	2,000	350		350	82.5%
4402 Consumable Supplies	0	718	800	82		82	89.8%
4403 Equipment Maintenance	168	1,525	2,000	475		475	76.2%
4404 External/Internal Decorating	0	0	1,000	1,000		1,000	0.0%
4406 Refuse collection	20	1,081	1,200	119		119	90.1%
4407 Equipment	0	1,086	1,100	14		14	98.7%
4411 Rates	1,206	13,265	15,450	2,185		2,185	85.9%
4412 Water and Sewage	0	1,876	2,000	124		124	93.8%
4413 Electricity	0	1,356	3,825	2,469		2,469	35.5%
4414 Gas	969	2,220	4,875	2,655		2,655	45.5%
4419 Internal/external works	0	1,200	1,500	300		300	80.0%
Civic Building :- Indirect Expenditure	2,363	25,977	35,750	9,773	0	9,773	72.7%
Net Income over Expenditure	(487)	9,510	(13,135)	(22,645)			
<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	1,876	35,487	22,615	(12,872)			156.9%
Expenditure	2,363	34,488	44,750	10,262	0	10,262	77.1%

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

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	444	1,000	556		556	44.4%
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	200	1,920	2,601	681		681	73.8%
9041 Tye management	0	0	3,200	3,200		3,200	0.0%
9042 Memorials - bench maintenance	0	0	550	550		550	0.0%
9043 Bridleway 8 gate key deposits	0	0	200	200		200	0.0%
9044 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
9045 Legal fees	0	0	1,000	1,000		1,000	0.0%
Earmarked Reserves :- Indirect Expenditure	200	5,099	291,055	285,956	0	285,956	1.8%
Net Expenditure	(200)	(5,099)	(291,055)	(285,956)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	200	5,099	291,055	285,956	0	285,956	1.8%



AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 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 plan for this Committee, version 1.4 dated 31st January 2024.

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	Mini Forest Project in Chatsworth Park	To plant a mini forest in line with the Miyawaki Method	ACC in Nov '23 agreed to apply for grant funding from Tree Council/National Rail. Grant offer received in Jan '24 & ACC in Jan '24 agreed for Town Clerk to sign acceptance agreement & submit application if can be done within this financial year.	CC, TC	March '24	ACC	March '24

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

Business Plan 2023/2027 - v 1.4

4	Establish a maintenance programme and regular inspections for play equipment in the playgrounds in Chatsworth Park & Robert Kingan & keep areas clean and tidy	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 3 year maintenance contracts which commenced on 1.4.21 – <i>New contracts due to start 1.4.24 and again litter picking is included.</i> Monthly volunteer litter picks organised in addition to contractors.	AO, TC & ACC & volunteers	6 monthly	ACC	Ongoing
5	New Council Contracts – Contract specification to pay the living wage to employees	Appraisal of grounds maintenance contracts when due 3 year renewal. (Next due in Spring 2026 April 2027 start)..	Revised grounds maintenance contracts x3 were drawn up, went out to tender and contractors appointed. Due to start from 1.4.24 for 3 years. BUDGET IMPLICATIONS	TC & AO	3 yearly	ACC & FC	Complete
6	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.	AO & TC	Ongoing	ACC	Ongoing

			<p>Covenants for Park examined by LDC lawyer & report received. Additional Cllrs & staff joined working group to take project forward.</p> <p>Agreed at full Council in Nov '21 to get feasibility study. Quotes received, agreed to get study undertaken & Feasibility Report received.</p> <p>Working group have agreed further investigations.</p> <p>Additional costs and grant funding is being investigated – CIL EOI submitted and approved by LDC & full CIL application to be submitted.</p> <p>Working group to agree survey to be put out to TTC residents re café and budget implications re loan & repayments.</p> <p>BUDGET IMPLICATIONS</p>				<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>April 2024</p>
7	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</p>	TC & AO		ACC & FC	Complete

			<p>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.</p> <p>Explore the opportunities to provide EV charging point(s) at Civic Centre.</p> <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>	CR	Ongoing		
					Ongoing	ACC	Complete
					Complete		
					3 yearly		
					Ongoing	ACC	2023
8	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

Business Plan 2023/2027 - v 1.4

9	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. Monitor plan & ensure carrying out required actions. Take Ecological Report into consideration when decision making.	AO/CC	Yearly	ACC/FC	Ongoing
10	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	
11	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 carried out inspection Sept '22 & advised retain current boilers and solar panels. Operational problems now highlighted with boilers so agreed to investigate new boilers. BUDGET IMPLICATIONS	ACC/TC	Complete	ACC	

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

12	Telephone network upgrade	Digitise network.	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 & system now installed.	TC, CC	March 2023	ACC/FC	Complete Complete
-----------	----------------------------------	-------------------	--	--------	------------	--------	--------------------------

Abbreviations

- TC – Town Clerk
- AO – Amenities Officer
- CC – Cllr Clarkson
- DJ – Cllr Judd
- CR – Cllr Robinson
- ACC – Amenities & Civic Centre Committee
- P&H – Planning & Highways Committee
- Policy & Resources Committee
- 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
---------	-------------	---------	---------



AGENDA ITEM	8
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 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.

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. This has been actioned and no reply received from resident	Completed
65	17.07.2023	31.07.2023	Chatsworth Park	Trees	Resident asked for site visit so he can raise concerns with trees and vegetation in Chatsworth Park next to his property. Concerns include proximity and height.	13.03 - Cllr Robinson and Amenities Officer met with resident. Price obtained for an ecologist to visit site. An update will be provided on next agenda item.	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
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. 02.03 - fencing added to deter people from the location	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.	02.03 - fencing added to deter people from the location.	Completed
94	19.02.2024	27.03.2024	Chatsworth Park North Playground	Playground equipment	A resident reported that one of the swings in Chatsworth Park north playground is squeaking.	26.02 - Visited site and none of the swings are squeaking. It has not been reported on the playground reports either.	Completed
95	22.02.2024	27.03.2024	Chatsworth Park	Fence	Resident asked if she could add a gate to her fence, which backs onto Chatsworth Park.	22.02 - Advised resident that we do not allow gates opening onto Chatsworth Park as per our Boundary Policy and attached a copy.	Completed
96	24.02.2024	27.03.2024	Chatsworth Park	Mini Forest	Unhappy that residents were not consulted or advised of this project. Felt that funds should be carried out for clearance of brambles.	06.03 - Informed resident that TTC received a full grant and no charges coming from Council monies. Advised that project was discussed at A&CC meetings in Nov and Jan. Offered resident to attend PQT at tonights meeting if they would like to further raise issues but resident felt it was too late to voice concerns	Completed



AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 2024
SUBJECT	Update on complaint regarding vegetation from Chatsworth Park encroaching onto a resident's property and agree action required

1. INTRODUCTION

In the summer I received a report from a resident who borders Chatsworth Park, with concerns of vegetation pushing against his fence line. When I visited, there was a lot of bindweed which I felt causing the problems. Prices were obtained for this to be cut back and at the last Amenities & Civic Centre meeting, the Committee agreed to go forward with Countrymans quotation of £160 to clear the low level vegetation 1 metre from the property line and £315 to supply and lay weed matting along the cleared area, totalling £475 plus VAT.

2. INFORMATION

Before we instructed Countrymans to undertake the work, the resident re-contacted us to advise that the fence damage had got worse, presumably due to the wet weather. I re-visited the site and was able to clearly see the issues now that the bindweed had died off in the winter months. A large badger sett was present next to the border of the property, with lots of excavated tunnels present. There was a large amount of earth outside, which I felt was causing soil to push up against the fence line. There are several laws protecting badgers, including 'The Badgers Act 1992', which states that it is a serious offence to damage or interfere with a badger sett unless a licence is obtained. Councillors were informed of the new development and several responded, advising we should seek specialist advice. Cllr Robinson as Chair agreed to visit the resident with me to explain the situation and we have informed him that we are contacting an ecologist for their expert advice.

I contacted Middlemarch, who have previously undertaken ecologist reports in Chatsworth Park. They advised a site visit would need to be undertaken so that they could check the sett entrances and direction of the tunnels, to see how close they were to the fencing. They would also need to understand how much disturbance to the sett there would be as a result of any proposed works. They suggested that a site visit is made and a contractor also attends, to confirm what works would need to be done and how to prevent further damage. They provided the attached quotation of £900 plus VAT to attend the site over 1.5 days and to provide recommendations on a way forward.

In addition, Cllr Robinson also contacted East Sussex County Council's Head of Planning and Environment to ask if they would be able to assist or provide details of any local ecologist consultants who could provide a quotation for an assessment. They have supplied us with details of several companies and I have requested estimates from them.

If I receive any further responses, I will update the Committee beforehand if possible, as well as at the meeting.

When we visited the resident, he also complained about the height of the trees bordering his property and wants the Town Council to reduce the height. He has previously complained about the trees several times and we have advised that we do not have an obligation to reduce the height of the trees or hedges, just to cut back any encroachment. I have asked him to relay his concerns in writing and we will need to investigate further.

3. RECOMMENDATION

I recommend that the Committee consider the quotation/s received. If it is decided to go forward with an assessment and a contractor is required to be present, I recommend we ask Countrymans to attend, as it had been previously agreed for them to undertake the works in this location.

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 budget of £1,575 for professional fees for the P&R Committee (4056-101) which is mainly to cover the accounts/bookings support package. We will therefore need to consider which budget line to take payment for the Ecologist's Report. Moving forward, a new budget line should be set up for the Amenities Committee to cover professional fees.

Badger Survey

Chatsworth Park, Telscombe Cliffs, East Sussex

Client: Telscombe Town Council
Submission Number: SB-MME-162796
Date: 14/03/2024



Introduction

We are pleased to provide methods and costings for undertaking a Badger Survey to survey a previous badger sett identified at Chatsworth Park, Telscombe Cliffs in Est Sussex. It is understood the badger sett is causing disturbance to residential fencing.

Methods

Our approach to supporting your project is outlined below. Further details can be provided on request.

Ecological Walkover Assessment

This assessment will include:

- **Site walkover** to identify key ecological receptors and identify any ecological risks
- **Assessment of the likely impacts** of the project on key ecological receptors
- **Recommendations** to ensure compliance with legislation and planning policy

Fees

Ref.	Activity	Quantity (days/visit)	Rate (£)	Fee (£)
Badger Survey				
PS	Badger Survey, including letter style report, project management and quality assurance	1.5	£600.00	£900.00
Total				£900.00

- Fees are inclusive of all expenses but are subject to VAT at the standard rate
- Fees assume lone working is possible
- Reports will be issued in an electronic format. Hard copies can be provided but will be charged at £25 / copy
- Report revisions or attendance at meetings will be charged at £95 / hour
- Written acceptance of this proposal confirms acceptance of our terms and conditions
- The fees provided are valid for a period of 90 days from the date of submission
- Upon instruction, we'll need:
 - Plans in .dwg and PDF format
 - Details of site proposals
 - Full access to the site
 - Information on site hazards – e.g. contaminated land / asbestos / deep excavations

Timings

Following instruction, we will contact you to agree timescales and book in your survey. We will always aim to meet your project requirements, so please let us know if you have urgent deadlines and we will endeavour to meet them.

Seasonal restrictions for the work covered by this proposal are detailed below.

Survey Type	J	F	M	A	M	J	J	A	S	O	N	D
Ecological Walkover Assessment												
Key												
Survey period												
Optimal survey period												

Our team

Middlemarch provides ecological, arboricultural and biodiversity services to a range of clients. We offer creative, nature-based solutions for projects of all types throughout the UK. For further information please visit our website: www.middlemarch.eco

Middlemarch is wholly owned by Warwickshire Wildlife Trust, part of a nationwide federation of 46 nature conservation charities. Profits from our activities are passed by Gift Aid to the Trust to fund positive social impact through local conservation and education projects.

In line with our ISO and SSiP accredited business management systems, all activities are led by a qualified project leader who is appointed upon instruction. They are the main point of client contact and are responsible for successful project delivery and reporting. Strategic oversight is undertaken by our workstream leaders who have overall responsibility for resourcing and ensuring that the appropriate level of expertise is applied to each project. They also provide a point of escalation to the Executive Team if required.

You're safe and sound

Nothing is more important to us than the health, safety and wellbeing of our colleagues and clients. We carry out risk assessments prior to undertaking any works and continue to operate a range of COVID-19 safety precautions.

Middlemarch is also proud to hold the following certificates for our management systems:

- Health and safety management – ISO 45001:2018

- Quality management – ISO 9001:2015
- Environmental management – ISO 14001:2015
- Cyber Essentials

Insurances

We are fully insured for professional indemnity (£10m), public/products liability (£10m) and employers liability (£10m). Copies of insurance documents can be provided on request.

Next steps

Send us an email to let us know if you'd like to proceed with the works or give us a call with any questions you have.

Acceptance of this proposal confirms acceptance of our terms and conditions, which can be viewed here:  [Middlemarch Environmental - B2B TCs.pdf](#)



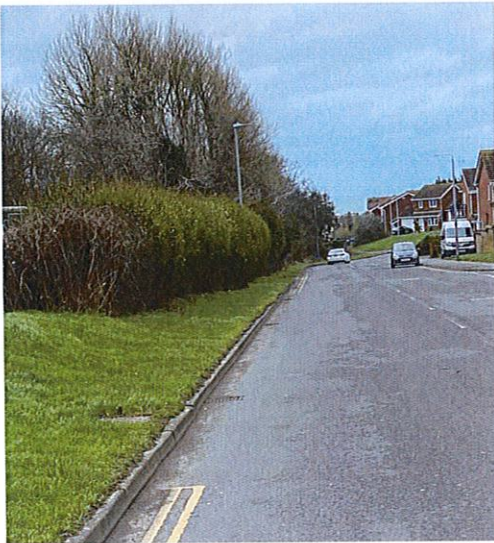
AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 2024
SUBJECT	Update on Officer inspection as required in the Management Plan

1. INTRODUCTION

An inspection to one of the zones as required within the Management Plan has been carried out in Chatsworth Park.

2. INFORMATION

The inspection of the hedge between Chatsworth Park North Playground and Kirby Drive within zone 6, was undertaken in February. The vegetation is set quite far back from the road and is therefore not encroaching.



3. RECOMMENDATION

To note the inspection undertaken.

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

None.



AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 2024
SUBJECT	Update on Memory Garden sleepers and to agree any further actions

1. INTRODUCTION

At July's Amenities & Civic Centre meeting, Committee members were informed that many of the sleepers in the memory garden had cracks, holes and/or rotting, and several were loose in the ground. It was agreed that I would investigate replacement of 5 loose sleepers (numbers 57, 62, 63, 65 and 85) and 2 sleepers with large cracks (numbers 41 and 90).

2. INFORMATION

I contacted EH Treecare, who originally installed the sleepers, but they did not initially respond. I therefore also contacted Countrywide and Countrymans. All three have since responded as follows:-

Countrymans did not provide a quote as they visited the site and noticed that there was damage to 14 additional sleepers and asked if we would like them to quote to replace these sleepers at the same time as the ones previously highlighted. I visited the site and my findings are listed below:

Sleeper 1 – the sleeper is loose in the ground

Sleeper 4 – the sleeper is slightly loose in the ground

Sleeper 30 – the sleeper is rotting at the side and to the bottom of the post

Sleeper 36 – the sleeper has a crack and is starting to rot at the bottom of the post

Sleeper 56 – the sleeper is decaying in several places, including the bottom, where it needs to be most secure

Sleeper 59 – the bottom of the sleeper is damaged (I think this is a combination of the sleeper starting to decay and damage from contractors using their equipment too near the sleeper for cutting the grass)

Sleeper 61 – there are two long cracks either side of the sleeper, with the one at the back going all the way down to presumably the bottom

Sleeper 64 – the sleeper is loose in the ground

Sleeper 66 – the sleeper is loose in the ground and some of the wood is coming away at the top of the sleeper

Sleeper 67 – the sleeper is loose in the ground and there is a significantly large crack at the bottom of the sleeper

Sleeper 70 – there are several large cracks either side of the sleeper

Sleeper 72 – the sleeper is rotting/decaying from the middle down to the bottom, where it has shrunk in size

Sleeper 86 – there is a large crack at the back of the sleeper

Sleeper 87 – the sleeper is loose in the ground and is rotting away

EH Treecare advised they would charge £160 plus VAT per sleeper to remove old, supply new and install. They confirmed if more than 15 sleepers were replaced, the cost would drop, although did not confirm the new rate.

Countrywide suggested the Town Council purchase the sleepers directly. The cost for labour only to remove the 7 old sleepers and install the new ones would cost £580 plus VAT (approx. £83 per sleeper). I have since gone back to them and asked the cost for additional replacements and am awaiting their reply.

Meakers advertise railway sleepers on their website for £20 each + VAT.

3. RECOMMENDATION

I recommend that prices are also obtained to replace the additional 6 sleepers that are loose in the ground (numbers 1, 4, 66, 67 and 87), to sleepers 56, 61 and 72, and these costs be brought back to a future Committee meeting for consideration.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

The grounds maintenance budget, nominal code 4101-201, for the 2024/25 financial year is £14,000 and we will also have an earmarked reserve of £11,000.



AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 2024
SUBJECT	To review the Chatsworth Park & Copse Management Plan

1. INTRODUCTION

The Chatsworth Park & Copse Management Plan is reviewed annually. In 2023, the Plan was updated to include the additions in Chatsworth Park of bat boxes, a pond and two hibernaculas.

2. INFORMATION

A copy of the Management Plan has been emailed out to the Committee but not included in the papers due to its length. I have made several minor amendments to the Management Plan, which are highlighted in red. These include:

- Page 2 - the wildflower beds were being cut once a year by contractors but are now being undertaken by the Chatsworth Park volunteers
- Page 5 – the grounds maintenance contract details have been amended with the information for 2024 to 2027
- Page 7 – the description of the ponds has been updated to include the second pond, which was added in September 2023. Pictures have also been added. I have not included details of the ponds within the zones as one of the ponds does not fall within an allocated zone
- Page 10 – a sentence has been added confirming that some hedge and tree cutting is also undertaken in the winter, as per the additions to the new grounds maintenance contracts
- Page 15 – information has been added regarding the extension to the wildflower bed to zone 1
- Page 17 - I have updated the photo of the ball wall
- Page 37 – information has been added regarding the extension to the wildflower bed to zone 10
- Pages 45 to 53 – I have updated all the photos to the zone and amended the description, as this location has been improved since the Forest School have been in situ
- Page 85 – information has been added regarding the hibernacula previously added to this zone
- Page 88 – I have added a photo of the vegetation in the park bordering a property and added a recommendation that an Officer inspects this location 4 times a year; in spring, summer, autumn and winter
- Page 92 – I have added information regarding the wildflower mound at zone 22, which is to be cut by Chatsworth Park volunteers instead of contractors

A programme of works has been set up by Cllr Clarkson which is undertaken by volunteers during the monthly volunteer sessions. Annual inspections of several zones have been carried out by myself and results have been fed back through the Committee meetings.

3. RECOMMENDATION

I recommend that the Committee review the Management Plan, agree to the amendments undertaken and consider any other amendments or updates they would like carried out. I also recommend that the Plan is reviewed again in March 2025.

4. ENVIRONMENTAL IMPACT

The works within the Management Plan protect our important green spaces, vegetation and the wildlife that live there.

5. FINANCIAL IMPLICATIONS

The Management Plan recommends works to be completed by volunteers, but this may incur costs if they cannot be recruited. There will also be costs for consultations with an ecologist for works within the Management Plan, as recommended in the ecological report. The grounds maintenance budget (nominal code 4101-201) for 2024/25 has been set at £14,000 and we will have an earmarked reserve of £11,000.



AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 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. At the last Committee meeting, it was agreed that I would re-contact Hailsham Road Ways, who previously provided a quotation. I am meeting with them on the 27th March and they will provide an estimate thereafter for each area separately, which will be taken to future Committee meeting. If there is any further information, I will provide a verbal update at the meeting.

3. RECOMMENDATION

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

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

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

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

No. & Element	Current Situation	Recommendation	Update	Status
2.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled visitors.	Ensure that information about parking near the Park (i.e. street parking near the more accessible routes) and the location of any bus stops is made available in the Visitor Guide online.	As per 1.2	Completed
2.2 Arrival	There are several key points of entry around the park. An information board at these entries would help orientate people and inform their decision about where to go in the park. This should include a park map with the accessible features on it (as described in 1.2 above). At the moment there is one noticeboard at an entrance off Ambleside Avenue but this is information about TTC meetings etc.	Provide a map at the main entrances (near bus stops and in the car park and at other key entrances) to the park which shows the key features of the park such as steps, location of resting places, toilets and other facilities (where applicable), steepness of slopes, surface of paths, distances etc.	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. Nov 2023 - Councillors agreed to purchase 1 new bench. On hold until can find someone to install.</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	14
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 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 65 items listed; we are waiting for prices on 36 items, 19 items are for monitoring, 3 items are due to be completed imminently, we need to explore a way forward with 3 items and 4 items we cannot action unless we replace the equipment (tree roots and the wooden train, both at Chatsworth Park South Playground and damaged wet pour under junior swing at Robert Kingan Playground).

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

For 2024/25 the budget for playground equipment replacement (nominal code 4098-201) of £12,000 is committed expenditure to go into the earmarked reserve at year end. It is possible, however, that some of this may be required to fund a piece of equipment, in which case the remainder of the budget will go into the earmarked reserve at year end.

The playground spare parts/repair budget (nominal code 4100-201) is £2,000.



AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 2024
SUBJECT	To ratify replacement of playground gate at Chatsworth Park South

1. INTRODUCTION

In January the Town Council were informed through our weekly playground inspection report of a medium risk finding to the double yellow gates at Chatsworth Park South Playground. The springs were no longer working and the gate was shutting too quickly.

2. INFORMATION

I contacted Playsafe Playgrounds who installed the gates at our last playground refurbishment in 2018. They provided a cost of £157 plus VAT to adjust the self-closing element but advised this may not work as they may need to replace the hydraulic closing device instead. Due to it being a medium risk finding, the Town Clerk agreed to the costs under her delegated spending authority and we issued a Purchase Order to Playsafe to undertake the adjustment.

Playsafe attended the site and were unable to adjust the gates. They confirmed a new self-closing unit would be required and quoted £794 plus VAT. In view of the urgency of the work, I contacted both the Town Clerk and Committee Chair to ask if they would authorise this work under their joint delegated spending authority and they both agreed for this to be undertaken. A second Purchase Order was issued and Playsafe carried out the works straight away.

3. RECOMMENDATION

I recommend the Committee ratify the costs for the works to the southern yellow gates at Chatsworth Park South Playground, totalling £951 plus VAT.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

£157 was paid from nominal code 4100-201, playground spare parts/repair and payment for the replacement self-closing unit of £794 was taken from nominal code 4098-201, playground equipment replacement.



AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre
REPORT FROM	Cllr L O'Connor
MEETING DATE	27 th March 2024
SUBJECT	To note the East Sussex Local Nature Recovery Strategy – Chatsworth Park

1. INTRODUCTION

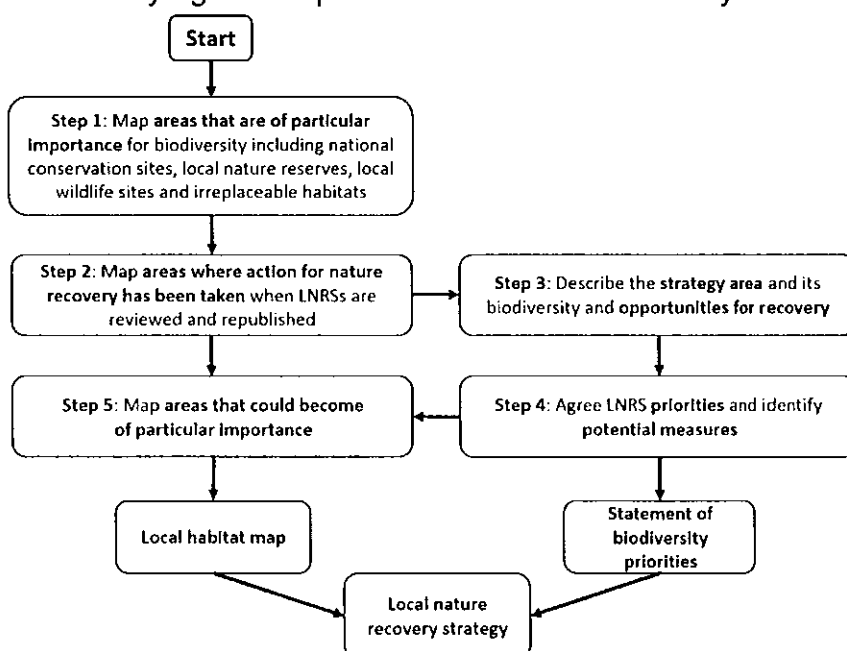
The East Sussex Local Nature Recovery Strategy is a new, statutory process which aims to identify the priorities and actions needed to drive nature recovery and wider environmental benefits. 48 strategies are being developed across England led by 'Responsible Authorities'. Two LNRS will cover East Sussex (incl Brighton & Hove) and West Sussex. When complete, they will join up with the 46 others to support the creation of a seamless, England-wide Nature Recovery Network. Under the Environment (Local Nature Recovery Strategies) (Procedure) Regulations 2023 guidance will seek to help species recovery, identifying and agreeing priorities and potential measures within the LNRS's area.

This strategy is in response to the fact that 1 in 6 species are at risk of being lost in Great Britain. There has been a 55% decline in farmland birds. The UK is one of the most nature depleted countries in the world. Coordination needed at the local level: we need to work collaboratively together to identify and agree where and how to act.

2. INFORMATION

The LNRS will map existing valuable areas for nature

- Gather the environmental issues that are most important to local people
- Collaboratively agree the priorities for nature's recovery



- Map proposals for creating or improving habitats and species and for delivering wider environmental benefits
- Review every 3-10 years.

During the mapping exercise all Local Plans, nature management plans, biodiversity action plans as well as Neighbourhood Plans will be reviewed to identify appropriate sites. However, as the Peacehaven & Telscombe Neighbourhood Plan is not made yet this has not been reviewed.

The Local Nature Recovery Strategy LNRS will deliver bigger, better, more joined up habitats and species by bringing forward opportunities to create or improve habitat and support species recovery in Sussex.

- However, being mapped or otherwise identified in the strategy doesn't confer any new protections. There are very narrow guidelines for what can be mapped:
 - Map 1: Existing areas of importance for biodiversity: *only* designated sites and irreplaceable habitats
 - Map 2: Areas that could become important: Can't use indiscriminate mapping, needs a broad understanding that a measure could be *achieved* in the next 5-8 years. This could be via an existing project or plan to deliver it.

From March to July 2024 the aim is to gather priorities and measures from local people, groups and organisations in Sussex. Then early 2025 a full public consultation with publication of the strategy in the Summer of 2025

Parish & Town Councils are the gateway to the local community, to residents, groups and local landowners. As such they are asked to help promote the LNRS to our community; use our networks and complete the detailed survey to tell advise about the land we manage that we think could be better utilised for nature. They are also interested in existing priorities, any work with community groups and others for nature's recovery as well as about any designated land in our Neighbourhood Plan.

Further details can be found at: SussexNatureRecovery.org.uk

3. RECOMMENDATION

To consider completing the survey which asks various questions about the priorities for nature recovery in the area. As Chatsworth Park is a key landholding for Telscombe Town Council it is recommended that a joint working group with the Policy & Resources Committee be set up to cover all areas of land administered by this Council. Deadline date for survey completion is 30th June 2024.

4. ENVIRONMENTAL IMPACT

The Local Nature Recovery Strategy seeks to improve the environment by looking at better managing land across the United Kingdom

5. FINANCIAL IMPLICATIONS

This is intended to be resource neutral for this Council.



AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	27 th March 2024
SUBJECT	Mini forest update, ratify action taken and authorisation of invoices

1. INTRODUCTION

At the committee meeting on 2nd October 2023, Cllr Clarkson outlined his plans for a 'Tiny Forest' to be planted in a circle within the middle field in Chatsworth Park, with an inner circular space. Pathways would be added on all sides going through the forest, finishing at the centre point. It was agreed to explore grant funding. Subsequently at the committee meeting on 22nd November 2023, it was agreed to submit a grant application to The Tree Council for a mini forest in Chatsworth Park as outlined at October's committee meeting and that it be taken back to a future meeting for further consideration on how the project will be formed.

2. INFORMATION

Following submission of the application, we were notified by The Tree Council/Network Rail Community Tree Planting Fund that the grant application had been successful. The caveat was that planting had to be completed by the end of March. It was agreed at the Committee meeting on 24th January 2024 that we would like to proceed, but with the surrounding fencing to be changed to posts and chestnut fencing. If The Tree Council were in agreement to this, the Town Clerk should formally accept the grant on behalf of the Council and authorise purchase of the required goods on behalf of the Council in the normal way.

I confirm that the amendments to the fencing were agreed and I submitted a revised Project Budget & Grant Claim Form 1, with the total amount net of VAT being £6,672.92. Deadlines were tight regarding ordering of trees, equipment etc, but I am pleased to confirm that the grant amount was received, purchase orders issued and payments authorised in line with our financial regulations. Planting is now complete and thanks should go to Cllr Clarkson for his dedication and work on this project.

In accordance with the conditions of the grant, we will now have to submit a completed project expenditure form with proof of expenditure, a second grant claim form to claim the final costings with regard to mulching for the next 3 years, watering, fence repairs and information boards, a project evaluation report and confirmation of no more than 5% mortality of planted trees upon inspection.

3. RECOMMENDATION

It is recommended to ratify the actions taken and payment of the six separate invoices totalling £6,672.92 net of VAT as detailed on the attached sheet, Appendix A.

4. FINANCIAL IMPLICATIONS

All costs will be met by the grant, apart from if over 5% tree mortality is found, we will be required to 'beat up' with tree replacements, stakes, canes etc.

Appendix A.

Mini Forest Costs

Company	Item	Net cost	VAT	Total Cost	PO Number
King & Co	Trees	£1,064.58	£212.92	£1,277.50	721/02/SRN/2024
S Willmot	Ground prep & fence/gate erection	£4,982.63	£0.00	£4,982.63	722/02/SRN/2024
Premier Barriers	Green plastic barrier mesh fence 4kg - 50 m x2	£36.64	£7.33	£43.97	723/02/SRN/2024
Amenity Choice	Bamboo canes & tree guards	£536.55	£107.31	£643.86	724/02/SRN/2024
CPC	Hosepipe & reel	£38.36	£7.67	£46.03	725/02/SRN/2024
Screwfix	Padlock	£14.16	£2.83	£16.99	726/02/DMJ/2024
Totals		£6,672.92	£338.06	£7,010.98	



AGENDA ITEM	18
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	27 th March 2024
SUBJECT	Update on the Chatsworth Park café proposal and agree further actions required

1. INTRODUCTION

Summary of agreements over the last 4 months:-

- a. ACC meeting on 22nd November 2023 - it was agreed to submit an application to Southern Water regarding water connection costs for a possible café and also an application to UK Power Networks regarding providing a power supply.
- b. Full Council meeting on 20th December 2023 - it was agreed to formulate a consultation document for TTC electors regarding the plans to create a café in view of the cost implication to Council tax payers.
- c. ACC meeting on 24th January 2024 – it was agreed to submit a full CIL bid after receiving notification from LewesDC (LDC) that we were eligible (following submission of an Expression of Interest).

2. INFORMATION

Updates:-

- a. Southern Water have sent a quote – see Appendix A.
UK Power Networks have sent a quote – see Appendix B.
- b. A consultation document was drawn up and agreed by Committee members and advertised out with a closing date of Friday 17th May 2024.
- c. A full CIL bid was submitted on 23rd February and LDC have acknowledged receipt.

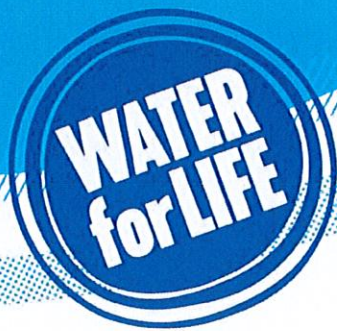
The project will not be able to proceed unless the CIL bid submitted to LewesDC is successful. If it is, we will then need to apply for a fixed rate loan of approximately £150,000 to cover the remainder of the costs (we will need a breakdown of full costings to establish the amount required). At some stage therefore, we will need to formally agree at full Council whether to proceed with the project and whether to apply for a fixed rate loan. This can be done once we know the results of the consultation which ends on 17th May and once we know if the CIL bid submitted to LDC has been accepted.

3. RECOMMENDATION

It is recommended to note the present position and to decide if any further actions are required at this stage.

4. FINANCIAL IMPLICATIONS

The full financial implications will not be known until we have the full costings of the project.



Date
08 February 2024

Dear Mrs Buss

Quotation number 13806 – connect 1 new water connection at Chatsworth Park to the Southern Water Network for £1,619.76.

Thank you for applying for your new water connection to the Southern Water network. Please find below the works summary for this application and next step when you are ready to proceed.

Description of our Works	Lay 1no 25mm comm pipe and install 1no Sensus 640MC 15mm Concentric meter to serve new cafe. Connection to be taken from 125mm DI Main from Bridle Way
Timelines	Once your site has passed our inspection, your new service will usually be connected within 21 days.

Item Description (from published rates)	Unit	Quantity	Unit Cost	Cost	VAT Rate	Sub Total
Administrative Fees						
S45 – Administration Fee (first connection)	No.	1	£32.93	£32.93	20%	£39.52
S45 – Administration Fee (subsequent connections)	No.	0	£20.10		20%	£0.00
Water Regulations Inspection (External) – 1st of every 10 plots (1st, 11th, 21st etc.)	No.	1	£95.20	£95.20	20%	£114.24
Water Regulations Inspection (External) – every other plot (2nd – 10th, 12th – 20th etc.)	No.	0	£6.64		20%	£0.00
Infrastructure Charges						
Water: Net Charge	No.	1.00	£0.00	£0.00	0%	£0.00
Tier 1 - Water Efficiency	No	0.00	-£250.00		0%	
Wastewater: Net Charge	No.	1.00	£434.00	£434.00	0%	£434.00
Connection Charges						
Side road with excavation	No.	1	£860.00	£860.00	20%	£1,032.00
Total						£1,619.76



What happens next?

To accept your quote please log in to GetConnected and select the “Accept” button within your application and when we have received your payment via the secure online process or you have arranged for a Bank Transfer we will progress your application to the Connection stage.

If you have any questions regarding your quote details, please message us by logging into the GetConnected website or call your Project Engineer.

Site inspection

After you've accepted the quote, paid for the water connection and received your water regulation consent (where required) you will need to lay the private supply pipe (s) from your property. When this is complete we can arrange to inspect the work in one of three ways:

- Virtual Site Inspection – take a series of photos, following our instructions ([click here](#)), and submit them via the GetConnected portal. We will review your photos to make sure your pipework is ready for our crew to connect your property to the water main. This is usually the quickest option.
- Southern Water Inspection - book your site inspection through the GetConnected portal for an in person visit by a Southern Water Inspector.
- Water Industry Approved Plumbers Scheme (WIAPS) - use a WIAPS accredited plumber, which allows you to bypass our site inspection. You will need to send in the certificate of compliance for the works along with photos to show the pipes have been laid to the correct location. If you choose this option, it is your responsibility to ensure that the pipe and site are ready for connection using the site inspection checklist: [Preparing your property for the water connection](#)

Water Connection

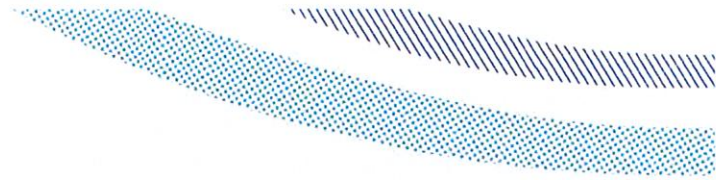
Once your site has passed the inspection your connection will usually be completed within 21 days. If a road closure or private land entry is required, then the connection may take up to 3 months. Following the connection, your new supply will be left live with a meter installed. From this point on you will be responsible for the bill.

Alternative option

As an alternative to Southern Water, you can choose your own contractor for water connections, known as Self-lay provider (SLP) <https://www.southernwater.co.uk/developing-building/self-lay>.

Terms and Conditions

Your quote is valid for 6 months regardless of whether payment has been received. If the quote expires or something on site changes that means the works required from us also change, you will be charged for a requote. The requote fee is £92 and can take up to 28 days to prepare (depending on the changes), so please take note of the below points.

- 
- If the quote is not paid in full and connections are made after the quote expiry date, any infrastructure or capacity charges will be payable at the new rate.
 - This quote is provided on the assumption that ground conditions and your requirements remain unchanged from the time of our survey. Should we find that the particulars we quoted for have changed on site then we reserve the right to requote the work. We are keen for you to avoid this cost and time spent on a requote, therefore, if your plans change, please could you notify us at the earliest opportunity.
 - To progress your connection/s and set up your billing account, you will be required to provide the postal addresses for each supply point you have made an application for.

Need help?

If you need to ask further questions, send us a message via the [GetConnected website](#) or alternatively you can call our Service Desk number and talk to one of the team on 0330 303 0119.

Yours sincerely,

Kyran Henley
Project Engineer
07840718032
Developer Services

Ms. Bianca Buss
Telscombe Town Council
Telscombe Cliffs
360, South Coast Road
PEACEHAVEN
BN10 7ES

Date: 20 December 2023

Our Ref: 8500282982 / QID 3500176981

Customer Ref: 8500282982

Dear Ms. Buss

Site Address: Central Avenue / PEACEHAVEN BN10 7DF

I am writing to you on behalf of South Eastern Power Networks plc the licensed distributor of electricity for the above address trading as and referred to in the Quote as "UK Power Networks". Thank you for your recent enquiry regarding the above site. I am pleased to be able to provide you with this Quote to carry out the work requested.

The Works will enable the provision of an import capacity of 23 kVA.

Summary of Your Request

New single-phase supply to a new Café.

UK Power Networks would like to carry out all of the requested work for you. However, other companies can do some or all of the work for you; these are known as Independent Connection Providers (ICPs). You can approach NERS accredited ICPs directly, or you can approach an Independent Distribution Network Operator (IDNO) to request this work and they will arrange for an ICP to carry out the Contestable Works. To find out more about which ICPs work in our area and what work they can undertake please [click here](#).

To give you as much choice as possible we are able to offer you **the following options** for getting your work done:

How much is it going to cost?		Price excluding VAT	Price including VAT
A	UK Power Networks carries out all of the requested 'contestable' and 'non-contestable' works required for your connection	£29,990.58	£35,988.69
B	UK Power Networks carries out all the 'non-contestable' work and the 'contestable closing joint'. The ICP carries out all other requested 'contestable' work	£2,123.59	£2,548.31
C	UK Power Networks carries out the 'non-contestable' works only. The ICP carries out all of the works classified as 'contestable'	£1,296.76	£1,556.11

A short guide is available to help you understand the three different Prices (options A, B and C). To see this guide please [click here](#).

Terms and Conditions

The Quote is subject to version 7 (September 2016) of our **Terms and Conditions For Connection and Diversionary Works** (the "Terms and Conditions") which you can view [here](#). Alternatively, please let me know if

you would like me to send you a copy in the post. **The Terms and Conditions create legally binding obligations and, amongst other things, contain caps and exclusions on UK Power Networks' liability to you and grounds for variation and termination. Therefore, it is important that you take the time to read and understand them.** They also contain definitions of terms used in this document and in the linked pages on our website, which you may find helpful such as "DNO" and "DNO Works".

When can you expect your electricity connection?

Once you have accepted the Quote we will call you to discuss a programme of Works. Subject to the terms of the Quote, the DNO Works referred to in the Quote will be completed on or before 20 June 2025.

We will try to meet your requested dates wherever possible but the completion date will be dependent on: The date that the Quote is accepted;

- How much of the Works you wish UK Power Networks to complete;
- Any further discussions we may have with you regarding the programming of the DNO Works;
- The completion of work by other people or companies that must be done before we can complete our DNO Works;
- Approval of your design and programme for the Contestable Works by UK Power Networks (if applicable);
- Obtaining full access to the Site;
- UK Power Networks obtaining all necessary Consents and Land Rights in a timely manner;
- Any delay to the Works due to: unplanned outages (i.e. breakdown or failure of electric power); or availability of planned outages (i.e. temporary suspension or withdrawal of electric power) to carry out certain works on UK Power Networks' distribution system;
- Completion of all cable route feasibility studies;
- All conditions precedent being met by you and/or your appointed ICP where applicable;
- Your Site being ready for energisation before the target energisation date; and
- Energisation falling suitably within the outage period.

Indicative mobilisation and delivery timeline

Please find attached a generic indicative mobilisation and delivery timeline for a typical project of this type. This provides a generic indication of the approximate usual time taken to undertake the activities described in the timeline. This timeline is provided as a generic guide only and is subject to change so you should not consider it as the actual programme of works. Any reliance that you place on this indicative timeline is at your own risk.

Interactivity

UK Power Networks has not received a request from any other customer for connections to the same part of our Distribution System, but to find out what happens if they do, please [click here](#).

Variation of Works

If there is a variation to the scope of the Works where the Price is expected to increase, then an additional payment will be due. Your on-site representative, who must have your authorisation to agree variation to the Works, will be asked to sign a variation form or send an email agreeing to this variation. If this is not received, then this could result in a delay to the Works and further charges due to remobilising of resources to complete the Works.

Please note that subject to any variations and changes to the Price as a result of other conditions set out in the Quote, the Price as identified in the Quote will remain valid for 12 months from the date of acceptance of the Quote. As stated in clause 6.2.3 of the Terms and Conditions, any DNO Works delivered after this date may be subject to a variation in Price reflecting any increase in Costs that will be incurred by UK Power Networks to deliver the DNO Works.

What you need to do next

Before you decide to proceed it is very important that you take note of our **Terms and Conditions**, any **special conditions** detailed above as well as the details in **Your Information Pack** including the information contained within the hyperlinked text, all of which constitute the **Quote**.

If you would like to accept the Quote you will need to ensure that the requested payment is in UK Power Networks' nominated bank account in full and cleared funds and that we have received your signed Acceptance Form from

section 5 below by 5pm on 17 June 2024.

If you would like UK Power Networks to carry out all of the Contestable Works and Non-Contestable Works please accept option A. If you would prefer to use an ICP to carry out the Contestable Work (or an IDNO to arrange for an ICP to carry out the Contestable Works), you can pass the Quote to them and they can accept either option B or option C. Alternatively, you can accept option B or option C yourself, but you will need to ensure that your appointed ICP or IDNO understands what they must do, and what UK Power Networks will do for these options. **You can only accept one option.**

Do you need more information?

If you have any questions about the Quote or need more information, please do not hesitate to contact me.

Yours sincerely

Carl Perrett

Mobile: 07812 262 930
Email: carl.perrett@ukpowernetworks.co.uk



To download your free safety leaflets and resources visit
[UK Power Networks - Safety Page](#)

Your Information Pack

The following pack provides all of the information you should need to successfully complete your electrical connection for the work you have been quoted. Please pay particular attention to the information that is specific to your project.

Do not hesitate to contact me should you require any further support.

- Section **1** The Scope of Works
- Section **2** Cost Breakdown
- Section **3** Your Responsibilities
- Section **4** Information To Help You As You Plan For Your Work
- Section **5** Acceptance Form To Proceed With The Works

Section **1** Scope of Works

Please read the details in this section in conjunction with the customer proposal plan (referred to in the Drawing Schedule in Section 4).

A

Proposed Works

Reduce fuses in LV way in substation to 315A.

Branch joint new 300H onto the 70W and lay up to the customer's site boundary, through customer's duct line and terminate into a LV pot end. Branch joint 2c 35H onto the 300H and lay through the customer's duct line and terminate into a 100A single-phase cut-out.

Construction Works

UK Power Networks Contractors Responsibilities:

- All off-site excavations/reinstatement works and cable laying.
- Off-site Traffic Management.

UK Power Networks Responsibilities:

- Jointing.
- Install 100A single-phase cut-out within the customer's intake position
- Replace fuses within substation.
- Arrange consents.

Customer Responsibilities:

- To undertake all on-site excavations/reinstatement works.
- To install a 125mm black rigid duct from the site boundary to the proposed pot end position for the 300H LV mains.
- To provide an intake position on the ground floor and allow adequate space for the new single-phase 100A cut-out as per EDS 08-2110.02a, 02b. 32mm polyduct to be installed.
- To Install Cable Marker Tape. To comply with policy: Installation of Underground Cables - LV to 132kV, 6.1 Cable Protection Tapes and Covers, ECS 02-0019.
- To provide unrestricted access.

UK Power Networks Contractors Notes:

Works to be carried out in one continuous visit.

Assumed uninterrupted access on/off site.

This quotation is on the basis of current conditions on/off site at the stage of quotation.

Works are to be carried out during normal working hours (08.00 till 17.00).

All arisings are deemed to be either inert or non-hazardous.

The developer/customer will be responsible for all on-site excavation and reinstatement works including any necessary guarding or signage.

The developer/customer will be responsible for providing all welfare facilities for the duration of the works.

The developer/customer will be responsible for providing all on-site parking for the duration of the works.

Four-way temporary traffic signals are included, no manual control has been included unless contained within the itemised TM cost. All traffic management and/or schedule or phasing will be subject to approval from the relevant local/county/TFL or any other approving body.

No provision has been made for Temporary access arrangements.

No provision has been made for fencing or guarding the works excavated by the customer.

No provision has been made for attending jointing operations.

No provision has been made for the removal of any vegetation or obstructive debris/material.

Traffic and pedestrian management system quotations are based on the necessary approvals and maybe subject to variation, with any changes re-quoted.

This quotation is based on the use of cable trailers (Including transportation) any variation to the usage will be deemed a variation.

No Section 58 allowances have been included within this quotation.

This quotation is based on the cable route as indicated on the red line drawing. Any deviation to the intended route/design will be deemed a variation unless confirmed at the RFQ stage.

This quotation is provisional and subject to local authorities' approval of TM plans.

UK Power Networks carries out all the Contestable and Non-Contestable Works.

B

The customer is to undertake all contestable works, excluding closing joint. UK Power Networks to undertake the closing joint and non-contestable works.

You will need to arrange for the completion of the remaining Contestable Works by an accredited ICP.

If option B is accepted, your appointed ICP will be responsible for the production of all detailed constructible designs, which you must submit to UK Power Networks for review and approval prior to the commencement of any Contestable Works. No charge will be made by UK Power Networks for this service.

C

The customer is to undertake all contestable works and the closing joint. UK Power Networks to undertake all non-contestable works.

You will need to arrange for the completion of the Contestable Works by an accredited ICP.

If option C is accepted, your appointed ICP will be responsible for the production of all detailed constructible designs, which you must submit to UK Power Networks for review and approval prior to the commencement of any Contestable Works. No charge will be made by UK Power Networks for this service.

Your Connections

The table below provides a summary of the technical characteristics and the connection types you have requested:

Type of Property	No. of MPANs	Metering Voltage	Phase Type	Import Capacity (kVA)	Export Capacity (kW)
Commercial	1	230V	Single Phase, 50HZ	23	
Meter Position	Service Cable	Fuse Size	Earthing	Metering	
Communal	2c 35mm2 c/c	100A to BS1361	PME(TN-C-S)	Whole Current	

Phases of work

Our delivery time scale of the DNO Works may be subject to our performance standards, as detailed in 'Our Connections Standards of Performance' leaflet that can be found [here](#). The standards make reference to the DNO Works in totality, including the delivery of the work that you may request to be completed in discrete parts (which are referred to as phases). The Quote covers 1 phase(s) of work.

Section 2 Cost Breakdown

Totals

Option	A	B	C
Net Price (Excluding VAT)	£29,990.58	£2,123.59	£1,296.76

Breakdown of Costs

Description of CONTESTABLE WORK that is included in option	A	only	
Work involved			Net price (£)
LV Underground Mains			
<ul style="list-style-type: none"> Supply only of 300mm LV waveform mains cable LV waveform mains pot end & installation of earth pin. New single phase 100A service including underground joint & termination. Supply only of single phase 35mm LV service cable 			£6,022.49
Miscellaneous			
<ul style="list-style-type: none"> Civils groundwork study Install LV cable to duct or cable tray Install LV duct with no further trench work Excavate & reinstate LV trench in a footway surface type. Excavate & Reinstate LV joint hole in a footway surface type. Traffic Management costs 			£21,844.50
TOTAL			£27,866.99

Description of CONTESTABLE FINAL CLOSING JOINT WORK that is included in option	A	and in option	B	
Work involved				Net price (£)
LV Underground Mains				
<ul style="list-style-type: none"> LV Mains branch joint of a 95-300mm cable to a 240-300mm main. 				£826.83
TOTAL				£826.83

Description of NON-CONTESTABLE WORK that is included in option	A	and in option	B	and in option	C	
Work involved						Net price (£)
Miscellaneous						
<ul style="list-style-type: none"> Additional labour hours for an LV jointing team (normal working hours) 						£412.76
Transactional Charges						
<ul style="list-style-type: none"> Assessment & Design Charges 						£884.00
Other charges						
TOTAL						£1,296.76

Domestic Reverse Charge VAT Rate

You may be aware of a new VAT rate, effective from 1st March 2021 that is referred to as "Domestic Reverse Charge for Construction Services". I would like to provide you with some clarification about how the Quote is affected.

Section 18 of the HMRC Guidance, which explains the reverse charge treatment for utilities states that "Services provided by utility businesses which do not fall within the domestic reverse charge include the:

- provision of a connection to a utility network, or diversionary works to allow the relocation of the network
- development and construction of a private network to be owned by the utility and leased or sold to the customer
- installation of a boiler (and ancillary supplies)"

You can see the Government's guidance in full [here](#). So in summary, although UK Power Networks is registered under the Construction Industry Scheme (CIS), the provision of connection services to our customers is not regarded as construction services because the work is performed on our own assets. Consequently, there will be no change to the way in which we determine how VAT is applied to this job.

Provision of Service to Build IDNO Networks and VAT

The VAT Rate applied to this job is applicable where UK Power Networks completes all the work (Option A). If you wish to accept Option B or C (where offered) and wish to approach an IDNO to arrange for the Contestable Works to be undertaken (see summary on page 1) the VAT Rate may change and we will issue an invoice to you for the outstanding VAT.

Please note that payment is required in full, in advance of the work being programmed.

Section 3 Your Responsibilities

This section provides information about the work that you are responsible for should you accept the Quote.

We have made all of our general information about your responsibilities available in our Knowledge Centre on our internet site at www.ukpowernetworks.co.uk. Links to each of the relevant articles are in the table below.

Please let me know if you think we can improve the information we have provided.

Job Specific Responsibilities

Subject	Link to our Knowledge Library
On-site trenches and cable route	Section 3.1 Click here
Ducts	Section 3.2 Click here
Commercial or industrial connections - 400As and below	Section 3.9 Click here
Land rights required from others for land in their ownership occupation or control (Land rights over property outside the actual site boundary)	Section 3.23 Click here
Land rights required from others for land in their ownership occupation or control (You are to obtain an agreement in principle from the relevant landowner)	Section 3.24 Click here

Generic Responsibilities Applicable to all Quotes

Subject	Link to our Knowledge Library
Construction (Design & Management) Regulations 2015 (CDM) ^(P) _(REP)	Section 3.25 Click here
Appoint an electricity supplier	Section 3.26 Click here
Works to be undertaken by the ICP/IDNO if UK Power Networks is undertaking the non-contestable Works only	Section 3.27 Click here
Land rights for option B or C - where UK Power Networks is undertaking the non-contestable Works only	Section 3.28 Click here

Section 4 Information to Help You Plan For Your Work

Drawing Schedule

The table below shows a summary of the standard drawings that may be useful for the Quote, along with hyperlinks to the drawings that are currently applicable. Our drawings are revised periodically so the links in the table below may not work in the future if the drawings are superseded. However the latest versions of all of our standard drawings can be found [here](#). If you have not used our G81 web pages before you will be asked to register your credentials for future logins and updates.

Drawing Number	Drawing Description
UKPN 8500282982 Proposal Plan A0@1-500	Customer proposal plan
ECS 02-0019	LV/HV/EHV cable trench details View
EDS 08-2110.02a & 02b	100A Single-phase cut-out internal intake at ground/basement level View

Job Specific Information

Subject	Link to our Knowledge Library
Supply characteristics at the Point of Supply for LV metered and un-metered customers	Section 4.2 Click here
Earth Fault Loop Impedance (EFLI)	Section 4.4 Click here
Cables between UK Power Networks and Customer installations up to 400A	Section 4.5 Click here
Private generation	Section 4.6 Click here
Interactive process	Section 4.10 Click here

Generic Information Applicable to all Quotes

Subject	Link to our Knowledge Library
Information common to all Quotes	Section 4.1 Click here

If you are unhappy with our service please follow our Complaints Procedure Specific to Commercial and Industrial Projects which can be found [here](#). This document details your right to contact Ofgem for a formal determination if we have been unable to resolve the matter to your satisfaction.



AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 2024
SUBJECT	To consider extension to Wander Coffee's concession licence at Chatsworth Park

1. INTRODUCTION

At the Amenities & Civic Centre Committee meeting on 31st July 2023, it was agreed to extend Wander Coffee's concession until 31st March 2024, with the proviso they continue to pay a fee of £40 per week which would cover the portable toilet hire that we pay.

2. INFORMATION

Wander Coffee's concession is therefore up for renewal from 1st April 2024.

3. RECOMMENDATION

I recommend we invite Wander Coffee to extend their concession with the Town Council until 30th September 2024 and that a new agreement is signed confirming they will continue to pay the £40 weekly charge.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

The portable toilet hire cost is £40, the same as the income received from Wander Coffee.



AGENDA ITEM	20
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 2024
SUBJECT	To agree to plant bluebells in The Copse

1. INTRODUCTION

At the Committee meeting of 2nd October 2023, Councillors consideration was given as to whether to ask Lewes District Council to revoke a Tree Preservation Order at the Copse. It was agreed not to pursue this. However, mention was made of planting the area with bluebells and I was asked to investigate this.

2. INFORMATION

I contacted Cllr Clarkson to ask if the Chatsworth Park volunteers would be able to plant bulbs in the Copse and he kindly agreed. We can purchase 100 bluebells from a wildflower website at a cost of £33 for 100 bulbs:

www.wildflower.co.uk/products/wildflower-bulbs/wildflower-bulbs-in-the-green/bluebell-bulbs-in-the-green-hyacinthoides-non-scripta.html

The bulbs can be planted either side of the pathway running through the Copse.

3. RECOMMENDATION

To consider purchasing 100 bluebells at a cost of £33 and these to be planted by the volunteer group at their monthly visit.

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

This could be taken from the grounds maintenance budget (nominal code 4101-201) which has been set at £14,000 for 2024/25.



AGENDA ITEM	21
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	27 th March 2024
SUBJECT	To consider Fire Risk Assessment and decide on any actions required

1. INTRODUCTION

The last Fire Risk Assessment was carried out in March 2021, and at the Amenities & Civic Centre Committee meeting on 22nd November 2023, estimates were considered to have another one carried out.

2. INFORMATION

The estimate from Safe IS in the sum of £247 plus VAT was agreed and, after delays on their part, an inspector undertook the assessment on 2nd February 2024.

Their report is 42 pages long, so will only be emailed, rather than printed. A copy of the Action Plan is attached for your information. There were 4 items brought up as requiring attention as follows:-

Page 20, High Severity – It states that ‘portable heaters were found to be being used as part of the regular heating plan for the building.’ There were 3 photographs of portable heaters, 2 being in the offices and 1 in the Council Chamber.

I can confirm that the ones in the office are there for storage purposes only as we have adequate central heating. However, there are no radiators in the Council Chamber and portable heaters are used in there on a regular basis during the winter.

Page 22, Medium Severity – It states that ‘It is expected that contractors brought in to carry out work will provide appropriate risk assessments and method statements for that work. Work should be properly planned and supervised in order to ensure that those carrying out the work are doing so safely and competently.’

I can confirm that, for example, if a plumber has been called in to fix a leaking toilet, a risk assessment and method statement has not been obtained. However, for larger works, for example when Gregory Gas came to replace the boilers, the appropriate risk assessment and method statements were obtained.

It also states that outside contractors should have Risk Assessments reviewed and signed off before works are commenced.

Page 28, Medium Severity – It states that ‘No recent practical training in the correct selection and safe use of extinguishers has been received and it is recommended that at least nominated fire wardens are given suitable training.’

There is an overall action plan on page 31 which lists the above items.

3. RECOMMENDATION

It is recommended to note and consider the following:-

Page 20 regarding portable heaters – as there are no radiators in the Council Chamber, consideration should be given as to whether to obtain quotes for having a form of permanent heating, rather than portable heaters.

Page 22 regarding risk assessments and method statements - we will ensure that a Risk Assessment and Method Statement is obtained for all works at the Civic Centre and that they have been reviewed and signed off before works are commenced.

Page 28 regarding practical fire extinguisher training – all staff have had online fire warden training, but none have had recent practical fire extinguisher training. I will therefore arrange appropriate training for all staff.

4. FINANCIAL IMPLICATIONS

There will be a cost involved for a form of permanent heating in the Council Chamber and also for the practical fire extinguisher training.

We have a budget for 2024/25 for Civic Centre general repairs of £2,000 (nominal code 4401-301), internal/external works of £1,500 (nominal code 4419-301) and an earmarked reserve for Civic Centre maintenance of approximately £10,000 (nominal code 9012-910).

The budget for staff training is £750 (nominal code 4008-101).

ACTION PLAN

<p>Have outside contractors have Risk Assessments reviewed and signed off before works are commenced.</p> <p>REFERENCE RB-GL1MJA DUE No Due Date</p> <p>COMPLETED ON / BY</p>	<p>NO TIMESCALE</p> <p>NO SEVERITY</p>
<p>No recent practical training in the correct selection and safe use of extinguishers has been received and it is recommended that at least nominated fire wardens are given suitable training.</p> <p>REFERENCE RB-9UCQRV DUE 02/03/2024 CATEGORY Management: Policy, Procedure, Drills</p> <p>COMPLETED ON / BY</p>	<p>TIMESCALE SHORT TERM</p> <p>SEVERITY MEDIUM SEVERITY</p>
<p>Have outside contractors provide the necessary Risk Assessments and Method Statements for the planned works to be carried out. It is expected that contractors brought in to carry out work will provide appropriate risk assessments and method statements for that work. Work should be properly planned and supervised in order to ensure that those carrying out the work are doing so safely and competently.</p> <p>REFERENCE RB-MJNX5V DUE 02/05/2024 CATEGORY Management: Policy, Procedure, Drills</p> <p>COMPLETED ON / BY</p>	<p>TIMESCALE MEDIUM TERM</p> <p>SEVERITY MEDIUM SEVERITY</p>
<p>Where portable heaters are being used on a permanent basis, consider installation or extension of fixed heating system. Portable heaters were found to be being used as part of the regular heating plan for the building.</p> <p>REFERENCE RB-SVQGYC DUE 02/03/2024</p> <div data-bbox="167 1288 1061 1512"> </div> <p>COMPLETED ON / BY</p>	<p>TIMESCALE SHORT TERM</p> <p>SEVERITY HIGH SEVERITY</p>



AGENDA ITEM	22
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	27 th March 2024
SUBJECT	To note electricity and gas supply renewals are due and decide way forward

1. INTRODUCTION

Both the gas and electricity fixed contracts are coming to an end in June this year.

2. INFORMATION

We have started to make enquiries regarding renewals, but as we found out at the last renewal, the prices can change from day to day and no supplier will commit to a price for longer than 24 hours. This obviously makes getting prices for renewal complicated.

We will therefore need to decide on a way forward. We could form a Working Group to consider costs, make a decision via email from a majority of the Committee, or delegate the final decision to myself as Town Clerk/RFO and the Committee Chair.

3. RECOMMENDATION

It is recommended to decide on a way forward regarding making a final decision on which supplier to go for and what terms.

4. FINANCIAL IMPLICATIONS

The budget for electricity for 2024/25 has been increased by approx. 20% to £4,600.
The budget for gas for 2024/25 has been increased by approx. 20% to £5,850.

Although an approximate 20% increase was allowed when the budget was set in December 2023, it has been announced that the capped energy rate will be reduced from 1st April 2024.



AGENDA ITEM	23
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	27 th March 2024
SUBJECT	To consider quotes for re-pointing of Civic Centre west facing wall

1. INTRODUCTION

On the caretaker's recent return to work, he noticed that the pointing on the west facing wall of the Civic Centre is failing. There are large areas where there is no pointing at, allowing ingress of water. Although the section nearer to the patio area is in better condition, it is worn and it would seem sensible to consider having the entire wall re-pointed.

2. INFORMATION

Quotes were therefore obtained (see attached) as follows:-

Darren Giggs Brickwork – The quotation is for the west facing wall but not the rear 4.8m from the ground up to the soffit height (this is the area in better condition). The cost is **£7620.00 net** plus scaffolding of **£1300.00 net**, overall total **£8920.00 plus VAT**. (*Checkatrade score of 10 with 36 reviews*).

Rhino – **£5000.00** for the whole wall. If we only require sections to be done, they suggest we split the full wall price e.g. for $\frac{1}{4}$ = $\frac{1}{4}$ of £5000.00 = £1250.00. Rhino will use a scaffolding company called AA Scaffolding at a cost of **£1480.00**, overall total **£6480.00 net**. (There is no mention of VAT.)

Sussex Repointing Specialist – price includes scaffolding and the whole wall for **£5716.40 no VAT**. (*Checkatrade score of 10 with 50 reviews*).

3. RECOMMENDATION

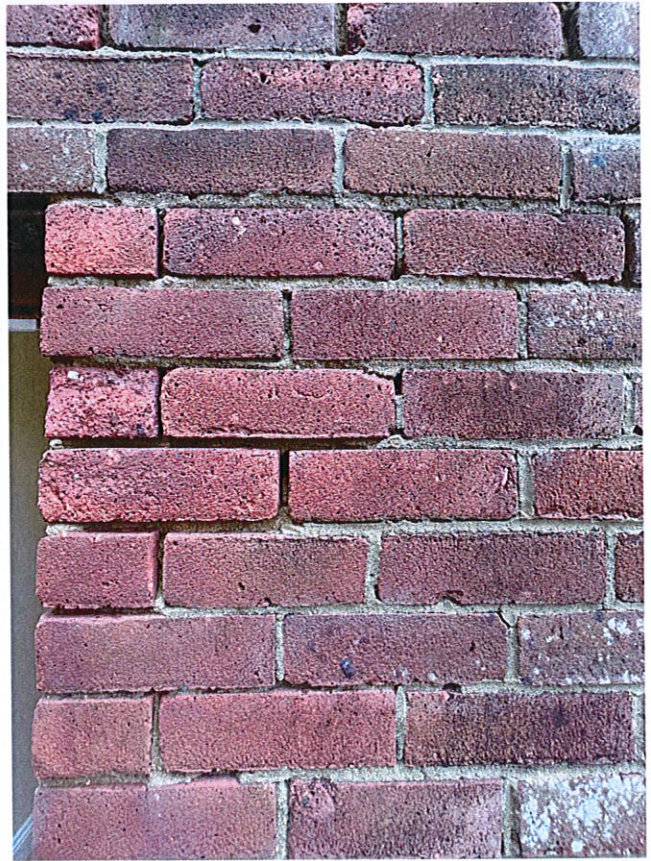
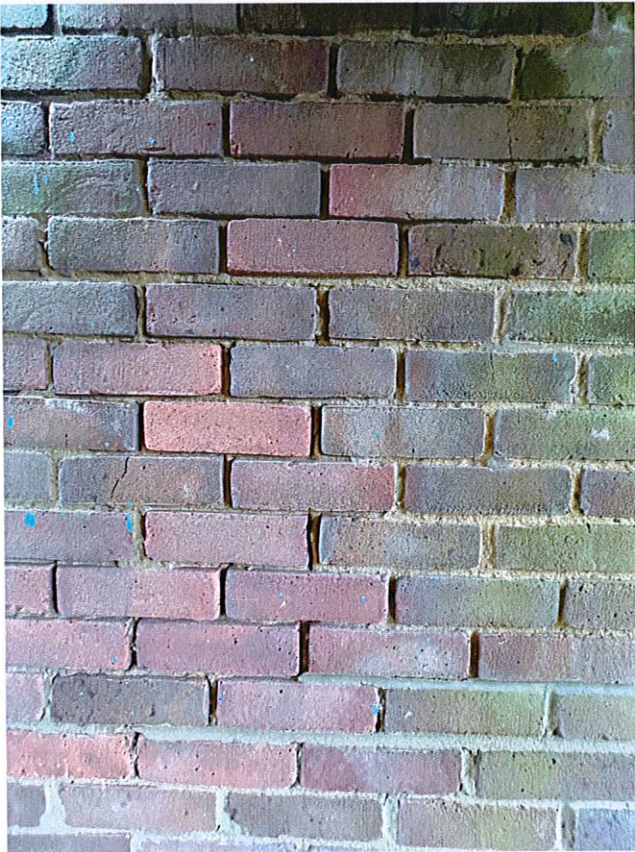
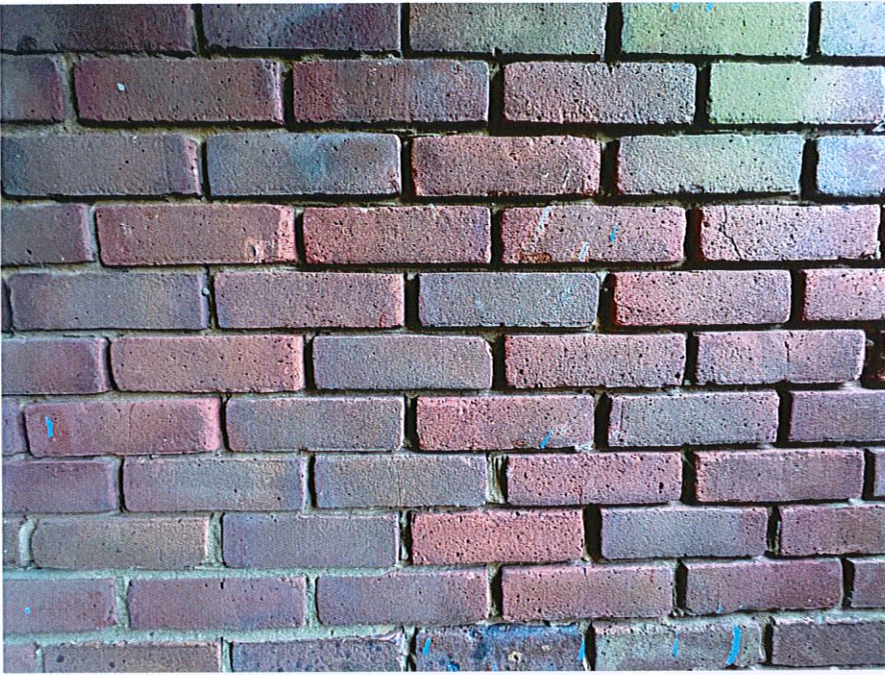
It is recommended to proceed with Sussex Repointing Specialist for the entire wall.

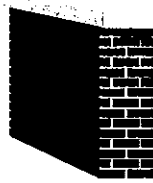
4. FINANCIAL IMPLICATIONS

We have made allowance in the 2024/25 budget of £2,000 for general repairs and an earmarked reserve (ER) of approximately £10,000. Although this will take up the majority of the ER, the work is a necessity.

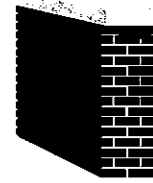
Committees can authorise expenditure of up to £6,000, so if we were to proceed with Sussex Repointing Specialist, it can be agreed at this meeting. Otherwise, it will have to be referred to the next full Council meeting.

Agenda item 23 – Appendix A
Photos of west facing wall of Civic Centre





DARREN GIGGS



*BRICKWORK, GARDEN WALLS, PATHS, PATIOS and
REPOINTING SPECIALIST*

8 Ashurst Avenue, Saltdean, Brighton, East Sussex, BN2 8DR
Tel: (01273) 702692 Email darren.giggs@btinternet.com

ESTIMATE

For the attention of:
Angela
Telscombe town council

Date: 25/2/24

Re, repointing Telscombe civic centre.

<p>To cut out and repoint all the brickwork to the west facing side wall of the building, but not the rear 4.8m from the ground up to the soffit height. <div style="text-align: right;">Plus vat@ 20% = £1524.00</div> <p>The grinding out is done with diamond blades and vacuum assisted cutting down on dust to air pollution and mess, the joints are cleanly cut from brick to brick to a depth of 15 to 20 mm and are washed down each day to remove dust and avoid staining. The mortar put back in is a 4 sand 1 cement and half lime mix with an added salt inhibitor to help against salt erosion. Plus the scaffold cost £1300.00 +vat</p> </p>	<p>£7620.00 £9144.00 £1560.00</p>
<p>TOTAL Ten thousand seven hundred and four pounds.</p>	<p>£10704.00</p>

This price is based on electricity and water supply coming from the building.



rhino services

QUOTATION

18 Rowe Avenue, Peacehaven, UK

7754690956

INVOICE

INV0001

DATE

06/03/2024

DUE

On Receipt

BALANCE DUE

GBP £5,000.00

BILL TO

Telscombe cliffs Civic Centre

360 south coast road

Telscombe cliffs

☎ 01273 589777

DESCRIPTION	RATE	QTY	AMOUNT
Repointing back wall Price can be lower if less coverage is required, this price is for the entire back wall	£5,000.00	1	£5,000.00
Fully insured	£0.00	1	£0.00

TOTAL £5,000.00

Payment Info

BALANCE DUE **GBP £5,000.00**

PAYMENT INSTRUCTIONS

Zoe giles

63315061

204976



All work carried out by fully trained, insured professionals

Telscombe Civic Centre
% Mrs A.Greenfield Admin & Finance Assistant
360 South Coast Road
Telscombe Cliffs
BN10-7ES

12th March 2024

Dear Angela Greenfield

I take pleasure in submitting our quotation for your consideration.

RE: Repointing works to the whole of the brickwork on the left hand gable wall as shown on the attached photos, to the Telscombe Civic Centre.

- 1 To supply and erect a fully boarded (Tagged) scaffold to the left hand side gable wall, ensuring the fire escape can be used in an emergency.
- 2 To rake out and repoint the whole of the brickwork to the left hand gable wall as marked in the attached photos.
- 3 To clear all debris from site and leave clean and tidy on completion.

Method.

To rake out to a depth of 18mm approx. **73.00** square metres of brickwork. Work to be carried out using a vacuum grinding system. Thoroughly wash down all brickwork Repoint approx. **73.00** square metres of brickwork using a mortar injection system to **A jointed half round finish.** Mortar to be a 4:1:1 mix of **sand-cement-Hydrated lime/pva.** Clean all spillage on Completion and cart away all debris.

FOR THE TOTAL SUM OF £5,716.40 NO VAT

We will require access to power and water daily, to carry out all the works listed.

Please note that we will require access to the working area to be off limits to all staff and public while the works are being carried out except during an emergency situation.

I trust this is to your satisfaction and look forward to hearing from you in due course In the meantime, should you have any queries please do not hesitate to contact me.

Yours Sincerely


N J Brindley

All Payments are required on a Completion basis and made payable to Sussex Repointing.

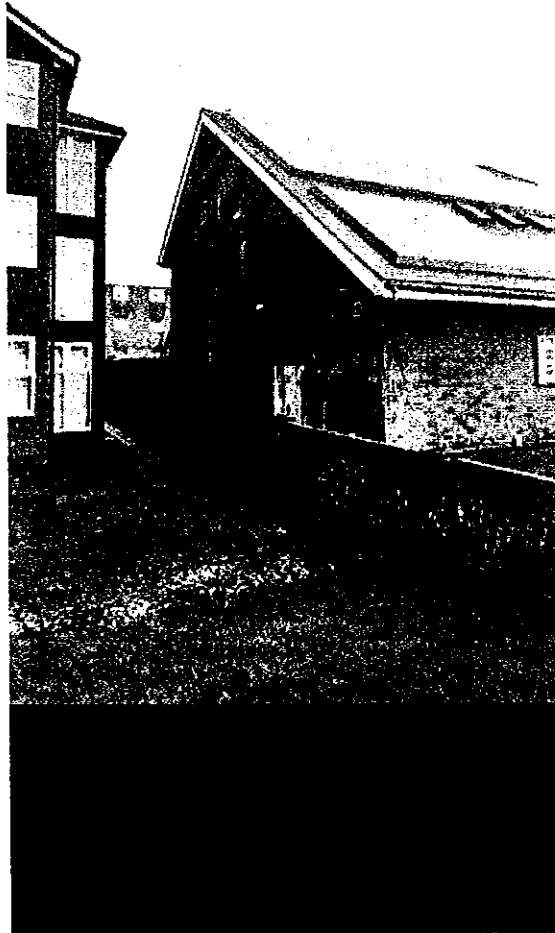
HARKAWAY, NEW ROAD, HERSTMONCEUX, HAILSHAM, EAST SUSSEX, BN27-1PY

OFFICE : 01323 832584 ON SITE : 07816 301011

AREAS TO BE REFINISHED



AREAS TO BE REPOINTED





AGENDA ITEM	24
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	27 th March 2024
SUBJECT	To ratify extra cost for new Civic Centre gas boilers

1. INTRODUCTION

The Committee were informed of the failing gas boilers at the Civic Centre at the meeting in July 2023, when it was agreed to get estimates for replacement gas boilers and also the possibility of a heat pump.

2. INFORMATION

At the meeting on 2nd October 2023, it was agreed to accept the estimate from Gregory Gas Heating in the sum of £5,300 for replacement of 2 gas boilers and associated work. The work was finally scheduled to take place at the end of January, however, when they came to install, they found that we did not have a 'low loss header' which is needed for the system to run effectively. They apologised and said they should have checked in more detail when they inspected the system to do the quote, but they could not make the installation without one and gave a price of £470 plus VAT for the unit and associated pipework.

I informed Committee members accordingly and that as the extra cost was within my delegated spending limit of £500 and the work could not proceed without it, I did not see an alternative other than to agree to the extra cost. This was agreed by a majority via email and a purchase order was issued accordingly.

3. RECOMMENDATION

It is recommended to ratify the extra cost of £470 plus VAT.

4. FINANCIAL IMPLICATIONS

The earmarked reserve for Civic Centre maintenance of £5,500 which was being used for the work only had £200 spare to go towards the extra cost and the balance was taken from 4419-301 internal/external works which had funds to cover this.



AGENDA ITEM	25
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	27 th March 2024
SUBJECT	To ratify cost for emergency front door repairs

1. INTRODUCTION

I informed Committee members via email on 30th January that the external key operated automatic front door opener had stopped working. We tried re-setting the door which did not rectify the problem. Without the opener we have to push the door very hard to slide it open.

2. INFORMATION

Thomas Doors who service the front door annually were therefore contacted and quoted £253.50 for an emergency call out including 1 hour's labour, but excluding parts. As it was difficult to get in the Centre otherwise, I agreed for them to attend site to repair, using my delegated authority. When they attended, they found that there were corroded wires which required replacement.

3. RECOMMENDATION

It is recommended to ratify the payment of £218.50 plus VAT.

4. FINANCIAL IMPLICATIONS

The cost was taken from nominal code 4403-301 Equipment Maintenance, which had enough remaining budget.



AGENDA ITEM	26
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	27 th March 2024
SUBJECT	Future events update & agree actions required

1. INTRODUCTION

Events are progressed through the working group and taken to meetings for consideration.

2. INFORMATION

The working group met at the end of January and the following events were discussed:

Movie nights

The proposed screenings of the films Matilda on 10th February and Grease on 30th March were both cancelled due to poor ticket sales. This was agreed by the events working group.

D Day event on 6th June

It was agreed not to purchase a Beacon or Lamp of Peace and that we would carry out our usual flag raising. There was a discussion on broadcasting back to the Civic Centre bell ringing from St. Laurence's Church in Telscombe Village. The Admin Assistant contacted the church, but as no response was received, it was decided to not progress this suggestion.

Flag raising events

It was agreed to fly the flag for Sussex Day on Friday 14th June (due to Sussex Day falling on Sunday 16th June), Armed Forces Day for a week from Monday 24th June and Merchant Navy Day on Tuesday 3rd September.

Summer Fayre 6th July

Cllr O'Connor will investigate potential locations in Chatsworth Park to carry out a colour run. It was agreed to increase the stall prices from £10 to £15 and to include a 'fun dog show' with the same 4 categories as last time.

Several of the entertainers have informed us that there will be a charge, as follows:-

Compare - £140 no VAT included
Guiles Reptiles - £300 – confirmation needed if includes VAT
Saltdean Jazz Band - £80 no VAT included
Stix Drummers - £100 no VAT included
Total: £620

The Admin Assistant contacted the working group to ask if they would be happy to pay these costs and this was agreed. Quotes are also being investigated for a medic, fire

extinguishers and a disabled toilet as well as checking with the Fire Service to see if a fire engine can attend (providing there are no emergencies). The Town Clerk has written to Barratt David Wilson Homes for sponsorship and local businesses are also due to be approached for sponsorship. The fun fair will provide us a percentage of their earnings. Staff normally attend on the day to assist in running the event and they should be paid accordingly.

Macmillan Coffee Morning

It was agreed to hold a coffee morning on Thursday 26th September 2024.

In addition, the Admin Assistant has been in contact with Cllr O'Connor concerning his Mayoral Event, booked for Friday 12th April at 7.30pm. Invitations are being sent out imminently to Councillors, staff and other local associates for an evening of live rock and roll music.

Bingo Evening

Please can Councillor volunteering for the monthly bingo sessions be reviewed and maybe a rota set up, so that Cllrs don't have to be chased each month, with the worry of no-one being available. The Town Clerk and her husband give up their time voluntarily every month, re-arranging holidays and personal events to make sure they will be present and have done for many years. The Town Clerk also unlocks the Civic Centre before each event and is the last one left to check the building before finally locking up. Unfortunately, the onus of having to lock up is now proving problematic and she will be getting the caretakers to do this in the future. As a reminder, in the last few years this is the only event the Council holds to raise funds for the Mayor's charity and without their volunteering, nothing would have been raised.

3. RECOMMENDATION

I recommend that Stix Drummers are booked for the summer fayre at a cost of £100 and the other bookings are ratified as agreed by the events working group, that agreement is given to paying staff who attend the summer fayre and to consider a way forward with the monthly bingo sessions.

4. ENVIRONMENTAL IMPACT

Events held at the Civic Centre will have a nominal fee for energy consumption.

5. FINANCIAL IMPLICATIONS

The town entertainment/events budget for 2024/25 has been set at £1,500. The summer fayre event receives income from stalls etc, which should hopefully offset most of the expenditure. A raffle is normally held, but this is fundraising for the Mayor's charity fund.