



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Amenities & Civic Centre Committee** held at 7.30pm on **Wednesday 5th February 2025** in Room 1 at Telscombe Civic Centre.

COMMITTEE MEMBERS PRESENT: - Councillors C Gallagher (substitute), M Lawrie, L O'Connor *Mayor* and N Watts

Also Present: - Stella Newman, Town Clerk/RFO (*minutes*)
1 member of the public

1940. PUBLIC QUESTION TIME

The member of the public present advised he would like to speak regarding agenda item 17, upgrade to the Civic Centre sound system, and it was agreed that he could speak when this agenda item was discussed.

1941. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Clarkson & Perrotta due to work commitments, Cllr Judd due to health issues and Cllrs Robinson and Sharkey who were attending another meeting. These reasons were accepted by the Committee. Cllr Sharkey had arranged for Cllr Gallagher to be her substitute and it was unanimously **agreed** that the Mayor, Cllr O'Connor, chair the meeting in the absence of the Chair and Vice Chair.

1942. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1943. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 4th DECEMBER 2024

It was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 2nd October 2024 were a true record of the proceedings and were signed as correct by the Mayor, Cllr O'Connor, in the absence of the Committee Chair and Vice Chair.

1944. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
20.3.23	Min 1667, p 3854 – To discuss way forward with wet pour surfaces in the three playgrounds	BB	A price has now been received to add tarmac between wet pour and pathway at CPN.	See new agenda item
5.6.23	Min 1690, p 3898 – To consider removal of the wooden hippo and elephant at CPS playground & ratify removal of springer at Robert Kingan Playground	BB	A price to remove the wooden elephant and hippo has now been received.	See new agenda item

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1944. To note actions carried out or required from previous meetings and agree any further measures required

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
5.6.23	Min 1694, p 3899 – To consider a tree survey for Chatsworth Park & the Copse	BB	Queries to the tree survey from Aspen Treecare have been resolved and an agenda item has been added to this meeting for consideration.	See new agenda item
5.6.23	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. Suggest removal from action list.</i>	Complete
24.1.24	Min 1792, p 4048 – Update on high priority items listed on the access report for Telscombe Town Council’s green spaces	SN	CR suggested ESALC be contacted with regards to organising disability confidence training as highlighted on item 9.3. 29.1.25 – <i>see update under Min 1932, p 4258</i>	Complete
24.1.24	Min 1799, p 4050 – To consider purchasing a projector for Room 1 at the Civic Centre	SN	The ceiling projector has now been purchased. Cllr Clarkson will be installing this imminently. <i>29.1.25 – New fixing bracket ordered.</i>	Complete
29.5.24	Min 1844, p 4142 – To consider costs for pathway works & repairs to holes at entrance to car park in Chatsworth Park	BB	Hailsham Road Ways have completed the pathway works around the Memory Garden.	Complete
29.5.24	Min 1846, p 4143 – To consider replacing ropes on an item of playground equipment at Robert Kingan Playground	BB	Sutcliffe Play have delivered the ropes. A price has been received for these to be fitted. <i>29.1.25 – see update under min 1929, p 4258</i>	Complete
29.5.24	Min 1851, p 4144 – To consider adding a living willow classroom in Chatsworth Park	CCL	This was agreed to be undertaken by the volunteers at no cost to the Council and Cllr Clarkson is seeking funding on their behalf.	Feb 2025
31.7.24	Min 1873, p 4180 – To consider replacing the noticeboard at Chatsworth Park	BB	Noticeboard has arrived. Installation estimates are being sought as previous contractor now unable to carry this work out.	See new agenda item
31.7.24	Min 1874, p 4180 – To consider adding a picnic table in Chatsworth Park	BB	1.5 metre black recycled plastic picnic table has arrived. Installation estimates are being sought as previous contractor now unable to carry this work out.	See new agenda item

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1944. To note actions carried out or required from previous meetings and agree any further measures required

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
31.7.24	Min 1875, p 4180 – To note audit of park benches and tables in Chatsworth Park and agree any further actions	BB	<p>Unable to currently find anyone to quote for repairs to bench/table no's 28, 33 and 35.</p> <p>Estimates are being sought for removal of picnic tables 26 and 27 and backless bench 21, as previous contractor now unable to carry this work out.</p> <p><i>29.1.25 – previous contractor has agreed they can now carry out this work.</i></p> <p>1.5 metre accessible black recycled plastic picnic table has arrived. Installation costs are being sought as previous contractor now unable to carry this work out.</p> <p>Prices for a replacement perch bench (no 21) were due to be taken to a meeting, but as we currently have no one to install, this will be considered at a future time.</p>	<p>Mar 2025</p> <p>See new agenda item</p> <p>See new agenda item</p> <p>See new agenda item</p>
2.10.24	Min 1897, p 4216 – To note LDC approval of CIL grant for café, consider further progression of the project & preferred café design necessitating appt'ment of an architect	SN	Tender document to be drawn up & advertised for architects to design, and a quantity surveyor and project management, in accordance with procurement procedures in new Financial Regulations.	March 2025
2.10.24	Min 1898, p 4216 – Update on weekly playground inspection reports & agree any possible actions required	BB	<p>Playsafe Playgrounds advised they will only look at repairs to playground equipment in the summer months.</p> <p><i>29.1.25 - Some repairs have been undertaken and therefore suggest this item is removed from the action list & Playsafe are contacted in the future if required.</i></p>	May 2025
2.10.24	Min 1899, p 4216 – To consider items for removal regarding potential refurbishment of the Town Council's three playgrounds	BB	PTC to be contacted for advice on refurbishment of Dell playground Site visit to be arranged with several different playground companies to consider the playground refurb document and ask for a budget quote.	Summer 2025



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1944. To note actions carried out or required from previous meetings and agree any further measures required

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
2.10.24	Min 1903, p 4217 – To consider obtaining estimates to have vegetation from the Copse cut back bordering Bush Close	BB	Estimates to be requested to have this section of vegetation cut back. Once received, they will be taken back to a future meeting for consideration.	May 2025
2.10.24	Min 1907, p 4218 – To consider proposed repairs to the ball wall in Chatsworth Park	BB	Artist to carry out repairs in spring/summer, when weather is drier. TTC to purchase the materials so we can claim back the VAT.	Summer 2025
2.10.24	Min 1908, p 4218 – To consider extending the path and planting in the southern end of Chatsworth Park	BB	To be progressed once the previous project at the bottom of Pigs Hill has been completed and subject to funding.	July 2025
2.10.24	Min 1909, p 4219 – To consider building a snake habitat in the top pond at Chatsworth Park	CCL	Volunteers to create the snake habitat next to Pond 2. Sleepers have been collected from the Civic Centre.	March 2025
2.10.24	Min 1911, p 4219 – To consider submitting final grant claim to the Tree Council for mini forest in Chatsworth Park	SN	Agreed for SN to submit the final grant form and associated reports to the Tree Council. <i>Claim submitted, payment awaited.</i>	March 2025
4.12.24	Min 1923, p 4257 – To consider next steps for planting at the bottom of Pigs Hill in Chatsworth Park	CG	Cllr Gallagher to progress with Aspen Treecare regarding planting and the Saltdean Community Association regarding payment. Councillors to agree exact position of trees.	March 2025
4.12.24	Min 1924, p 4257 – To consider a planting project at Robert Kingan Playground	CG	Cllr Gallagher to progress with Aspen Treecare regarding planting and the Saltdean Community Association regarding payment. Residents of Chailey Crescent to be notified.	March 2025
4.12.24	Min 1926, p 4257 – To note completion of works surrounding the badger sett in Chatsworth Park and ratify removal of trees	SN	Permanent signs regarding the wildlife area to be purchased.	March 2025

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1944. To note actions carried out or required from previous meetings and agree any further measures required

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
4.12.24	Min 1928, p 4258 – To consider ground works prices in playgrounds	BB	Holes/eroded areas in our 3 playgrounds have been filled/re-turfed. Chestnut fencing at RK playground due to be done.	Complete
4.12.24	Min 1929, p 4258 – To consider estimates for repairs to playground equipment	BB	Chatsworth Park North – agreed repairs have been undertaken. Chatsworth Park South – agreed repairs have been undertaken. Robert Kingan – repairs have been undertaken, apart from replacing 2 ropes on infant climbing apparatus. The contractor thought these were too long when he went to fit & on looking at the playground inspection report, the problem was corrosion on the slide area, not wear to the ropes. These have therefore not been fitted.	Complete
4.12.24	Min 1930, p 4258 – To consider estimate from Playsafe Playgrounds for repairs in Chatsworth Park South playground	BB	A purchase order has been issued for repair of the surface to the rotating disc and the contractor will undertake the work as soon as the weather improves.	March 2025
4.12.24	Min 1932, p 4258 – Update re high priority items on Access Report for TTC's greenspaces & agree actions required	SN	The Town Clerk has contacted ESALC re disability confidence training and they are looking at setting up a training event in the coming months.	July 2025
4.12.24	Min 1933, p 4259 – To agree actions contained within the tree survey report for Chatsworth Park	BB / SN	Remaining pages of tree report were emailed to Committee members. Specification to be drawn up and sent out for prices.	May 2025
4.12.24	Min 1935, p 4259 – To consider application for a memorial bench	BB	The resident was advised that we do not currently have a bench installer. <i>29.1.25 – see new agenda item.</i>	Complete
4.12.24	Min 1936, p 4259 – To consider where to plant donated Paulownia tree sapling	BB	Resident is looking after sapling until it is ready to be planted in the tree lined bark chip pathway off 'pigs hill' in Chatsworth Park.	Complete

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1944. To note actions carried out or required from previous meetings and agree any further measures required

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
4.12.24	Min 1937, p 4259 – To review security at Civic Centre	SN	Mechanical security lock has been fitted on Council Chamber door to office corridor. Estimates have been obtained for magnetic door access controls.	Complete See new agenda item
4.12.24	Min 1938, p 4260 – Urgent matters – to prepare a grant application to Veolia for the proposed café project	BB/CC	In BB's absence, CC is to draft an application to be brought to a future meeting for approval.	March 2025

Regarding minute number 1897, p 4216 – To note LDC approval of CIL grant for café, consider further progression of the project & preferred café design necessitating appointment of an architect – in view of the Amenities Officer's absence and the resultant workload on other staff members, Cllr O'Connor advised that Cllr Clarkson had suggested that a working group be formed to draw up the previously agreed tender document which will then be advertised for architects to design a café building and a quantity surveyor/project manager, in accordance with procurement procedures in new Financial Regulations.

Regarding minute number 1923, p 4257; To consider next steps for planting at the bottom of Pigs Hill in Chatsworth Park – it was noted that Aspen Treecare had been on site that day to plant trees and Councillor Gallagher had been present at the planting to agree their positioning, as well as Cllr O'Connor.

Regarding minute number 1924, p 4257 – To consider a planting project at Robert Kingan Playground – it was noted that Aspen Treecare will plant the trees on Friday and it was noted that it had been agreed at the last meeting that they be placed slightly in from the current hedge so that they do not overhang the roadway when they begin to grow - Cllr Gallagher to remind Aspen Treecare.

Regarding min 1933, p 4259; To agree actions contained within the tree survey report for Chatsworth Park and The Copse – a specification had been provided regarding tree works and it was proposed by Cllr Gallagher, seconded by Cllr Watts and unanimously **agreed** to:-

- Agree the specification for treeworks to be undertaken between 1-6 months in Chatsworth Park and the Copse and send it out for prices as agreed at the previous meeting.
- Not to include works to tree numbers 407, 409, 411, 416 and 421 as Aspen Treecare had advised the works were not necessary as the area had been fenced off to the public as discussed at the previous meeting.
- To contact an Ecologist and get an estimate for a report regarding undertaking works to tree number 418 in view of its location within the fenced off wildlife area and also tree numbers 390 to 397 – as advised at the previous meeting.
- To agree to submit a planning application to Lewes District Council for the treeworks required in The Copse.



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1945. TO NOTE INCOME & EXPENDITURE FIGURES TO 31st DECEMBER 2024

The Town Clerk's report detailed any significant differences between budget and actual spend figures and included the full income and expenditure list detailing the current budget lines for the Committee and Earmarked Reserves, along with spending figures and remaining budget. The income and expenditure figures for Amenities of £40,355 expenditure and income of £15,619 and Civic Centre expenditure of £24,589 and income of £29,527 on 31st December 2024, which had previously been taken to full Council for approval, were **noted** by the Committee.

1946. TO REVIEW/UPDATE THE BUSINESS PLAN

It was proposed by Cllr Watts, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to amend item 10 to show as complete as an invoice had been received from ESCC. No other amendments were required.

1947. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The Committee **noted** the complaints.

1948. TO CONSIDER HOW TO PROGRESS IN AMENITIES OFFICER'S TEMPORARY ABSENCE

The Chair read comments provided by Cllr Clarkson advising that the duties of the Amenities Officer should carry on with the possibility of using temporary additional staff. These comments were noted by the Committee. Following discussion, it was proposed by Cllr Watts, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that (a) the Admin and Admin/Finance Assistants work additional hours to aid with the workload as necessary including management of the playground inspection report findings, (b) the café concession specification be drawn up by a working group and the draft document be brought back to the next meeting in March for consideration/agreement and (c) the following items be put on a temporary hold:-

- High priority items listed on the Access Report for Telscombe Town Council's green spaces
- Officer inspections in Chatsworth Park as detailed on the Management Plan
- Checks on assets such as benches and bus shelters
- Possible playground refurbishments

1949. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS & AGREE ANY POSSIBLE ACTIONS REQUIRED

The playground inspection report was **noted** by the Committee, as well as the fact that both the Admin and Admin/Finance assistants will now temporarily take over management of progressing items contained in the weekly reports in the Amenities Officer's absence.

1950. TO CONSIDER QUOTE FOR REMOVAL OF PICNIC TABLES, INSTALLATION COST FOR 2 NEW PICNIC TABLES, POSSIBLE REPLACEMENT OF A FURTHER PICNIC TABLE AND INSTALLATION COST OF A NOTICE BOARD IN CHATSWORTH PARK ADJACENT TO AMBLESIDE AVENUE

Following discussion, it was proposed by Cllr Watts, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to:-



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1950. To consider quote for removal of picnic tables, installation cost for 2 new picnic tables, possible replacement of a further picnic table and installation cost of a notice board in Chatsworth Park adjacent to Ambleside Avenue

- a. Accept the quotation from G Webb Groundworks of £600 plus VAT to assemble and install 2 picnic tables on a full concrete base, one on the lower grass level by the car park near the café concession and the accessible bench on the higher ground to replace the existing damaged one.
- b. Accept the quotation from G Webb for £130 plus VAT to remove existing and install a new notice board (previously purchased by the Council) in Chatsworth Park adjacent to Ambleside Av.
- c. Accept the price from M Evans of £75 to remove and dispose of picnic tables 26, 27 and perch bench 21.
- d. Ask G Webb Groundworks for a price to install a memorial bench.
- e. To inspect and bring back a report/photos to the next meeting on the picnic bench near the memory garden that has suffered fire damage.

1951. TO APPROVE THE PURCHASE OF 36 NEW TREES TO REPLACE THOSE THAT HAVE FAILED TO TAKE IN THE MINI FOREST

It was noted that it was almost a year since the original planting and 36 trees in the mini forest had died, being 4.5%, which is within the allowed parameters of the grant condition. Cllr Clarkson had put forward a suggestion for replacement trees, based on original planting ratios between canopy, trees, sub-trees and shrubs. Investigations of the original supplier found that they could only provide trees of 40-60cm in height, which was the original height planted. To avoid overshadowing and resultant dying, the replacement trees would need to be nearer 1m high. Following discussion, it was proposed by Cllr Lawrie, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to get quotes for appropriate trees from an alternative nursery and for the cost to be agreed by a majority of Committee members via email.

1952. TO APPROVE A SIGN FOR THE NEW HABITAT PILE IN CHATSWORTH PARK

Following discussion, it was proposed by Cllr Lawrie, seconded by Cllr Watts and unanimously **RECOMMENDED** to approve the proposed sign to be printed, laminated and put up at the new habitat pile in Chatsworth Park.

1953. TO CONSIDER WHETHER TO RESPOND TO THE SOUTH DOWNS NATIONAL PARK MANAGEMENT PLAN CONSULTATION

The questions in the consultation were considered, which relate more to an individual responding rather than a Council and it was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the Council do not respond to the consultation, but that Councillors are encouraged to respond as an individual and the consultation is advertised on social media for members of the public to respond.

1954. TO CONSIDER ESTIMATES FOR LIGHTING WORK AT THE CIVIC CENTRE

The report regarding the emergency lights that did not meet the required 3-hour duration test and other required lighting works that were required at the Civic Centre was considered. It was noted that despite continued efforts by office staff, only 1 company had provided a quote for all the required electrical works. It was therefore proposed by Cllr Gallagher, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the estimate from Evans All Electrical in the sum of £2,620 plus VAT be accepted. The financial options for payment were **agreed**.



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1955. TO CONSIDER ESTIMATES FOR A MAGNETIC DOOR ACCESS CONTROL SYSTEM AT THE CIVIC CENTRE

Following consideration of the estimates provided, it was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to accept the quotation from Thomas Doors to supply and install a new entry phone system with magnetic locks on the main entry door and doors to the exhibition area to include a keypad, handsets, desk mount kits and associated work in the sum of £2,595.50. The financial options for payment were **agreed**.

1956. TO CONSIDER UPGRADE TO THE CIVIC CENTRE SOUND SYSTEM

8.36pm - The Chairman suspended the meeting to allow the member of public who volunteers as the bingo caller and at other Council functions to give a brief update on the sound system.

The volunteer gave a brief history of the original installation of the sound system and subsequent additions, as well as replacement pieces of equipment that had been required. He also advised that at times, the signal to the projector can 'drop-out' due to a weakening signal through the cabling due to the distance it travels. Following discussion at a recent bingo evening, Cllr Clarkson had arranged for a company to look at the system with a view to replacement with a modern up-to-date system.

The meeting resumed at 8.42pm.

Following consideration of the report provided which included information from the company that Cllr Clarkson had arranged to inspect the current system and the merits of an upgraded system, it was proposed by Cllr Gallagher, seconded by Cllr Watts and unanimously **RECOMMENDED** to obtain estimates for an upgraded sound system.

1957. FUTURE EVENTS UPDATE AND AGREE ACTIONS REQUIRED

The report was reviewed and the Mayor's events that had been held were noted. It was unanimously **RECOMMENDED**:-

- That the Mayor hold a fundraising quiz night on Friday 14th March to include a raffle.
- To hold a flag raising event for VE Day 80 on Thursday 8th May, followed by tea and biscuits, and to purchase red, white and blue bunting to be put outside the Civic Centre, as well as a special VE day 80 flag.
- That the Mayor hold his end of term event at the Civic Centre, to include a fundraising raffle, on Saturday 10th May, that he will have a local singer and volunteer, Stan Newman, will provide music in between the singer's slots.

1958. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ ADDING ON A FUTURE AGENDA

There were no urgent matters and the meeting closed at 9.05pm.

Signed
Chairman

NB Next meeting of the Committee – Wednesday 26th March 2025 at 7.30 pm