



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Amenities & Civic Centre Committee** held at 7.30pm on **Wednesday 26th March 2025** in Room 1 at Telscombe Civic Centre.

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, D Judd *Vice Chairman*, L O'Connor *Mayor*, C Robinson *Chairman* and I Sharkey *Deputy Mayor*

Also Present: - Stella Newman, Town Clerk/RFO (*minutes*)
Cllr T Williamson

1959. PUBLIC QUESTION TIME

There were no questions.

1960. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Watts due to work commitments, Cllr Lawrie who was away and Cllr Perrotta due to illness. These reasons were accepted by the Committee.

1961. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1962. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 5th FEBRUARY 2025

It was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 5th February 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Robinson.

1963. 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
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
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. <i>Agreed for Working Grp to do.</i>	See new agenda item

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1963. 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 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.	Agreed at last meeting to be put on hold
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. <i>This work is within spec for The Copse tree works.</i>	See new agenda item
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. <i>Other project complete so to consider whether to take this further at present.</i>	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. Have chased for a payment date but no response.</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.	Complete



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1963. 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 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.	Complete
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
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. <i>Works to be carried out imminently.</i>	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. <i>Spec agreed and prices received.</i>	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
5.2.25	Min 1950, p's 4295-96 – To consider quote for picnic table removal, install 2 new tables & a notice board	SN	19.3.25 – Contractor now returned from extended leave and is to install benches & notice board in the near future.	May 2025
5.2.25	Min 1951, p 4296 – To approve purchase of 36 new trees to replace those that failed in mini forest	SN	Trees have been ordered & to be planted by volunteers.	See new agenda item
5.2.25	Min 1952, p 4296 – approve sign for new habitat pile in Chatsworth Park	SN	Sign has been put up.	Complete



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1963. 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
5.2.25	Min 1953, p 4296 – consider whether to respond to SDNPA Management Plan Consultation	SN	Agreed not to respond as Council, but Cllrs to respond as individuals. SN emailed all Cllrs advising to respond.	Complete
5.2.25	Min 1954, p 4296 – consider estimates for lighting work at Civic Centre	SN	Works have been undertaken.	Complete
5.2.25	Min 1955, p 4297 – to consider estimates for magnetic door access control system at C.Centre	SN	Works have been undertaken.	Complete
5.2.25	Min 1956, p 4297 – to consider upgrade to Civic Centre sound system	SN	Companies have been contacted to provide quotes. Prices awaited.	July 2025
5.2.25	Min 1957, p 4297 – future events	SN	Mayor’s quiz night raised £333. Flag/bunting for VE day 80 purchased. Tickets for Mayor’s end of term event now on sale.	Complete

1964. TO NOTE INCOME & EXPENDITURE FIGURES TO 28th FEBRUARY 2025

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 £42,985 expenditure and income of £16,059 and Civic Centre expenditure of £28,865 and income of £32,321 at 28th February 2025, which had previously been taken to full Council for approval, were **noted** by the Committee. The Chair asked if we could have a separate budget heading for income and expenditure for the summer fayre in next year’s budget and the Town Clerk advised she will include this in the draft budget when it is discussed later in the year.

1965. TO REVIEW/UPDATE THE BUSINESS PLAN

Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** to change the project delivery date to ongoing for the mini forest project in Chatsworth Park, as we are currently awaiting the final grant payment from the Tree Council and do not know when it will be received.

1966. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The Committee **noted** the complaints. A query was raised regarding dates and why some on the sheet did not relate to this Committee and the Town Clerk was asked to look into this.

1967. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS & AGREE ANY POSSIBLE ACTIONS REQUIRED

The report on playground inspections was **noted** by the Committee and it was proposed by Cllr Judd,

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1967. Update on weekly playground inspection reports & agree any possible actions required

seconded by Cllr Clarkson and **RECOMMENDED** that the work required to the wooden balance multiplay unit in Chatsworth Park South playground by Playsafe Playgrounds in the sum of £467 plus VAT be agreed.

1968. TO CONSIDER SPECIFICATION DOCUMENT FOR CAFÉ IN CHATSWORTH PARK

Cllr Clarkson was thanked for preparing the document. It was noted that amendments had been suggested by various members of the working group and Cllr Clarkson ran through the updates that had been made. Following discussion, it was proposed by Cllr Judd, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to accept the specification and to seek advice and assistance from Lewes District Council for it to be put out for tender in accordance with the current procurement regulations.

1969. TO CONSIDER TREE WORKS ESTIMATES

It was noted that an application had been submitted to Lewes District Council (LDC) for the tree works in the Copse and a decision was awaited. An estimate from an ecologist regarding tree works in Chatsworth Park near to possible badger setts was also awaited. Following consideration of the estimates received, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** to agree the following:- the estimate from EH Treecare for the works in the sum of £9,200 plus VAT for Chatsworth Park and £375 for The Copse; for a purchase order to be issued for Chatsworth Park works (work in areas near to possible badger setts to be put on hold until an ecologist's report was received); once a decision had been made by LDC regarding The Copse works, that a purchase order be issued if the works were agreed; that a report from an ecologist be brought back to a future meeting for consideration.

1970. TO AGREE PRICE INCREASE FOR PORTALOO HIRE AT CHATSWORTH PARK

It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** to agree the £4 weekly increase for portaloos to £44, from Site Equip.

1971. TO NOTE CUT BACK OF TREES AND VEGETATION IN AN AREA OF CHATSWORTH PARK AND DECIDE ON WHAT ACTION TO TAKE

There was discussion regarding what action should be taken after it was discovered that an area of vegetation and some trees had been cut back in Chatsworth Park by someone without the permission or knowledge of the Council. Councillors were very disappointed that this criminal damage had taken place and habitat for birds, insects and mammals had been destroyed. It was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to place an article in our next newsletter regarding the incident advising that the criminal damage had been reported and to ask residents to be vigilant and advise the Council of any similar incidents. As per Council policy, consideration will be given to replacement of the trees.

1972. TO NOTE DAMAGE TO NEWLY PLANTED TREE IN CHATSWORTH PARK AND DECIDE WHAT ACTION TO TAKE

Councillors were disappointed to learn that a tree donated by a resident had sadly been destroyed only



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1972. To note damage to newly planted tree in Chatsworth Park and decide what action to take

hours after planting in Chatsworth Park. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** to include this incident in the next edition of the newsletter, in an article combined with the incident discussed under the last agenda item and, once the next planting season has started, to obtain prices for a replacement Paulownia tree. We will notify the resident accordingly.

1973. UPDATE ON REPLACEMENT OF 36 TREES TO SUBSTITUTE THOSE THAT HAVE FAILED TO TAKE IN THE MINI FOREST AND AGREE PURCHASE

It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the price of £156.57 plus VAT from English Woodlands for the replacement bare root plants for the mini forest and that they are planted by the volunteers.

1974. FUTURE EVENTS UPDATE AND AGREE ACTIONS REQUIRED

The Committee acknowledged that the Mayor's recent quiz night had raised £333, that a flag and bunting had been purchased for the VE Day 80 celebrations on Thursday 8th May and that advertising was underway for the Mayor's end of term event on Saturday 10th May. No other events were considered.

1975. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ ADDING ON A FUTURE AGENDA

There were no urgent matters.

The meeting closed at 8.25 pm.

Signed
Chairman

NB Next meeting of the Committee – Wednesday 28th May 2025 at 7.30 pm