



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Amenities & Civic Centre Committee** held at 7.30pm on **Wednesday 28th May 2025** in Room 1 at Telscombe Civic Centre.

COMMITTEE MEMBERS PRESENT: - Councillors D Judd *Vice-Chair*, L O'Connor *Chair*, I Sharkey *Mayor*, N Watts *Deputy Mayor* & T Williamson

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

1976. TO APPOINT AND CHAIRMAN AND VICE CHAIRMAN

Cllr Sharkey proposed Cllr O'Connor be appointed as Chair of the Committee, seconded by Cllr Williamson and it was unanimously **agreed**.

Cllr O'Connor proposed Cllr Judd be appointed as Vice Chair of the committee, seconded by Cllr Watts and it was unanimously **agreed**.

1977. PUBLIC QUESTION TIME

There were no questions.

1978. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Clarkson, Robinson and Lawrie who were away and these reasons were accepted by the Committee.

1979. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1980. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 26th MARCH 2025

It was proposed by Cllr Sharkey, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 26th March 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr O'Connor.

1981. 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 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.	Summer 2025



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1981. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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 at the top pond in 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 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 undertaken.</i>	Complete
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 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 – <i>put on hold.</i>	Complete
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. <i>All installed.</i>	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.	See new agenda item



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1981. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
26.3.25	Min 1965, p 4327 – To review/update the business plan	SN	Update complete, see V 2.1 dated 6.5.25.	See agenda item 8
26.3.25	Min 1966, p 4327 – to note Amenities complaints since the last meeting	SN	Following query at last meeting, confirmation that items not related to this committee were put on in error.	Complete
26.3.25	Min 1967, p 4328 – Update on playground inspection report and agree possible actions required	SN	Works to wooden balance multiplay in Chatsworth Park South playground have been undertaken.	Complete
26.3.25	Min 1968, p 4328 – To consider specification document for café in Chatsworth Park	SN	Cllr O'Connor is liaising with LDC re assistance to advertise this out for tender.	July '25
26.3.25	Min 1969, p 4328 – To consider tree work estimates	SN	LDC have approved The Copse works and PO has been issued. Professional report awaited to assist progression of tree works in Chatsworth Park	Complete See new agenda item
26.3.25	Min 1971, p 4328 – To note cut back of trees & vegetation in an area of Chatsworth Park & decide what action to take	SN	Article was added to the latest edition of our newsletter.	Complete
26.3.25	Min 1972, p 4328 – To note damage to newly planted tree in Chatsworth Park & decide what action to take	SN	Article was added to the latest edition of our newsletter and the donator of the tree advised we will look to replace next year.	Complete
26.3.25	Min 1973, P 4329 – Update on replacement trees for mini forest	SN	Trees purchased and planted.	Complete

Minute 1909, p 4219; To consider building a snake habitat at the top pond in Chatsworth Park – it was noted that this has now been completed.

Minute 1908, p 4218; To consider extending the tree lined pathway and planting in the southern end of Chatsworth Park – it was noted that the tree lined pathway planting is now complete and that a bench, funded by the Saltdean Community Charity has been purchased for installation along the pathway. It was unanimously **agreed** that it be situated on the east side of the new trees facing westwards, so that when people are sitting on it, they will have vegetation behind them and can enjoy views of the park to the south, west and north.

The remainder of the action list was noted.



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1982. TO NOTE INCOME & EXPENDITURE FIGURES TO 31st MARCH 2025 AND NEW YEAR'S BUDGET FIGURES

The Town Clerk's report advised that the actual year to date Amenities' figures at 31st March 2025 were income of £16,279 and expenditure of £51,329 which equated to 112.7% of budgeted income and 82.7% of budgeted expenditure. The income figure was slightly misleading as it included Lottery grant income of £12,223 for the pathway works near the memory garden in Chatsworth Park.

The actual year to date Civic Centre figures at 31st March 2025 were income of £36,154 and expenditure of £35,888 which equated to 114.5% of budgeted income and 87.1% of budgeted expenditure.

The full detailed income and expenditure lists showed the individual budget lines for the Committee along with the actual spending figures as at 31st March 2025. The new year budget figures were also circulated and the Town Clerk confirmed the amendments that had been agreed and implemented in the new financial year 2025/26.

As these figures had already been agreed at full Council, they were noted by the Committee.

1983. TO REVIEW/UPDATE THE BUSINESS PLAN

Following discussion, it was unanimously **RECOMMENDED** that no alterations were needed.

1984. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The Committee **noted** the complaints.

1985. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS & AGREE ANY POSSIBLE ACTIONS REQUIRED

The Committee acknowledged that there were quite a lot of minor items in the playgrounds requiring attention, but that office staff were still finding it difficult to get quotes from contractors to undertake the smaller works. There was discussion regarding how to remedy this and it was unanimously **RECOMMENDED** that an item be placed on the next Employment Sub-Committee agenda regarding the possibility of employing a part-time grounds maintenance operative.

1986. TO RATIFY THE PURCHASE OF A MEMORIAL BENCH TO BE INSTALLED IN CHATSWORTH PARK

Following discussion, it was unanimously **RECOMMENDED** to ratify the approval via email (as agreed at the 4.12.24 Committee meeting) of the purchase of a memorial bench and, as requested by the applicant, that it be situated on the west side of the park, near the forest school area.

1987. TO CONSIDER APPLICATION FOR A NEW BENCH IN CHATSWORTH PARK

Following discussion, it was proposed by Cllr Watts, seconded by Cllr Judd and unanimously **RECOMMENDED** to agree the new application for a memorial bench in memory of Martin Sidwell and that it be situated on the east side of the park, opposite the forest school area.

It was also **agreed** that applicants be met on site to ascertain the exact location of memorial bench application requests.



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1988. TO DISCUSS AND AGREE ACTION REQUIRED REGARDING HEIGHT BARRIER AT CHATSWORTH PARK CAR PARK

The request from a member of public to increase the height barrier into the car park at Chatsworth Park was discussed at length, including the advice given by the National Association of Local Council's legal team. It was therefore proposed by Cllr Judd, seconded by Cllr Williamson and unanimously **RECOMMENDED** that following careful consideration of all the facts, the height barrier remain unaltered at its present height of 1.9m clearance.

1989. TO CONSIDER QUOTE FOR REPAIRS TO POTHoles AT CHATSWORTH PARK CAR PARK ENTRANCE

Following discussion, it was proposed by Cllr Sharkey, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the estimate from G Webb for repairs to potholes at Chatsworth Park car park entrance in the sum of £420 to partly infill base of main pothole with dry concrete mix; re-grade existing trackway material to level trackway and compact with heavy wacker or small twin drum roller; re-grade south edge of trackway to allow run off water to flow off trackway into soil area & leave site clean and tidy.

1990. TO CONSIDER QUOTE FOR RENOVATION OF TWO WOODEN PICNIC BENCHES

Following discussion, it was proposed by Cllr Judd, seconded by Cllr Sharkey and unanimously **RECOMMENDED** not to proceed with renovation of the two wooden picnic benches that had been removed from Chatsworth Park and that the contractor that removed them could repair them if he wished and use them for whatever purpose he required.

1991. TO CONSIDER ESTIMATE FOR PROFESSIONAL REPORT IN CHATSWORTH PARK TO ENABLE PROGRESSION OF TREE WORKS

Following discussion, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the estimate from Phlorum in the sum of £1,425 plus VAT to provide a suitably qualified ecologist to assess the use of two areas in Chatsworth Park by badgers, to include cameras if required, and compile a report detailing the results of the survey, methods used and appropriate mitigation measures if required to enable the tree works to progress with the estimate to be paid from the earmarked reserve for grounds maintenance, nominal code 9035-910.

1992. TO CONSIDER REPLACEMENT OF GOAL POST IN CHATSWORTH PARK

Following discussion, it was proposed by Cllr Sharkey, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to obtain quotes for two new goal posts to be sited east to west in the same vicinity as the damaged goal post that had been removed; to accept the emergency cost of £188 plus VAT by Countrymans Contractors to remove the damaged goal post, dig out the snapped posts, fill the holes and make good and finally to grant the Town Clerk delegated authority to agree their replacement up to a maximum of £1,200 plus VAT, with the type of posts to be agreed by a majority of the Committee via email.

1993. TO AGREE GAS AND ELECTRICITY RENEWAL

The spreadsheet compiled by the Admin/Finance Assistant showing the energy renewal quotes from various companies was considered and it was proposed by Cllr Judd, seconded by Cllr Williamson and

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1993. To agree gas and electricity renewal (Contd)

unanimously **RECOMMENDED** to renew both gas and electricity with E-ON Next for a 3 year fixed term as from 1st July 2025 when the current fixed contracts expire, at a rate of .30p per day standing charge and .053p per kWh for gas and a rate of .30p per day standing charge and .231p per kWh for electricity, however, if the rate had increased dramatically from the initial quote, that the Town Clerk/RFO be granted delegated authority to choose an alternative competitive supplier for a 3 year fixed term. The Admin/Finance Assistant was thanked for compiling the information.

1994. TO CONSIDER QUOTES FOR UPGRADED SOUND SYSTEM AT THE CIVIC CENTRE

It was noted that the Committee had agreed at the meeting on 5th February this year to obtain quotes for an upgrade to the sound system at the Civic Centre.

The Chair adjourned the meeting at 8.45pm to enable the member of the public present, who volunteers at Council events and uses the sound system, to speak regarding the requirement to upgrade the sound system.

The volunteer gave a brief history of when the system was initially installed, the replacement pieces of equipment that had been made over the years and the problems that were being encountered due to the age and specification of the current equipment.

The meeting was reconvened at 8.50pm.

Following consideration of the information at hand, it was proposed by Cllr Watts, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to accept the estimate from Brighton Sound System in the sum of £3,560.45 plus VAT to provide 2 replacement speakers in the Council Chamber and move the Chamber speakers to the exhibition area, to replace the amplifier, provide a commercial rack mounted mixer, provide 2 dual hand-held microphone systems with transmitters, an HDMI audio extractor, a 20m fibre optic HDMI lead, associated wall plates, cables, fixtures & fittings and 2 days labour.

1995. TO AGREE INCREASED COST OF TRADE WASTE COLLECTIONS AT THE CIVIC CENTRE

It was proposed by Cllr Judd, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the increased cost of trade waste collections from the Civic Centre by Lewes District Council in the sum of £17.64 a week for a 770 litre refuse bin (increase of .99p per week); £4.42 per fortnight for a 240 litre bin for recycling including glass (increase of .25p per fortnight), amounting to an annual increase of £57.98 which should still be within budget.

1996. FUTURE EVENTS UPDATE AND AGREE EVENTS/ACTIONS REQUIRED, INCLUDING AGREEING THE DATE AND BOOKINGS FOR THE HALLOWEEN EVENT AND SUMMER FAYRE 2026

The Committee noted that the Mayor's end of term event raised £222 for his charity fund. Following consideration of the report it was unanimously **RECOMMENDED** to hold the following events and the associated costs for booking entertainers etc:-

- Sussex Day flag raising – Monday 16th June at 10am, followed by refreshments.



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1996. Future events update and agree events/actions required, including agreeing the date and bookings for the Halloween event and summer fayre 2026

- Armed Forces Day flag raising – Monday 23rd June at 10am, followed by refreshments.
- Merchant Navy Day flag raising – Wednesday 3rd September at 10am, followed by refreshments.
- Macmillan Coffee Morning – Thursday 25th September from 10am to 12midday.
- Halloween children’s party from 4-6pm on Saturday 1st November to be run by Councillor volunteers. The CATS Club to be booked at a cost of £45 per hour, total £90 with costs to be paid from ticket sales.
- Armistice Day/Remembrance Sunday – Mayor to attend P&T War Memorial on both days and lay a wreath on Sunday. Cllr Robinson will probably be laying a wreath on behalf of the County or District Council. The Admin Assistant to ask Cllr Gallagher to attend Saltdean Peace Stone, and Cllr O’Connor to attend Telscombe Cliffs Community Church service.
- Race Night – to take place in November 2025.
- Quiz Night – full details to be agreed at next working group meeting.
- Summer Fayre – Saturday 11th July 2026. Nick Emmett to be booked as MC at a cost of £150-£160.

1997. 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 8.59 pm.

Signed
Chairman

NB Next meeting of the Committee – Wednesday 30th July 2025 at 7.30 pm