

TELSCOMBE TOWN COUNCIL



To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllrs C Clarkson, D Judd *Vice Chair*, M Lawrie, C Ndeloa
L O'Connor *Chair*, C Robinson, I Sharkey *Mayor*,
N Watts *Deputy Mayor* & T Williamson

Telscombe Civic Centre
360 South Coast Road
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23rd July 2025

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 30th July 2025 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 28th May 2025 – *see attached*
5. To note actions carried out or required from previous meetings and agree any further measures required – *see attached*
6. To note Income & Expenditure figures to 30th June 2025 – *see attached*
7. To review/update the Business Plan – *see attached*
8. To note amenities complaints since last meeting – *see attached*
9. To consider application for a new memorial bench in Chatsworth Park – *see attached*
10. To consider whether additional plaques can be added to an existing memorial bench – *see attached*
11. To consider installing a replacement perch bench in Chatsworth Park – *see attached*
12. Update on weekly playground inspection reports, agree any work required and possible further actions – *see attached*
13. To consider way forward with the junior swing unit at Chatsworth Park South Playground – *see attached*
14. To consider prices for replacement goal posts in Chatsworth Park – *see attached*
15. To consider cost for repairs to picnic tables and benches in the playgrounds and wood train unit in Chatsworth Park South playground – *see attached*
16. Update on Chatsworth Park café – *see attached*
17. To consider extending Wander Coffee's concession – *see attached*
18. To consider new water supply in Chatsworth Park – *see attached*
19. To consider use of barbeques in Chatsworth Park – *see attached*
20. To agree cutting of vegetation behind the ball wall in Chatsworth Park to enable painting to commence – *see attached*
21. To consider cost of replacement glazing in new noticeboard in Ambleside Avenue – *see attached*
22. To agree Service Level Agreement with East Sussex County Council for youth service provision at The Joff and contribution of funds – *see attached*
23. To consider support for Saltdean foodbank – *see attached*



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24. To consider future of the piano at the Civic Centre – *see attached*
25. Future events update and agree events/actions required – *see attached*
26. 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 1st October 2025



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



TELSCOMBE TOWN COUNCIL

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 1122.7% 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 Telcombe 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



Agenda Item 5 - To note actions carried out or required from previous meetings and agree any further measures required

Action List for Amenities & Civic Centre meeting on 30th July 2025:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
29.05.24	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. Cllr Clarkson has sought funding and an installation date from the contractor is awaited.	Sep 2025
02.10.24	Min 1907, p 4218 – To consider proposed repairs to the ball wall in Chatsworth Park	BB	The materials have been purchased and the artist will be carrying out repairs shortly, once vegetation has been cut back.	Sep 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 almost complete so to consider whether to take this further at present.</i>	Sept 2025
2.10.24	Min 1909, p 4219 – To consider building a snake habitat in the top pond at Chatsworth Park	CCL	The snake habitat next to Pond 2 has been built.	Complete
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>	End 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.	Sept 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.	Oct 2025
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.	See new agenda item

Action List for Amenities & Civic Centre meeting on 30th July 2025 (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
28.5.25	Min 1985, p 4367 – Update on weekly playground inspection reports & agree any possible actions required	SN	It was agreed at the meeting that an item is placed on the next Employment Sub-Committee agenda regarding the possibility of employing a part-time grounds maintenance operative.	This will be taken forward by Emp Sub Committee - complete
28.5.25	Min 1986, p 4367 – To ratify the purchase of a memorial bench to be installed in Chatsworth Park	SN	The memorial bench has now been fitted in Chatsworth Park.	Complete
28.5.25	Min 1987, p 4367 – To consider application for a new bench in Chatsworth Park	SN	The memorial bench is due to be fitted in Chatsworth Park imminently.	Complete
28.5.25	Min 1988, p 4368 – to discuss & agree action re height barrier at C.Park car park	SN	Email sent to member of public with our comments. Response received advising:- their vehicle needs 3m gap at back to get in/out & vehicles could park behind; only access via wheeling up a steep hill or going round the park; difficult to carry coffee & wheel a wheelchair; only local vegan café; access to car park has potholes & difficult to navigate with wheelchair; suggest we speak to other disabled people & that we give Wander Coffee a key to open/close the barrier daily.	Complete
28.5.25	Min 1989, p 4368 – To consider quote for repairs to potholes at Chatsworth Park car park entrance	SN	The repairs been carried out by G Webb.	Complete
28.5.25	Min 1991, p 4368 – To consider estimate for professional report in Chatsworth Park to enable progression of tree works	SN/BB	Phlorum have visited the site. An initial query has been answered & we await their report.	Sept 2025
28.5.25	Min 1992, p 4367 – To consider replacement of goal post in Chatsworth Park	BB	Costs have been obtained for new goal posts in Chatsworth Park.	See new agenda item
28.5.25	Min 1993, p 4368/69 – To agree gas and electricity renewal	SN/AG	As agreed, gas & electricity have been renewed with E-ON for a 3 year fixed rate as of 1.7.25.	Complete

28.5.25	Min 1994, p 4369 – To consider quotes for upgraded sound system at the Civic Centre	SN	The sound system is due to be installed on 24 th July.	Complete
28.5.25	Min 1996, p 4369 – Agree future events/updates	officers	X2 flag raisings held; race night date & quiz night details to be agreed	See new agenda item



AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	30 th July 2025
SUBJECT	To note income and expenditure figures at 30 th June 2025

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. They show the actual year to date figures, the annual budget and the variance amount.

Total income for the Amenities Committee was £3,356 and expenditure £2,401.
Total income for the Civic Centre Committee was £8,031 and expenditure £9,021.

2. INFORMATION

Explanations for main differences are as follows. Income nominal codes begin with a '1' and expenditure nominal codes begin with a '4'.

Some figures in brackets relate to a credit for invoices due for works in the previous financial year. Once they are paid, it will not affect this year's budget.

Amenities

Expenditure 201:-

4104 Works contract 1 – We have received an invoice from the contractors for work carried out in May of £1,190, but are awaiting advices from the administrators as to who to make the payment to. To date we have not received an invoice for any works the contractors carried out in June.

It was agreed at full Council on 16th July to instruct Lewes District Council to undertake emptying of the bins which was included under Contract 1. Future invoices received from them will therefore be allocated against this budget heading. The works under the remainder of the contract are to be advertised out for tender.

Income (202):-

1062-202 Income memorial benches – to date we have received income from 2 applications, but had only budgeted for 1 as we had previously not received any applications.

1066-202 Café concession – this is income for the weekly license fee of £44.

Expenditure (202):-

4357-202 Memory garden plaques – we have only received invoices for supply/installation of 1 bench, with the expenditure for the other bench being processed in July.

4367-202 Youth Services – agreement to contribute to youth services is being considered at this meeting. Although we only have a budget of £500, we have funds in an earmarked reserve 9020-910 of £2,548 to cover the remainder of the expenditure required.

4368-202 PWLB café loan – we are not at the stage where we need to apply for a loan yet.

Civic Centre Committee

Expenditure (301):-

4412-301 water and sewage – the invoice received, covering the entire year, was higher than we had anticipated and budgeted for. If there are excess funds in a budget line within '301' near the year end, a virement can be made to offset this.

Civic Centre

4419-301 Internal/external works - Previous budget lines 4401 general repairs and 4404 external/internal decorating have been removed and amalgated into 4419 internal/external works. Last year the 3 totalled £4,500 and this year it has been increased to £5,500.

3. RECOMMENDATION

It is recommended that the income and expenditure sheets are noted.

4. ENVIRONMENTAL IMPACT - N/A

5. FINANCIAL IMPLICATIONS

As detailed above. Budget spending will be reported to each Council & Committee meeting.

Telscombe Town Council



**Detailed Income & Expenditure by Budget Heading 30/06/2025
Committee Report**

Month No: 3

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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Amenities

105 Town Events

1054	Income entertainment	0	0	100	100		0.0%	
	Town Events :- Income	0	0	100	100		0.0%	
4363	Town entertainment /events	0	0	1,500	1,500	1,500	0.0%	
4365	Entertainment consumables	0	0	100	100	100	0.0%	
	Town Events :- Indirect Expenditure	0	0	1,600	1,600	0	1,600	0.0%
	Net Income over Expenditure	0	0	(1,500)	(1,500)			

201 Parks, Open Spaces/Playgrounds

4098	Playground equip. replacement	0	0	10,000	10,000	10,000	0.0%	
4100	Playgrounds spare parts/repair	0	0	2,000	2,000	2,000	0.0%	
4101	Grounds maintenance	188	188	14,700	14,512	14,512	1.3%	
4104	Works contract 1, playgrounds	2,005	1,205	15,000	13,795	13,795	8.0%	
4105	Works contract 2 -trees/hedges	1,080	80	6,000	5,920	5,920	1.3%	
4106	Works contract 3 - small works	0	(500)	2,500	3,000	3,000	(20.0%)	
4107	Playground inspections	195	(20)	3,000	3,020	3,020	(0.7%)	
	Parks, Open Spaces/Playgrounds :- Indirect Expenditure	3,468	953	53,200	52,247	0	52,247	1.8%
	Net Expenditure	(3,468)	(953)	(53,200)	(52,247)			

202 Amenities General

1062	Income memorial benches	0	2,600	1,150	(1,450)		226.1%	
1063	Income memory garden plaques	0	140	200	60		70.0%	
1066	Cafe concession	220	616	2,080	1,464		29.6%	
	Amenities General :- Income	220	3,356	3,430	74		97.8%	
4351	Seats and notice boards	0	0	1,250	1,250	1,250	0.0%	
4357	Memorial benches	1,052	1,052	1,150	98	98	91.5%	
4358	Memory garden plaques	0	0	200	200	200	0.0%	
4360	Cafe concession	0	0	3,500	3,500	3,500	0.0%	
4367	Youth services	0	0	500	500	500	0.0%	
4368	PWLB Cafe loan	0	0	7,000	7,000	7,000	0.0%	
4369	Cafe portaloos hire	176	396	2,080	1,684	1,684	19.0%	
	Amenities General :- Indirect Expenditure	1,228	1,448	15,680	14,232	0	14,232	9.2%
	Net Income over Expenditure	(1,008)	1,908	(12,250)	(14,158)			
	Amenities :- Income	220	3,356	3,530	174		95.1%	
	Expenditure	4,696	2,401	70,480	68,079	0	68,079	3.4%
	Movement to/(from) Gen Reserve	(4,476)	955	(66,950)	(67,905)			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

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	1,283	3,742	15,000	11,258		24.9%	
1002	Income - C Centre FIT payments	2,502	2,502	5,000	2,498		50.0%	
1003	Income - C Centre mast rental	1,653	1,653	6,615	4,962		25.0%	
1005	Income music licence	44	134	250	116		53.6%	
	Civic Building :- Income	5,482	8,031	26,865	18,834		29.9%	
4402	Consumable supplies	102	255	880	625	625	29.0%	
4403	Equipment maintenance	606	656	2,200	1,544	1,544	29.8%	
4406	Refuse collection	45	266	1,400	1,134	1,134	19.0%	
4407	Equipment	104	199	1,210	1,011	1,011	16.4%	
4411	Rates	1,206	3,617	16,000	12,383	12,383	22.6%	
4412	Water and sewage	0	3,205	2,730	(475)	(475)	117.4%	
4413	Electricity	89	207	4,450	4,243	4,243	4.6%	
4414	Gas	0	(617)	5,600	6,217	6,217	(11.0%)	
4417	Kitchen appliances	0	0	500	500	500	0.0%	
4418	Solar panels	0	0	500	500	500	0.0%	
4419	Internal/external works	0	0	5,500	5,500	5,500	0.0%	
	Civic Building :- Indirect Expenditure	2,153	7,789	40,970	33,181	0	33,181	19.0%
	Net Income over Expenditure	3,329	243	(14,105)	(14,348)			
<u>302 Civic Building Loan</u>								
4060	Loan accounts	0	1,232	1,300	68	68	94.8%	
	Civic Building Loan :- Indirect Expenditure	0	1,232	1,300	68	0	68	94.8%
	Net Expenditure	0	(1,232)	(1,300)	(68)			
	Civic Centre :- Income	5,482	8,031	26,865	18,834		29.9%	
	Expenditure	2,153	9,021	42,270	33,249	0	33,249	21.3%
	Movement to/(from) Gen Reserve	3,329	(990)	(15,405)	(14,415)			

17/07/2025

11:56

Telscombe Town Council



Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
910 Earmarked Reserves							
9011 Park/playground refurbishment	0	0	120,714	120,714		120,714	0.0%
9012 Civic Centre maintenance	2,960	2,960	11,630	8,670		8,670	25.5%
9013 Information technology/server	0	0	3,556	3,556		3,556	0.0%
9014 Telscombe Tye	690	690	55,082	54,392		54,392	1.3%
9018 Tye signage expenditure	0	0	1,200	1,200		1,200	0.0%
9020 Youth projects expenditure	0	0	2,548	2,548		2,548	0.0%
9021 Election expenses	0	0	19,899	19,899		19,899	0.0%
9023 Street lighting expenditure	0	3,210	28,000	24,790		24,790	11.5%
9026 Councillor training	0	0	3,140	3,140		3,140	0.0%
9027 Burial fees	0	0	8	8		8	0.0%
9028 Bus shelters	0	0	6,500	6,500		6,500	0.0%
9029 Street furniture	0	0	2,605	2,605		2,605	0.0%
9030 CCTV	0	0	2,344	2,344		2,344	0.0%
9032 Website	0	0	1,810	1,810		1,810	0.0%
9033 Telephones	0	0	2,500	2,500		2,500	0.0%
9035 Grounds maintenance	0	0	16,500	16,500		16,500	0.0%
9036 Coastal management	0	0	10,000	10,000		10,000	0.0%
9037 CIL monies	0	0	16,247	16,247		16,247	0.0%
9038 Neighbourhood plan	0	0	3,851	3,851		3,851	0.0%
9039 Clifftop fencing	0	0	5,000	5,000		5,000	0.0%
9040 Community cafe	0	0	19,500	19,500		19,500	0.0%
9041 Tye management	0	0	3,200	3,200		3,200	0.0%
9042 Memorials - bench maintenance	0	0	550	550		550	0.0%
9043 Bridleway 8 gate key deposits	0	0	200	200		200	0.0%
9044 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
9045 Legal fees	0	0	2,750	2,750		2,750	0.0%
9046 Kitchen appliances	0	0	3,000	3,000		3,000	0.0%
9047 Solar panels	0	0	3,000	3,000		3,000	0.0%
9048 Recruitment advertising	0	0	500	500		500	0.0%
Earmarked Reserves :- Indirect Expenditure	3,650	6,860	347,334	340,474	0	340,474	2.0%
Net Expenditure	(3,650)	(6,860)	(347,334)	(340,474)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	3,650	6,860	347,334	340,474	0	340,474	2.0%
Movement to/(from) Gen Reserve	(3,650)	(6,860)	(347,334)	(340,474)			



AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
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 2.3 dated 21st July 2025.

At the full Council meeting on 16th July, it was agreed to remove item number 12 for this committee which related to the digitising the telephone network as this had been completed. The remaining 2 items therefore changed numbers with number 12 now being Civic Centre room hire/marketing and number 13 being Civic Centre security.

3. RECOMMENDATION

As it was agreed at full Council to remove the completed item, there are also several other completed items that should be considered for removal as follows:-

No 3 Mini forest project in Chatsworth Park – The grant has been applied for and planting is complete.

No 4 Maintenance programme for play equipment – Litter picking of the park and playgrounds is included in the grounds maintenance contract and is therefore complete.

No 5 New Council contracts – The grounds maintenance contracts have been awarded and this aspect is complete.

No 6 New café in park project - Both the CIL EOI and full application have been submitted and a survey was put out to residents and these aspects are therefore complete.

No 7 Climate change – Aspects re the tree planting scheme which cannot proceed and registering the Civic Centre as a water refill point are both complete.

No 10 Youth services – A report to Committee members is complete. 2024/25 project with ESCC/The Joff is complete. Regarding the budget, allowance has been made for the 2025/26 financial year and is now therefore complete and we can add that it has been agreed to include a budget for 2026/27.

No 11 Civic Centre sustainability – energy supply contracts have been renewed from 1st July for 3 years and this is now complete. Also the boilers were replaced in March 2024 and this aspect is complete.

No 13 Civic Centre security – New door locks and access system have been installed and this is complete.

4. ENVIRONMENTAL IMPACT

The environmental impact will be considered when actioning items in the business plan.

5. FINANCIAL IMPLICATIONS

There will be financial implications we will need to consider for progressing elements of the plan.

Business Plan 2023/2027 - v 2.3

3	Mini forest project in Chatsworth Park		Final grant form to be submitted & saplings to be watered regularly.		Ongoing		Ongoing
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 1.4.24. Monthly volunteer litter picks organised in addition to contractors.	AO, TC & ACC & volunteers	6 monthly	ACC	Ongoing Complete 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 for April 2027 start).	Revised grounds maintenance contracts x3 were drawn up, went out to tender and contractors appointed. Started 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

2023-24	2024 - 2025	2025-26	2026-27
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			<p>Covenants for Park examined by LDC lawyer & report received. Additional Cllrs & staff joined working group to take project forward. Agreed at full Council in Nov '21 to get feasibility study. Quotes received, agreed to get study undertaken & Feasibility Report received. Working group have agreed further investigations. Additional costs and grant funding is being investigated. CIL EOI submitted and approved by LDC. Full CIL application submitted. 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>Complete</p> <p>Complete</p> <p>Complete</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. 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

Business Plan 2023/2027 - v 2.3

			<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 newsletter. Explore the opportunities to provide EV charging point(s) at Civic Centre. 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. TTC's set up Climate Change & Biodiversity Working Group.</p>	CR	Ongoing		
					On hold	ACC	Complete
					3 yearly		Ongoing
					Ongoing	ACC	Ongoing
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
9	Chatsworth Park and The Copse Management Plan	To provide clear guidelines for park management.	<p>Draft Management Plan and Boundary Policy agreed at ACC in Sept '21 & adopted at full Council in Nov '21.</p>	AO/CC	Yearly	ACC/FC	Ongoing

2023-24	2024 - 2025	2025-26	2026-27
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Business Plan 2023/2027 - v 2.3

2023-24	2024 - 2025	2025-26	2026-27				
				Monitor plan & ensure carrying out required actions. Take Ecological Report into consideration when decision making.			
10	Youth Services	Look at expanding opportunities to provide youth services support in the Towns	<p>Report to Committee members re exploring new opportunities to work with The Joff (Peacehaven) Youth Centre.</p> <p>Joint project was agreed with PeacehavenTC & ESCC. TTC agreed funding at full Council for 24/25 & revised SLA has been signed by ESCC, PTC & TTC. Invoice received from ESCC and payment has been made.</p> <p>To include budget for future years – budget for 2025/26 financial year has been included.</p> <p style="background-color: #4F81BD; color: white; padding: 2px;">BUDGET IMPLICATIONS</p>	TC & CR		ACC	Complete
							Complete
							Ongoing
11	Civic Centre Sustainability	Explore ways of cost reduction	<p>Look at energy supplies, boilers, solar panels and battery options. Energy supplies renewed for x2 years from July 2022.</p> <p>Energy renewal to be undertaken commencing from July 2024. – Energy renewed for 1 year.</p> <p>Further review due 2025.</p>	ACC/TC		ACC	Complete
					May/ June 2025		Complete

Business Plan 2023/2027 - v 2.3

			Ovesco carried out inspection Sept '22 & advised retain current boilers and solar panels. Operational problems highlighted with boilers so agreed to investigate new boilers - gas boilers replaced March 2024. BUDGET IMPLICATIONS				Complete
12	Civic Centre room hire/marketing	To maximise income from room hire	Set up a working group to discuss & report back to Committee.	Officers & Cllrs	July 2025	ACC	Ongoing
13	Civic Centre security	To ensure safety of staff and hirers	To review doors/access and security at the Civic Centre	Officers & Cllrs	January 2025	ACC	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
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AGENDA ITEM	8
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th July 2025
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 Committee agenda.

2. INFORMATION

Details with regards to the complaint and status are listed on the attached spreadsheet which has been compiled by the Admin Officer.

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

N/A

Complaint No	TTC Ref	Date received	Taken to A&CC	Area	Category	Nature of complaint	Current status
134	TTC-24-261	23.08.2024	02.10.2024	Copse	Vegetation	Resident reported vegetation and tree branches encroaching onto Bush Close from the Copse.	Complete
187	TTC-24-367	11.12.2024	05.02.2025	Chatsworth Park	Car Park	Resident advised that under the height barrier there is a large crater with a hump under which needs filling.	Complete
194	TTC-25-069	11.04.2025	28.05.2025	Chatsworth Park	Car Park	Resident complained that the height barrier is too low and does not take into account the needs for access for disabled drivers.	Complete
197	TTC-25-105	23.05.2025	30.07.2025	Chatsworth Park	Health & Safety	Child cut his arm on cable ties which had been left on the gate.	Complete
198	TTC-25-108	28.05.2025	30.07.2025	Copse	Communication	Resident requested they are informed when work is being carried out so that they are aware of "strange people popping up out the back"	Complete
199	TTC-25-109	04.06.2025	30.07.2025	Chatsworth Park	Water level in pond	The water in both ponds is low and the wildlife is struggling.	Complete
200	TTC-25-115	11.06.2025	30.07.2025	Chatsworth Park	Barbeques	Barbeque with loud music being held in park, with residents using the bench for their barbeque.	Complete
201	TTC-25-117	12.06.2025	30.07.2025	Chatsworth Park	Health & Safety	Broken glass in the park.	Complete



AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	To consider application for a new memorial bench in Chatsworth Park

1. INTRODUCTION

A request has been received for a memorial bench to be installed in Chatsworth Park.

2. INFORMATION

In accordance with our Policy, the cost per application is £1,300 to include bench, a stainless-steel plaque and dedicated message up to 60 characters, installation and maintenance by us for 10 years. The payment is treated as a donation and the ownership of the asset is with ourselves, who are deemed as the legal owners. After that period has passed, we will attempt to contact the donor and offer the option to extend the period based on the current charges of the service at that time. If it is decided not to continue with the memorial, the plaque will be removed from the bench. Benches will be removed or refurbished to make available for reallocation to a new donor.

The Memorial Policy was recently reviewed and it was agreed to keep the cost at £1,300.

3. RECOMMENDATION

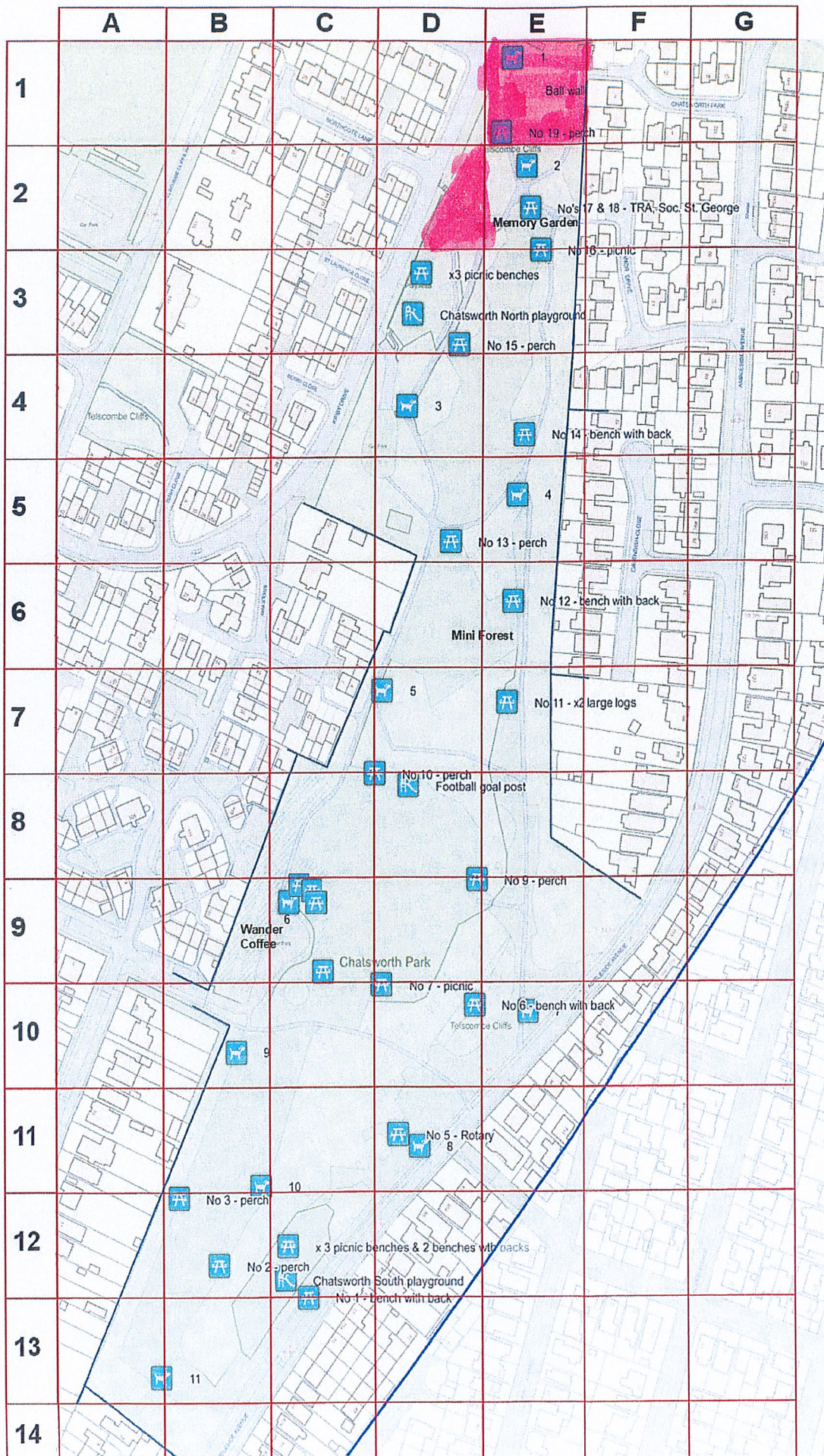
It is recommended that the committee considers the proposed location shown in Appendix A.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

The cost for this memorial bench and installation is covered by the resident in accordance with our Policy/price. Any remaining funds paid go into an earmarked reserve to cover maintenance for the next 10 years.





AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	To consider whether additional plaques can be added to an existing memorial bench

1. INTRODUCTION

We have a policy for memorial benches in Chatsworth Park and plaques for posts in the memory garden.

2. INFORMATION

One recent applicant has enquired whether, in the future, we would allow an extra plaque to be placed on an existing bench should the need arise. This option is not mentioned in our Policy. The initial plaque is placed centrally on the bench and if an additional one is added, the original may need to be moved so that it looks symmetrical which may leave exposed holes.

3. RECOMMENDATION

It is recommended to consider whether to allow addition of an extra plaque(s) on an existing memorial bench, originally purchased by the same applicant. If it is agreed, this will require adding into the policy.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

The cost of an additional plaque will have to be agreed and incorporated within the policy. At the moment Earth Anchors, our current bench suppliers, charge £63 for the stainless steel plaque.



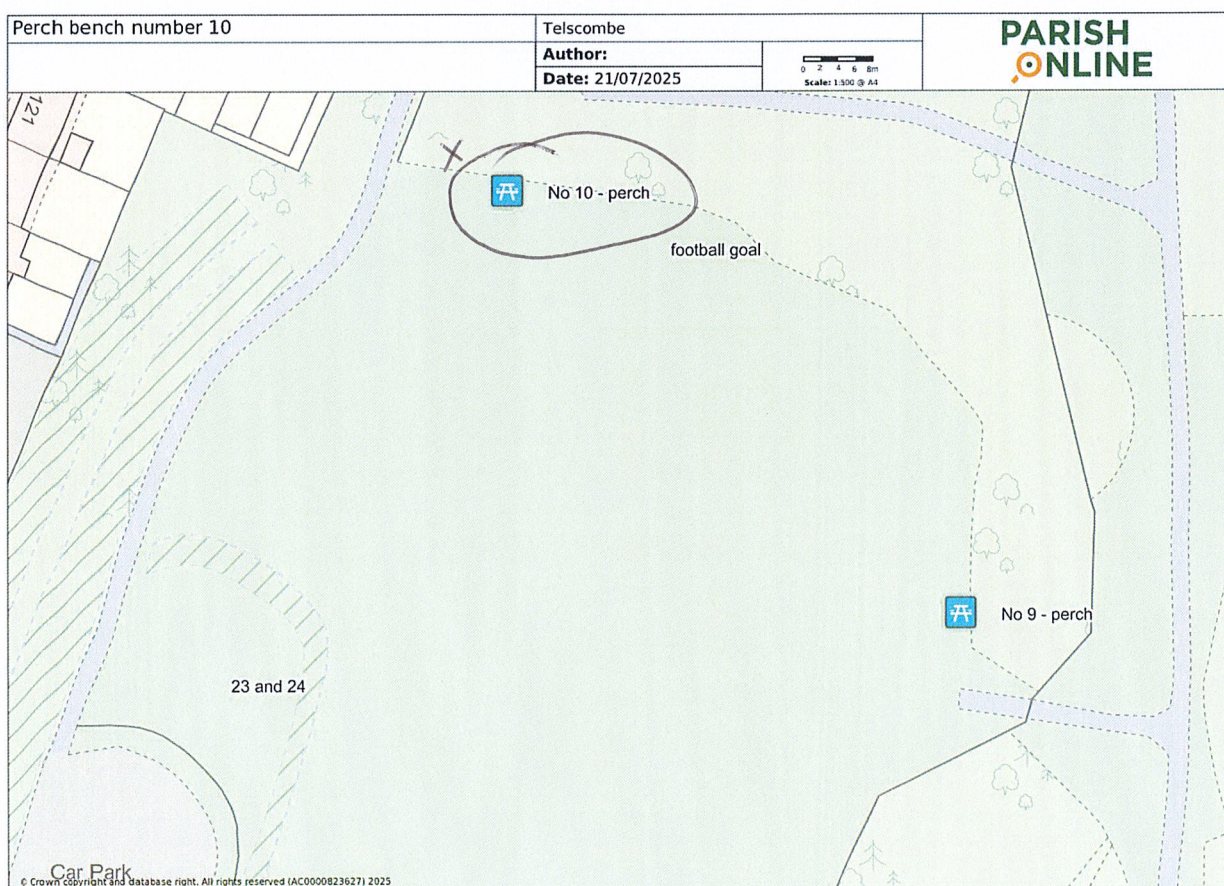
AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	To consider installing a perch bench in Chatsworth Park

1. INTRODUCTION

Cllr Clarkson recently informed me that a perch bench situated in Chatsworth Park, near to the goal post that was recently removed, had gone missing and asked that we consider a replacement.

2. INFORMATION

The exact location of the bench is shown below, ^x however, trees had grown over the location of the bench and it was difficult to sit on anyway.



Prices of recycled plastic perch benches, to match the new recycled plastic picnic tables and memorial benches that we are now purchasing are detailed in Appendix A attached.

3. RECOMMENDATION

It is recommended that the Committee consider whether to replace the bench and relocate it to a better position.

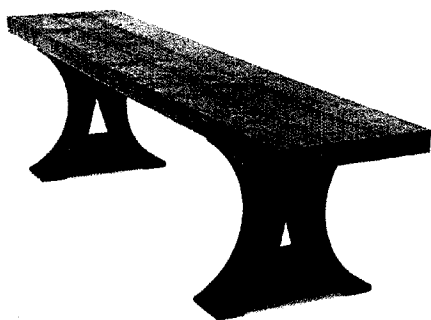
4. ENVIRONMENTAL IMPACT

The environmental impact will be considered when carrying out any works.

5. FINANCIAL IMPLICATIONS

Nominal code 4351-202 for seats and notice boards has a budget of £1,250, none of which has been used to date.

APPENDIX A



Moulded Bench £242 plus VAT 1.8m black (only size)

(bench pictured has brown slats which costs £52 more)

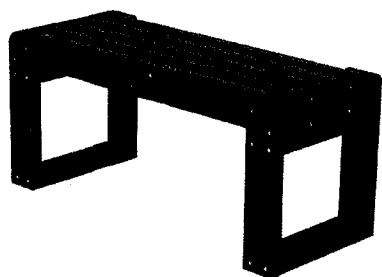
Made entirely from our Forest Saver recycled plastic with stainless fittings, this bench is perfect for any outdoor space. Guaranteed for 25 years against rot, decay and splintering. Supplied in easy to assembly kit. Compatible with all our Ground Fixing Kits.



Monolith Bench £284.00 plus VAT 1.5m Black

1.8m black £320 plus VAT (with central support)

The simple yet extremely sturdy Monolith bench is made from Forest-Saver recycled plastic. Available in Black or Brown this solid bench is designed for heavy duty use. Ideal for any outdoor space, it can be secured to both soft and hard ground surfaces if required.



Modular Bench Straight £150.00 plus VAT 1m black

(black brown – pictured - £182 plus VAT 1m)

1.8m with central support £219.00 plus VAT black

(black brown £251 plus VAT)

Our stylish Modular bench is made from Forest-Saver recycled plastic. This quality bench is designed for heavy duty use and is ideal for any outdoor space. It can be secured to both soft and hard ground surfaces if required.

Fixings depend on whether it is being fitted to soft ground or to a concrete base.
Soft ground kit including tools £55 plus VAT. Concrete bolt down kit £14 plus VAT.



AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th July 2025
SUBJECT	Update on weekly playground inspection reports, agree any work required and possible further 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 for all Committee meetings.

2. INFORMATION

A copy of the most recent report has been emailed and will not be included/printed with the agenda due to its length.

There are 87 items listed and 9 are medium risk. The medium risk items relate to wet pour damage (2), damage to swing chains (2), loose fixings on the agility trails (2), loose fixings on the swings (2) and loose fixing on the wooden train in CPS (1). Most of the items are being monitored or investigated for repair work.

There are 17 findings regarding cracked, damaged or gapping of wet pour and green felt surfacing. In 2022, we spent £4,500 plus VAT on having some of the wet pour gapping filled. However, these have already started to break up again, so is an inadequate long-term solution. We could investigate fully replacing the wet pour in some areas, but this would be very expensive.

There are also some large cracks to the wooden items, which will need to be resolved. It has been specified on the annual report that we are not to fill the cracks with wood filler. I will therefore investigate replacement of these items where it is necessary.

The group and junior swing unit is one such item, and a report on the findings will be discussed on the next agenda item.

3. RECOMMENDATION

It is recommended to note the most recent playground inspection report, and consideration be given regarding a way forward with the surfacing across the three playgrounds and with getting repairs undertaken to the playground equipment.

4. ENVIRONMENTAL IMPACT

Well-maintained playgrounds encourage children and families to spend time outdoors, promoting physical activity and connection with nature. This can help foster an appreciation for the environment and healthy habits, such as walking, cycling, and enjoying natural spaces.

5. FINANCIAL IMPLICATIONS

There will be financial implications for work that is required. We have a budget of £2,000, nominal code 4100-201, for playground spare parts/repairs.

The nominal code 4908-201 for playground equipment replacement is used to transfer to the earmarked reserve at year end for park/playground refurbishment.



AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th July 2025
SUBJECT	To consider way forward with the junior swing unit at Chatsworth Park South Playground

1. INTRODUCTION

There are several findings on the weekly and annual play inspection reports to risks on the junior swing and group swing unit in Chatsworth Park South Playground, as follows:

- Medium risk finding of worn connectors on the weekly report and medium risk finding of worn bushes and shackles on the annual report (this is the same issue)
- Low risk finding of corrosion to the chains on the weekly report
- Low risk finding of cracked swing seat on the weekly report
- Low risk finding of cracks to the base of the wooden support posts on the weekly report and a medium risk for the same issue on the annual report
- Low risk finding of tree roots causing uneven surface on both the weekly and annual play report

In addition to these risks, the annual report also states that the life expectancy for this piece of equipment is under 3 years.

2. INFORMATION

I contacted Playdale, who we purchased the equipment from in 2011, for a price to replace the connectors, chains and cracked swing seat. They have kindly provided the attached quotation of £1,838.68 plus VAT for these works, which includes delivery, installation and parts.

Although the costs will resolve these issues, we are unable to carry out repairs to resolve the issues of cracks to the base of the wooden support posts and tree roots lifting the surface. Councillors therefore may wish to consider replacing this item and moving it away from the trees as bird poo on the group swing is also a regular problem. A possible option could be moving the boulders to where the swing unit currently sits, which in turn will provide space to add a new swing unit further east. Repairs could be carried out now and the option of replacement still undertaken as it may take some time to action.

3. RECOMMENDATION

To decide if we wish to accept the quotation from Playdale to replace the bushes, shackles, chains and a new swing seat at a cost of £1,838.68 plus VAT.

It is also recommended that the Committee consider if we would like to replace this piece of equipment and re-site it elsewhere, due to its life expectancy being under 3 years. If it is decided to investigate this further, I recommend we visit the site with playground companies, to ensure any potential new location meets the current compliance standards.

4. ENVIRONMENTAL IMPACT

Well-maintained playgrounds encourage children and families to spend time outdoors, promoting physical activity and connection with nature. This can help foster an appreciation for the environment and healthy habits, such as walking, cycling, and enjoying natural spaces.

5. FINANCIAL IMPLICATIONS

We have a budget of £2,000, nominal code 4100-201, for playground spare parts/repairs. If it is decided to accept the quotation from Playdale, this would take up most of the budget. We also have £10,000, nominal code 4098-201, for playground equipment replacement which is used to fund the earmarked reserve at year end for playground refurbishment which currently stands at £120,474.

Your Quote

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

Quotation Number: 0000103982
Quotation Date: 14-07-2025
Project for: Swing Parts

Product Code	Product Name	Quantity	Unit Price	Total
Parts				
AT22	M12 Shackle Assembly	4.00	27.92	111.68
JS004AX1B	Modified Shackle Assembly	2.00	40.46	80.92
F400	Swing Bush	8.00	7.17	57.36
CH53BB	Junior Swing Seat (Incl. 2 No. V Shaped Mounting Brackets and Nuts)	1.00	45.14	45.14
CH53A	Std Junior Frame Chain for Junior Seat	4.00	81.29	325.16
CH80D	Team Swing Seat Chain Assembly	2.00	223.34	446.68
TSSS/01	Team Swing Secondary Support-Retrofit Kit	1.00	405.74	405.74
Delivery				
DEL004	Spares Delivery & Installation	1.00	366.00	366.00
			NET	GBP 1,838.68
			VAT	GBP 367.74
			TOTAL	GBP 2,206.42

All the above prices are subject to VAT and are valid for a period of one month.

This quotation is based on the photographs you have provided.

Unforeseen costs may be incurred if additional parts are required when we arrive on-site to carry out this work for you.

Please refer to our standard Terms & Conditions and our Additional Information.

Standard payment terms are 50% deposit paid within 7 days of placing an order.



Playdale
Playgrounds



AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th July 2025
SUBJECT	To consider prices for replacement goal posts in Chatsworth Park

1. INTRODUCTION

At the last Committee meeting, the Town Clerk informed Councillors that the goal post in Chatsworth Park had broken and it was agreed to obtain quotes for two new goal posts to be sited east to west, in the same vicinity.

2. INFORMATION

There are lots of options available and I have filtered this down with two preferences. Firstly, I have investigated socketed posts only, which are embedded into concrete. Other options of self-weighted and free-standing goal posts can easily be moved and therefore more susceptible to vandalism. I have also investigated costs for goal posts that do not include D-brackets to hang nets, as I believe these brackets and the nets are more likely to be vandalised.

There are 8 different standard goal sizes, ranging from use for children under 7 years old at 8ft wide x 4ft tall, to use for adults at 24ft wide x 8ft tall. I have investigated costs for several goal sizes within this size range.

Harrod Sport

www.harrodsport.com

These super heavyweight goals are made from 76mm diameter steel and 80.9mm internal diameter sockets with internal bar allowing uprights to sit 313mm deep in the socket.

The cost for two 12ft x 6ft goal are £1,121 plus delivery and including VAT = £1,193.24

The cost for two 16ft x 7ft goal are £1,011.67 plus delivery and including VAT = £1,306.40

The cost for two 21ft x 7ft goals are £1357.01 plus delivery and including VAT = £1,520.45

They also offer the same goals with locking sockets. This is an additional mechanism that utilises hooks on each upright that fit onto the welded bar in each socket. Once inserted and rotated, the two parts are securely joined and locked into place when the crossbar is fitted. The joints can only be reversed by removing the crossbar, meaning the goals cannot be easily removed by unauthorised personnel. This is an additional £124 for the 12ft x 6ft goals and an additional £57 for the 21ft x 7ft goals. They are currently not available for the 16ft x 7ft goals.

Forza

www.forzagoal.co.uk

These 76mm steel goal frame come standard with anti-vandal socket mechanisms.

The cost for two 16ft x 7ft goals are £699.99 plus delivery and including VAT = £765.94

The cost for two 21ft x 7ft goals are £889.99 plus delivery and including VAT = £988.94

This goal is not available in the smaller size of 12ft x 6ft.

The costs for both companies are as listed on-line and are subject to change.

3. RECOMMENDATION

I recommend that the Committee agree to purchasing two goal posts, size 16ft x 7ft from Forza, at a cost of £765.94 including VAT.

4. ENVIRONMENTAL IMPACT

By purchasing goals, it will encourage games to be played in a particular area, causing least amount of disturbance to other park users and wildlife.

5. FINANCIAL IMPLICATIONS

We have a budget for playground equipment replacement of £10,000, nominal code 4098-201. There will be an additional cost for someone to install the goal posts.

Pair of 16ft x 7ft FORZA Steel76 Football Goals (frame only). Perfect for 9-a-side matches.

Expertly manufactured from ultra-durable 76mm steel. Also available individually. Suitable for use in parks, schools, fields & football pitches. Upgrade options include 2.5mm/3mm net, touch fastening ties, clips, pegs, & D-shaped net support elbows.

FORZA Steel76 Socketed 16 x 7 Football Goal Specifications

WHAT YOU GET

Frame Only

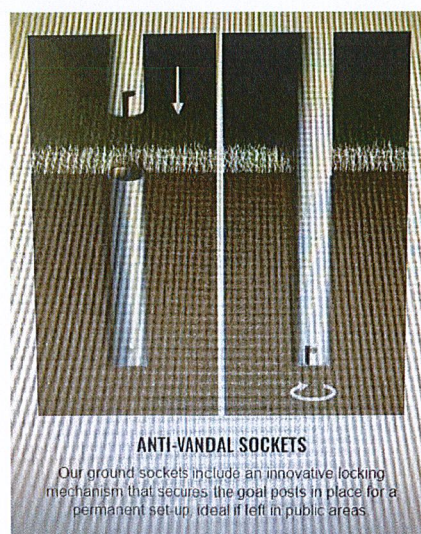
- Steel76 Locking Uprights
- Steel76 Crossbar Pieces
- Internal Connectors
- Ground Sockets + Plastic Lids

MATERIALS

- Goal frame manufactured from heavy-duty 76mm (3in) galvanised steel
- Plastic ground socket lids for when goal is not set up
- Touch fastening ties ensure the netting is secured around the posts
- Plastic net clips which attach the netting to the goal frame
- Steel ground pegs to secure the net in place in the ground

MISCELLANEOUS

- Goals will be delivered in flat pack form & will require assembly (instructions provided)
- Each individual goal will be delivered in 3 or 4 boxes
- The anti-vandal locking system is only applicable with ground sockets that we supply, this feature will not work with standard ground sockets
- Each socket needs to be professionally set into minimum 0.6m x 0.6m x 0.6m (24in) of concrete (concrete not included)
- High-tensile stainless-steel bolts and washers used throughout
- Optic white powder-coated finish protects steelwork in all weather conditions
- Anti-vandal locking system sold separately





AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	To consider cost for repairs to picnic tables and benches in the playgrounds and wooden train unit in Chatsworth Park South playground

1. INTRODUCTION

A majority of picnic tables and benches in the playgrounds are highlighted as requiring repairs in the playground inspection report. Also the wooden train unit in Chatsworth Park South is listed as a medium risk.

2. INFORMATION

We approached G Webb Groundworks to undertake repairs and they have submitted the attached price of £585 with no VAT applicable. As it is now the start of the school summer holidays and the playgrounds will have a high footfall, it is essential that the works are undertaken.

3. RECOMMENDATION

It is recommended to agree the cost of £585 to undertake the repair works.

4. ENVIRONMENTAL IMPACT

Some timber is being re-used from a damaged picnic bench that was removed.

5. FINANCIAL IMPLICATIONS

Nominal code 4101-201 for grounds maintenance has a budget of £14,512 at the time of writing this report.

G Webb Groundworks

22 Broomfield Avenue
Telscombe Cliffs
East Sussex BN10 7AL
Email webbedigsahole@gmail.com

1 July 2025

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

Attn Stella Newman

QUOTATION

Re: Bench repairs at Chatsworth Park and Bannings Vale playground

1. Chatsworth Park, North playground, Kirby Drive, Replace slat £65.00
2. Chatsworth Park, South, Ambleside Avenue, Replace slat £65.00
3. Picnic table, play area, Ambeside Avenue
Replace using picnic table removed from lower area by snack bar £150.00
4. Bench adjacent to infant swings
Replace slat supports an add new fixings, reusing seat slats £95.00
5. Bench seat, North Gate & Muga Court
As far as I can see, this bench has solid concrete supports that are firmly fixed to a concrete base
Repair: Remove and replace wooden timber on concrete legs, replace and refix existing seat slats £60.00
6. First wooden train carriage
Screw each slat to the slat below from bottom to top with 75mm screws both ends and counter sink as required £60.00

7. Last wooden train carriage

Fix down with timber lock screws (250mm long) through the seat into the base £65.00

Total for all £595 No VAT

If you wish to do all 7 jobs together, I would discount this to **£585 No VAT**



AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	Update on Chatsworth Park café

1. INTRODUCTION

At the Committee meeting on 26th March 2025, it was agreed to accept the specification drawn up by Cllr Clarkson and to seek advice and assistance from Lewes District Council (LDC) for it to be put out for tender in accordance with the current procurement regulations.

2. INFORMATION

There was a delay due to LDC staff workloads, but I have now had a meeting with their Strategic & Special Projects officer and Head of Development & Acquisitions. They were very helpful and gave lots of useful information and advice. They advised that although our specification document clearly sets out what we want to achieve, they feel we should approach things in a different way. They also feel that our budget is extremely tight and the project may not be achievable. They recommend initially that:-

- We do not put our specification out to tender to get a contractor to design, submit a planning application, project manage and build a café building.
- We break down the various stages and have them carried out by specialists in that area which they believe will achieve savings.
- The first stage is to get a definite plan drawn up and then submit a planning application, as if planning is turned down, the project cannot proceed
- As part of the plan for the building we need to decide who the end user will be, i.e., will they be cooking hot food, as if they do, extraction units will need to be included.
- We do not retro fit the kitchen appliances as this can be more expensive and they should be included as part of the initial build - (perhaps the person awarded the concession may contribute towards these).
- We need to consider how to achieve waste water disposal and get costings.

They advised that they delivered The Sidings Project using 40 foot containers which was a similar project. An alternative would be to have a purpose-built unit and they are making initial enquiries to get an indication of costs and whether it is achievable.

They are willing to help through all stages with getting consultants to do the design work, submit the planning application and then get build prices from contractors. At this stage we do not know what their fees will be.

I am due to have another meeting with them soon when we will review the results of their initial enquiries and I will report back further at the next meeting.

3. RECOMMENDATION

I recommend that the Committee note the progress to date and decide if cooking of hot food will be a requirement and therefore extraction will be needed.

Once I have had a second meeting with LDC and have more information to hand, I can bring a more detailed report to the next meeting when we will then hopefully be able to make a decision as to the way forward.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

We have the offer of a CIL grant of £150,000 and will have to take out a Public Works Loan Board for the remaining funds required.



AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th July 2025
SUBJECT	To consider extending Wander Coffee's concession

1. INTRODUCTION

At the full Council meeting on 19th March, it was agreed to extend Wander Coffee's concession until 30th September 2025, with the proviso they pay a fee of £44 per week.

2. INFORMATION

Wander Coffee's concession is up for renewal from 1st October 2025.

3. RECOMMENDATION

I recommend we invite Wander Coffee to extend their concession with the Town Council until 31st March 2026 and that a new agreement is signed confirming they will continue to pay the £44 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

Currently the income received from Wander Coffee covers the fee for the portaloos hire. We do not incur any other expenditure relating to the café concession, nor do we receive any financial gain.



AGENDA ITEM	18
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	To consider new water supply in Chatsworth Park

1. INTRODUCTION

As part of the café plans, a water supply will need to be installed in Chatsworth Park, however, it will be some time before this is done.

2. INFORMATION

As new trees had been planted off 'pigs hill' in the park, Cllr Gallagher has asked if the Committee will consider installing a water supply prior prior to the café being built, in order to facilitate watering of the trees.

Several factors need to be considered such as:-

- Piping and upkeep costs - Installing the system might involve significant upfront and upkeep costs.
- Alteration to the supply may be needed once the café project progresses incurring additional expense.
- Vandalism/tampering - The water supply would be vulnerable to vandalism and possible resultant water wastage.

3. RECOMMENDATION

It is recommended not to proceed with installing a water supply prior to the café project commencing.

4. ENVIRONMENTAL IMPACT

Flooding/water wastage due to vandalism/improper use of the supply.

5. FINANCIAL IMPLICATIONS

N/A



AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	To consider use of barbeques in Chatsworth Park

1. INTRODUCTION

This item has been placed on the agenda for consideration, so that we can agree a policy as guidance for members of the public and staff.

2. INFORMATION

There are several concerns regarding the use of portable and disposable barbeques in Chatsworth Park as follows:-

- Portable barbeques pose a risk of starting fires, especially during the dry season. Poor handling, such as setting up the grill too close to benches, or trees, can create fire risks.
- If not disposed of correctly there is also a fire risk, especially if they are put in the normal litter bins as we do not have barbeque disposal bins. Incorrect disposal can also prove a risk to animals or members of the public as hot coals can stay warm for hours.
- Barbequing can sometimes lead to people neglecting to clean up after themselves, leading to littering and an unsightly and potentially hazardous environment for other park users.
- The heat from portable barbeques can cause damage to park tables and/or benches as members of the public have been seen setting them up on these surfaces.
- Inconvenience could be caused for other park users due to smoke and strong odours.

3. RECOMMENDATION

It is recommended to consider whether to allow the use of portable barbeques and if not, whether it is a year round exclusion.

4. ENVIRONMENTAL IMPACT

Some portable grills produce smoke that could degrade air quality.

5. FINANCIAL IMPLICATIONS

N/A



AGENDA ITEM	20
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	To agree cutting of vegetation behind the ball wall in Chatsworth Park to enable painting to commence

1. INTRODUCTION

It was agreed at the Amenities & Civic Centre meeting on 2nd October 2024 to have the ball wall in Chatsworth Park re-painted at a cost of approximately £295 inc VAT for materials.

2. INFORMATION

It was necessary to wait for better weather and the materials have now been purchased. However, the artist has advised us that the trees behind the ball wall will need to be cut back so that she can gain access to treat it. We therefore contacted EH Treecare who have given a cost as follows:-

To cut the vegetation back behind the ball wall by 1m and remove all waste £180+vat.

Rather than delay this, it was agreed by a majority via email.

3. RECOMMENDATION

It is recommended to agree the cost of £180 plus VAT to cut back vegetation behind the ball wall in Chatsworth Park to facilitate the re-painting.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

The funds for the re-painting were previously taken from our earmarked reserve for park/playground refurbishment, nominal code 9011-910 which, at the time of this report, stands at £120,714.

The cutting back of vegetation can be taken from nominal code 4101-201 for grounds maintenance which, at the time of writing this report, stands at £14,512.



AGENDA ITEM	21
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	To consider cost of replacement glazing panel in new noticeboard in Ambleside Avenue

1. INTRODUCTION

It was agreed at the meeting on 31st July 2024 to purchase a post mounted Nimbus noticeboard that offered anti-vandal and anti-graffiti features as standard. It holds 12 xA4 sheets and the price including posts was £1,145 and fitting was an additional cost. It also came with a 15 year guarantee.

2. INFORMATION

Unfortunately, the noticeboard was vandalised recently and there is a hole in the front glazed panel – see picture below:-



The suppliers have advised that the 15-year guarantee does not cover criminal damage/vandalism and therefore a replacement glazing panel will need to be paid for at a cost of £137.08 plus £25 insured delivery (ex VAT). Apparently, it is relatively straight forward to do or they could quote to come out and do it for us which will attract a call out fee.

3. RECOMMENDATION

It is recommended to consider whether to replace the front glazing panel and if so, whether to have it fitted by them.

5. FINANCIAL IMPLICATIONS

Nominal code 4351-202 for seats and noticeboards has a budget, at the time of writing this report, of £1,250.



AGENDA ITEM	22
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	To agree Service Level Agreement with East Sussex County Council for youth service provision at The Joff and contribution of funds

1. INTRODUCTION

It was agreed at the ACC Committee meeting on 29th May 2024 to include a budget for the next 2 years (2025-26 and 2026-27) to provide a financial contribution for youth services at The Joff provided by East Sussex County Council.

2. INFORMATION

It was anticipated our contribution would be in the region of £1600-£1800 and, as we had some funds in an earmarked reserve, it was agreed to set a budget of £500 for 2025/26 and use some of the earmarked reserve (currently £2,548).

In previous years it has been a joint contribution from Peacehaven Town Council (PTC) and ourselves, with PTC paying two thirds and us one third as the smaller Council. We have now received a Service Level Agreement (SLA) from ESCC which is attached, Appendix A, which will need agreement and signing by PTC, ourselves and ESCC. The total amount of financial support requested is £5,000, with us paying £1,600.

It was agreed at the committee meeting in July 2023 that the Council's pool table be donated to The Joff and they could take it once the alteration works had been completed. They have confirmed they will collect it this month.

3. RECOMMENDATION

It is recommended to approve the SLA and that it is signed by the Town Clerk on behalf of Telscombe Town Council and that payment of ESCC's invoice of £1,600 is made once it is received.

4. ENVIRONMENTAL IMPACT

Providing positive engagement and providing activities can reduce anti-social behaviour.

5. FINANCIAL IMPLICATIONS

The funds available are detailed in the information above. After payment of £500 from nominal code 4367-202, the remainder £1,100 will come from the earmarked reserve (ER), nominal code 9020-910, which will leave an ER balance of £1,448.

A similar budget can then be allowed for in the 2026/27 financial year and we can also use some of the earmarked reserve.

TERMS OF AGREEMENT

YOUNG MENS YOUTH SESSION PROVISION AT THE JOFF

This agreement is made between East Sussex County Council (Children's Services Department), Targeted Youth Support and Peacehaven and Telscombe Town Councils and is effective from 1st April 2025 to 31st March 2026.

The first contact person in respect of this agreement is Simon Stanley

SIGNED ON BEHALF OF THE YOUTH SUPPORT TEAM

[Part of ESCC 0-19 Early Help Service]



.....
Lee Tully

.....
DATE

SIGNED ON BEHALF OF Peacehaven Town Council

.....
George Dyson, Town Clerk

.....
DATE

SIGNED ON BEHALF OF Telscombe Town Council

.....
Stella Newman, Town Clerk

.....
DATE

INTRODUCTION

This agreement provides a framework in which to develop a session for young men at The Joff Youth Centre premises for the benefit of young men aged 11 – 19 years living in Peacehaven, Telscombe Cliffs , East Saltdean and the surrounding area.

It sets out what the Targeted Youth Support (Lewes & Wealden Area) (hereinafter referred to as YST) and **Peacehaven and Telscombe Town Councils** (hereinafter referred to as **Peacehaven and Telscombe Youth Provision**) will provide in order to achieve this work.

1.0 Consultation and Development

- 1.1 YST staff will undertake ongoing needs analysis in relation to work with young men within Peacehaven, Telscombe Cliffs , East Saltdean and the surrounding area and review the effectiveness of the service provided through the session.
- 1.2 YST staff will ensure that consultation takes place with other relevant agencies and organisations on the provision of services to young men in the Peacehaven, Telscombe Cliffs , East Saltdean and the surrounding area in order to ensure that good practice is shared and resources fully utilised.

2.0 Strategy

- 2.1 YST staff will deliver a weekly session and deliver a programme at the Joff for young men living in Peacehaven, Telscombe Cliffs, East Saltdean and the surrounding area. The Delivery Plan will reflect the Aims and Objectives of both parties and will be based on consultation with young men.
- 2.2 YST staff will provide a broad and balanced curriculum that supports young men in their personal development and reflects the needs of local young people.

3.0 Staffing

- 3.1 Peacehaven and Telscombe Youth Provision will pay YST a yearly amount of **£5000** to provide 3 youth work staff 3 hours each per week to be delivered from the Joff Youth Centre, to work face to face with young people. An additional 0.5 hours per week will be available for the Leader in Charge staff member to undertake essential monitoring and recording of sessions as well as planning.

The day and time for the session will be negotiable within the parameters of availability of the Joff Youth Centre.

- 3.2 YST expects all their staff deployed at the Joff Youth Centre to undergo continuous professional development – principally this would be identified by the Annual Performance Appraisal Process, and they would need to complete the introduction to youth work course.

- 3.3 If future funding is unable to be provided by **Peacehaven and Telscombe Youth Provision** then ESCC will be responsible for any redeployment opportunities or redundancy payments to the Clued-Up staff.
- 3.5 YST will employ and manage the TYS staff. This will include professional supervision and annual performance management review.
- 3.6 YST will advertise vacancies and appoint staff in accordance with the Policies and Procedures laid down by the County Council and ensure that staff are provided with a Contract of Employment and current job description.
- 3.7 YST will be responsible for the conduct, discipline and grievance procedures for staff in consultation with Children's Services Personnel Department.
- 3.8 YST will appoint staff who are appropriately qualified and/or experienced for the tasks required of them.
- 3.9 The YST will provide an Area Youth Manager to attend appropriate meetings as necessary.
- 3.10 **Peacehaven and Telscombe Youth Provision** will provide a named contact to support the work - **Councillor Christine Robinson**

4.0 Premises

- 4.1 YST will maintain and ensure the Joff Youth Centre building meets health and safety at work standards for the use of YST staff in their work with young people.
- 4.2 The YST will carry out risk analysis in respect of all buildings used by workers employed by YST in their work with young people in Peacehaven, Telscombe Cliffs and the surrounding area.

5.0 Statutory Duties

- 5.1 The YST Area Youth Manager will be responsible for ensuring the following policies and procedures are followed by staff.

These policies will include: Equal Opportunities, Health and Safety, Disability Discrimination Act/SENDA, Data Protection Act, Confidentiality, Information Sharing Protocol.

- 5.2 All staff employed and volunteering with the YST will be subject to a DBS Check. Volunteers will be part of the YST Volunteer Programme.

6.0 Monitoring

- 6.1 YST Staff will ensure that comprehensive statistics are kept on the ESCC data base LIQUID LOGIC by which will inform activity and influence future service provision. These will form the basis of quarterly reporting to **Peacehaven and Telscombe Youth Provision**.
- 6.2 YST Staff will provide **Peacehaven and Telscombe Youth Provision** with a quarterly report detailing the level of activity of youth work delivered.
- 6.3 YST will be responsible for the financial management of the session; **Peacehaven and Telscombe Youth Provision** will be responsible for funding the session.

7.0 Termination of Agreement

- 7.1 This agreement will terminate on 31 March 2026. Any future agreements between YST and **Peacehaven and Telscombe Youth Provision** will need to be negotiated by the end of December 2025 to allow YST staff to have 3 months' notice of future arrangements.
- 7.2 During the term of this Agreement either party may terminate the Agreement by giving three months written notice to the other partner.

8.0 Disputes between the Parties

- 8.1 If any disagreement arises between the parties concerned as a result of their respective obligations under this agreement, upon any matter which cannot be resolved through routine discussion and review, the matter shall be referred to the Operations Manager – Early Help Management Team and the Chair of **Peacehaven and Telscombe Youth Provision**.

9.0 Finance

- 9.1 The yearly amount of £5000 to be invoiced separately
Peacehaven Town Council 2/3rd of said amount £3,400
Telscombe Town Council 1/3rd of said amount £1,600
- 9.2 Both amounts to be paid in advance after receipt of invoice. However, if the scheme is terminated for any reason by the YST then both Town Councils will be refunded on a pro rata basis based on the funding finishing on 31st March 2026.



AGENDA ITEM	23
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	To consider support for Saltdean foodbank

1. INTRODUCTION

Cllr Bridget Fishleigh recently emailed East Saltdean Councillors advising that there has been a food bank in Saltdean for five years which serves people in need in both East and West Saltdean. As with most food banks, donations are down with demand higher than ever and she asked if we would consider sharing the donations we collect for the SCDA community supermarket. Cllr O'Connor as Chair of this Committee, has asked that this be put on the agenda for consideration.

2. INFORMATION

The foodbank is listed on the Brighton & Hove Food Partnership website as serving Saltdean, Rottingdean and Ovingdean residents. It is open every day with collection by appointment only. Their website states that they don't run the projects listed, but share their details to help people find local services.

Having carried out an internet search, I have found that Cllr Fishleigh opened the food bank from her home office during the pandemic to help families in her Rottingdean Coastal ward and relaunched it in November 2022 after requests from a local school and the council as residents struggle with the cost of living crisis.

3. RECOMMENDATION

It is recommended to consider whether to share the collections we make at the Civic Centre with Cllr Fishleigh's foodbank.

4. ENVIRONMENTAL IMPACT

Many food banks focus on rescuing surplus, unsold, or close-to-expiry food from retailers, restaurants, and manufacturers. By redistributing this food to those in need instead of allowing it to go to waste, food banks help divert significant amounts of food from landfills.

5. FINANCIAL IMPLICATIONS

N/A



AGENDA ITEM	24
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th July 2025
SUBJECT	To consider future of the piano at the Civic Centre

1. INTRODUCTION

There has been a piano in the Council Chamber at the Civic Centre for many years.

2. INFORMATION

The piano is situated near the fire exit doors onto the patio. It is hardly ever used and it is felt that it is not an item that encourages people to hire. In fact, it takes up space that could be utilised by users of the room.

3. RECOMMENDATION

It is recommended to consider whether to keep the piano or not.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

N/A



AGENDA ITEM	25
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Diana Joel, Admin Assistant
MEETING DATE	30 th July 2025
SUBJECT	Future events update & agree events/actions required, including agreeing the date and bookings for the Halloween event and summer fayre 2026

1. INTRODUCTION

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

2. INFORMATION

The Future Events Working Group met on 23rd July and agreed the following:-

- Macmillan Coffee Morning – from 10am to 12midday on Thursday 25th September. Cllrs O'Connor, Robinson and Watts all agreed to volunteer to serve tea/coffee and sell raffle tickets, although additional volunteers will also be welcome. All proceeds will go to Macmillan Cancer Support. Cllr Sharkey as Mayor will need to agree if profits from bingo the following day can also be donated to Macmillan. As this annual event includes a raffle, any prize donations would be warmly received.
- Halloween children's party – from 4-6pm on Saturday 1st November. It was agreed to increase the ticket price to £5, with a total of 70 to be sold (including adults). Cllrs Clarkson, Sharkey & Watts have previously agreed to volunteer for this event, with food being purchased using last year's details as a guide. It was confirmed that this is a Council run event but will be self-funding from ticket sales.
- Race Night – provisionally agreed for Friday 14th November 2025. The working group have asked if last year's volunteer would be willing to host the Race Night again and this is being investigated. This will be a Mayor's fundraising event and not a Council event, so any costs will be deducted from the takings. The ticket price was agreed as £3, with a total of 70 tickets to be sold. There will not be a raffle, and attendees can bring their own food and drink. Cllr O'Connor has volunteered to help sell tickets and horse ownerships, but another 3 volunteer Cllrs will be required. The Mayor will also need to obtain business sponsors for races (£15 per race).
- Quiz Night – confirmed for Friday 13th March 2026. This is a Mayor's fundraising event and not a Council event, so any costs will be deducted from the takings. Ticket prices were agreed as £3 per person, with a maximum of 6 people per table and 15 tables in total. Tickets will need to be paid for in advance, so that the money can be used to purchase a bottle of wine for each person on the winning team. As the Town Council will not be offering refreshments, all attendees can bring their own food and drink. Volunteers will be needed to set the quiz in advance, and then to help on the day. As with the Macmillan Coffee morning, there will be a raffle, so raffle prizes will need to be donated.

- Christmas Coffee Morning – confirmed for Thursday 25th December 10am-12midday. Further details to be discussed at the next meeting regarding volunteers on the day and someone opening and closing the Civic Centre.
- Christmas Carols with the Salvation Army at the Community Church – it was felt that this was a very good event and that it should be run again. Cllr Watts will confirm later in the year if it will be possible.
- Summer Fayre – date confirmed for Saturday 11th July 2026, with Nick Emmett being MC. It was agreed for the Admin Assistant to investigate the following entertainment options; Morris dancers, drummers, dragon dancing, reptile handling, local dance school performances and a fun fair. The number of stalls was agreed at 26 plus 5 food/drinks (including Wander) and an ice cream van. The working group agreed to charge £15 per stallholder, £50 for food outlets and no charge for Wander. It was also agreed that a smaller arena is better, and stalls could be brought in from the top of the field, allowing more space behind, possibly for a sponsor to bring equipment in. It was agreed to request that the MC mentions the sponsors repeatedly throughout the afternoon. The Admin Assistant was requested to ask Peacehaven Town Council for feedback on how their recent fair and she will take any comments back to the working group. Finally, the working group requested that the office staff advertise nearest bus routes and the Lewes Council owned Playing fields car park as travel options, to avoid the streets around Chatsworth Park becoming too heavily parked up.

3. RECOMMENDATION

It is recommended to:-

- Agree the future events
- Agree the Mayor's fundraising events

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 2025/26, nominal code 4363-105, is £1,500. It has previously been agreed that separate budget lines for income and expenditure for the summer fayre will be included in the 2026/27 budget.