



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Amenities & Civic Centre Committee** held at 7.30pm on **Wednesday 30th July 2025** in Room 1 at Telscombe Civic Centre.

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

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

The meeting was adjourned to take questions from Cllr Gallagher.

1998. PUBLIC QUESTION TIME

Cllr Gallagher was present to discuss agenda number 18; to consider new water supply in Chatsworth Park. Cllr Gallagher had put this request forward to the Town Clerk, so that new trees can be more easily watered for the first three years of their life. She stated that access to water would be required due to the long dry spells we have experienced over the last few years, due to climate change.

Cllr Gallagher provided a quotation of £1,619.76, which the Town Council had previously obtained from Southern Water in February 2024, for a new water connection in Chatsworth Park. Cllr Clarkson confirmed the estimate provided was for a hook up fee only and no other additional work. Cllr Gallagher asked the Committee to kindly consider her request as an investment for the future.

The meeting reconvened at 7.35pm and Cllr Gallagher left the meeting.

1999. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie, for personal reasons and this was accepted by the Committee. Cllr Ndeloa was not present and had not provided apologies.

2000. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

2001. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 28th MAY 2025

It was proposed by Cllr Judd, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 28th May 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr O'Connor.

2002. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list was noted as follows:



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2002. 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
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
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

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2002. 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
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



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2002. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Min 1908, To consider extending the path and planting in the southern end of Chatsworth Park – The Amenities Officer asked Councillors if they would like to proceed with last year's request to extend the planting project at the bottom of Pigs Hill. It was **agreed** for an agenda item to be added to the next Committee meeting for Councillors consideration.

Min 1988, To discuss & agree action re height barrier at C.Park car park - The Town Clerk advised the Committee of the full response received from the member of public which was noted by Councillors who agreed no further action was needed.

2003. TO NOTE INCOME & EXPENDITURE FIGURES TO 30th JUNE 2025

The Town Clerk's report advised that the actual year to date Amenities' figures at 30th June 2025 were income of £3,356 and expenditure of £2,401, and Civic Centre figures at 30th June 2025 were income of £8,031 and expenditure of £9,021. The accompanying lists detailed the actual spend and budget figures. This was **noted** by the Committee.

2004. TO REVIEW/UPDATE THE BUSINESS PLAN

At the full Council meeting on 16th July, it was agreed to remove item number 12 on the Business Plan for this Committee relating to the digitising of the telephone network, as it had been completed. The Town Clerk asked if Councillors therefore wanted consider removing other completed items within the Plan, for consistency. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to remove the completed actions undertaken, but that the activities are re-worded where necessary, to make it clear on what is required for the ongoing actions.

2005. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The Committee **noted** the complaints. Cllr Watts observed that there were no complaints for July and the Amenities Officer confirmed these were left out in error. She confirmed that there were 5 additional complaints as follows: dead fox next to Pigs Hill (2 reports), anti-social behaviour in Chatsworth Park, bins not being emptied in Chatsworth Park and overgrown hedge at the Civic Centre. All these complaints have been completed.

2006. TO CONSIDER APPLICATION FOR A NEW MEMORIAL BENCH IN CHATSWORTH PARK

Following discussion, it was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to agree the application for a memorial bench to be placed at the northern end of Chatsworth Park near to the ball wall/wildflower area, the cost for purchase and installation being paid for by the applicant and the balance of funds transferring to an earmarked reserve for maintenance. The Town Clerk confirmed that Officers would meet with the applicants on site to discuss where best to position the bench in the proposed location.

2007. TO CONSIDER WHETHER ADDITIONAL PLAQUES CAN BE ADDED TO AN EXISTING MEMORIAL BENCH

The Town Clerk's report advised that an enquiry had been made asking if we would allow an extra plaque to be placed on an existing bench, should the need arise. Following discussion, it was proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RECOMMENDED** that rather than an



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2007. To consider whether additional plaques can be added to an existing memorial bench (Contd)

additional plaque, that the existing one is instead replaced with a larger one, with the cost for the replacement plaque be paid by the applicant, and to clarify to the applicant that the maintenance period for the bench remains from the start of the original application only. Cllr Robinson asked if this could be added to the policy and it be taken to the Policy & Resources Committee for consideration.

2008. TO CONSIDER INSTALLING A REPLACEMENT PERCH BENCH IN CHATSWORTH PARK

Cllr Clarkson reported that a perch bench situated in Chatsworth Park had gone missing and asked if the Committee could consider a replacement. The Town Clerk's report provided several options and following discussion, it was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to purchase the Forest Saver 1.8m moulded bench in black at a cost of £242 plus VAT, prices be obtained for someone to install the bench on a concrete base and the bench be placed in a similar position, but further away from the trees.

2009. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS, AGREE ANY WORK REQUIRED AND POSSIBLE FURTHER ACTIONS

The Committee **noted** the most recent weekly playground report. The Amenities Officer stated that many of the findings relate to damage to wet pour and cracks to wooden items. Alternative surfacing options in the playgrounds had been previously discussed by the Committee and Cllr Robinson asked the Amenities Officer to contact Peacehaven Town Council for information on what material was used for their recent refurbishment of the Dell playground. The Town Clerk also stated she would ask other Town Clerks what they have used.

There was discussion regarding whether the Town Council should look to refurbish the three Town Council owned playgrounds and it was **agreed** to hold off for 6 months, due to the number of other projects taking place which are affecting Officers' time. Due to there being many findings to damage of wet pour, some of which are a medium risk, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that estimates are obtained to fill the wet pour gaps, to be taken to a future meeting, which should resolve some of the issues in the short term prior to investigations being made for playground refurbishments in the future.

2010. TO CONSIDER WAY FORWARD WITH THE JUNIOR SWING UNIT AT CHATSWORTH PARK SOUTH PLAYGROUND

The report from the Amenities Officer confirmed that there were several medium and low risk findings on the weekly and annual play inspection reports in relation to the junior swing and group swing unit in Chatsworth Park. An estimate from Playdale Playgrounds had been obtained to replace connectors, chains and a cracked swing seat, which would resolve some of the concerns, although other risks could not easily be fixed, for example tree roots causing an uneven surface under the equipment. Due to the risks highlighted and the equipment having a low life expectancy, the Amenities Officer asked if the Committee would consider also replacing this piece of equipment and re-site it elsewhere. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** to accept the estimate from Playdale Playgrounds at a cost of £1,838.69 plus VAT to replace the bushes, shackles, chains and a new swing seat, including delivery and installation, and that we do not investigate replacing this piece of equipment for the time being.



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2011. TO CONSIDER PRICES FOR REPLACEMENT GOAL POSTS IN CHATSWORTH PARK

The Committee considered the costs for two new goal posts in Chatsworth Park. Following discussion, it was proposed by Cllr Judd, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to purchase 2 goal posts size 16ft x 7ft steel 76 socketed from Forza, at a cost of £765.94 plus VAT. Prices will be obtained for the installation of the posts and taken to a future meeting.

2012. TO CONSIDER COST FOR REPAIRS TO PICNIC TABLES AND BENCHES IN THE PLAYGROUNDS AND WOOD TRAIN UNIT IN CHATSWORTH PARK SOUTH PLAYGROUND

Many of the picnic tables and benches in the playgrounds were highlighted in the playground inspection report as requiring repairs. In addition, the wooden train at Chatsworth Park South playground is listed as being a medium risk. G Webb Groundworks provided a price for repairs in the sum of £585 with no VAT applicable. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** to accept the cost of £585 from G Webb to undertake the repair works.

2013. UPDATE ON CHATSWORTH PARK CAFÉ

The report from the Town Clerk advised that she had attended a meeting with Lewes District Council (LDC) on progressing the café. LDC felt that our budget was extremely tight and the project may not be achievable. They made some initial recommendations as listed on the report, which were considered by the Committee. The Town Clerk confirmed that LDC were willing to draw up a Service Level Agreement (SLA) and their in-house architect could draw up plans, with their costs being awaited. We would also need to decide if we want the leaseholder to cook hot food on the premises as it would require extraction facilities within the plan. There was much discussion regarding the information provided and it was ultimately proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to note the present position as advised in the Town Clerk's report and agree that extraction facilities were required so that hot food could be cooked.

2014. TO CONSIDER EXTENDING WANDER COFFEE'S CONCESSION

Wander Coffee's concession is up for renewal from 1st October 2025. It was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** to invite Wander Coffee to extend their concession for the sum of £44 per week for a 6 month period until 31st March 2026.

2015. TO CONSIDER NEW WATER SUPPLY IN CHATSWORTH PARK

The Committee discussed the request from Cllr Gallagher and her comments made at public question time. It was noted that the price of £1,619.76 provided from Southern Water was for the connection only and additional costs including building a trench, pipe laying and concrete works would make this work expensive. In addition, alteration work would be required when the café is built making it cost prohibitive. It was therefore proposed by Cllr Robinson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** not to proceed with a new water supply at this time. It was agreed for Cllr Clarkson to investigate looking at alternative options of water collection in Chatsworth Park.



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2016. TO CONSIDER USE OF BARBEQUES IN CHATSWORTH PARK

The Committee considered if barbeques should be used in Chatsworth Park and following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** not to allow use of portable barbeques in the Park.

2017. TO AGREE CUTTING OF VEGETATION BEHIND THE BALL WALL IN CHATSWORTH PARK TO ENABLE PAINTING TO COMMENCE

The Town Clerk's report confirmed that the artist had made contact and advised that the trees behind the ball wall were encroaching where she needed to access the back to treat it. EH Treecare provided an estimate of £180 plus VAT to cut the vegetation back by 1 metre and remove all the waste. Committee members were contacted by email, and it was agreed by a majority for this work to be undertaken. It was therefore proposed by Cllr Williamson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to **agree** for EH Treecare to cut back vegetation by 1m at a cost of £180 plus VAT.

2018. TO CONSIDER COST OF REPLACEMENT GLAZING IN NEW NOTICEBOARD IN AMBLESIDE AVENUE

The Committee were informed that the anti-vandal and anti-graffiti noticeboard recently installed in Chatsworth Park had recently been vandalised and there is a hole in the front glazed panel. Unfortunately, the 15 year guarantee does not cover criminal damage and we would therefore need to replace the glazing panel at our expense. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** to replace the front glazing panel at a cost of £137.08 plus £25 insured delivery (excluding VAT) and we contact local contractors for an estimate to install the panel.

2019. TO AGREE SERVICE LEVEL AGREEMENT WITH EAST SUSSEX COUNTY COUNCIL FOR YOUTH SERVICE PROVISION AT THE JOFF AND CONTRIBUTION OF FUNDS

The report from the Town Clerk confirmed that East Sussex County Council (ESCC) had sent over an SLA for youth provision to both Telscombe Town Council and Peacehaven Town Council (PTC). As with previous years, it will be a joint contribution with PTC, with PTC paying two thirds and us paying one third as the smaller council. The total amount of financial support requested for us to pay is £1,600. It was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** to (a) approve the SLA with Telscombe Town Council's contribution being £1,600, (b) for the Town Clerk to sign and return the SLA, (c) to pay the invoice from ESCC once it was received (d) to include a budget for youth service provision for the 2026/27 financial year.

2020. TO CONSIDER SUPPORT FOR SALTDEAN FOODBANK

The Committee discussed the request from Cllr Fishleigh that Telscombe Town Council support her Saltdean food bank by sharing the donations we collect for the SCDA community supermarket. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** not to share the donations with the Saltdean food bank as there were safeguarding concerns with it being run from Cllr Fishleigh's home and until we form a policy, it was felt that the food should go to registered charities only.



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2021. TO CONSIDER FUTURE OF THE PIANO AT THE CIVIC CENTRE

Consideration was given whether to keep the piano in the Council Chamber at the Civic Centre as it is seldom used and takes up room. It was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** that we initially give the Joff Youth Centre first refusal and if they do not want it, that we then offer it free of charge for someone to collect.

2022. FUTURE EVENTS UPDATE AND AGREE EVENTS/ACTIONS REQUIRED

The Admin Assistant’s report provided a list of activities the events working group recommended to take forward. Cllrs Clarkson, O’Connor and Robinson offered to volunteer their time for the Christmas coffee morning. It was unanimously **RECOMMENDED** to proceed with Council events:- Halloween children’s party on 1st November and Summer fayre on 11th July 2026; a Macmillan coffee morning on 25th September and Mayor’s events including fundraising events of race night on 14th November, quiz night on 13th March, Christmas coffee morning and possibly Christmas carols with the Salvation Army at the Community Church – to be confirmed at a future meeting.

Agreement had not been made to raise a flag for the 80th anniversary of Victory over Japan day, which is on Friday 15th August. It was noted that PTC were having an event and it was therefore unanimously **agreed** to purchase a flag and it be flown on the day, but that we do not make this an official event.

The Amenities Officer confirmed that Cllr Sharkey had kindly agreed to donate half the profits from September’s bingo to Macmillan Cancer Research.

2023. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ ADDING ON A FUTURE AGENDA

Cllr Sharkey advised she would like to set up a repair café at the Civic Centre and would make initial enquiries, before bringing this back to a future meeting. The Committee all agreed this would be a positive addition to the groups held at the Civic Centre.

The Town Clerk advised that although it was agreed at full Council for bins in Chatsworth Park, the playgrounds and Telscombe Tye be emptied by LDC, a decision would need to be made regarding weekly litter picking of the playgrounds being included within the revised grounds maintenance contract to be issued, or if LDC were asked to undertake this in addition to the bin emptying. She also asked if the bin in the Civic Centre car park should also be included within the emptying programme we have agreed with LDC. It was **agreed** that the bin at the Civic Centre be included within the bin emptying programme at £3 per empty once a week and it be taken to the next meeting for ultimate agreement. It was also agreed to ask LDC for an estimate for litter picking of the playgrounds and it be taken to the Committee via email for a decision, to be ratified at the next meeting.

The Town Clerk also advised that the trees and vegetation in Chatsworth Park car park on the west side by Wander Coffee, are overhanging the toilet and preventing more cars being able to park. It was **agreed** to get estimates for this to be cut back and they be taken to a future meeting.

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

Signed
Chairman

NB Next Committee meeting – Wednesday 1st October 2025, 7.30 pm