



TELSCOMBE TOWN COUNCIL

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

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, N Watts *Deputy Mayor* & T Williamson

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

2024. PUBLIC QUESTION TIME

There were no members of the public present.

2025. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr’s Lawrie, O’Connor and Judd, who had prior engagements, Cllr’s Sharkey and Robinson who were unwell, and Cllr Ndeloa who had work commitments. These reasons were accepted by the Committee. As the Chair and Vice Chair of the Committee were not present, Cllr Watts as Deputy Mayor was nominated to Chair the meeting.

2026. TO RECEIVE MEMBERS’ DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr Clarkson declared an interest in agenda number 16, To consider additional project to take place at the southern end of Chatsworth Park, as he is a Trustee of the Telscombe Greenspace Volunteer charity group who may undertake the work.

2027. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 30th JULY 2025

It was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 30th July 2025 were a true record of the proceedings and were signed as correct by Cllr Watts.

2028. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list was noted as follows:

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	The willow classroom will be installed on 15 th and 16 th December.	Dec 2025
2.10.24	Min 1907, p 4218 – To consider proposed repairs to the ball wall in Chatsworth Park	BB	The materials have been purchased, and tree surgeon was due to cut back the vegetation behind the ball wall. Unfortunately, it has not been carried out, so will need to be re-looked at next year when the weather is drier.	Apr 2026



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2028. 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 Pk	BB	Committee to consider if they would like to progress this project.	See new agenda item
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 have been ordered and delivery is awaited.	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.	Nov 2025
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 are chasing for their report.	Nov 2025
30.7.25	Min 2003, p 4405 – To review/update the Business Plan	SN	Completed actions to be removed but activities are re-worded where necessary, to make it clear what is required for ongoing actions	Complete
30.7.25	Min 2006, p 4405 – To consider application for a new memorial bench in Chatsworth Park	AG	Bench has been purchased and installed.	Complete
30.7.25	Min 2007, p 4405 – To consider whether additional plaques can be added to an existing memorial bench	SN	Residents have been updated. Policy has been updated accordingly & agreed by P&R.	Complete
30.7.25	Min 2008, p 4406 – To consider installing a replacement perch bench in Chatsworth Park	BB	Installation costs have been obtained and will be considered at this meeting.	See new agenda item
30.7.25	Min 2009, p 4406 – Update on weekly playground inspection reports, agree any work required and possible further actions	BB	Possible refurbishment of playgrounds due to be re-looked at in March 2026. Estimates to be obtained for filling the wet pour gaps and taken to a future meeting.	Mar 2026 Nov 2025



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2028. 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
30.7.25	Min 2010, p 4406 – To consider way forward with the junior swing unit at Chatsworth Park South Playground	BB	As agreed, purchase order was issued and Playdale have undertaken the repairs.	Complete
30.7.25	Min 2011, p 4406 – To consider prices for replacement goal posts in Chatsworth Park	BB	Installation costs have been obtained and will be considered at this meeting.	See new agenda item
30.7.25	Min 2012, p 4407 – To consider cost for repairs to picnic tables and benches in the playgrounds and wood train unit in Chatsworth Park South Playground	BB	Works have been completed.	Complete
30.7.25	Min 2013, p 4407 – Update on Chatsworth Park café	SN	Meetings with LDC are ongoing.	See new agenda item
30.7.25	Min 2014, p 4407 – To consider extending Wander Coffee's concession	SN	The concession has been extended for a further 6 months.	Complete
30.7.25	Min 2015, p 4408 – To consider new water supply in Chatsworth Park	SN	Cllr Gallagher has been updated with the Committee's decision not to instal new water supply at present time. Cllr Clarkson was to investigate alternative options for water collection but the volunteers have installed a rainwater capture facility.	Complete
30.7.25	Min 2018, p 4408 – To consider cost of replacement glazing in new noticeboard in Ambleside Avenue	BB	Replacement glazing panel has been delivered. Installation costs to be obtained.	Complete Nov 2025
30.7.25	Min 2019, p 4408 – To agree service level agreement with East Sussex County Council for youth service provision at the Joff and contribution of funds.	SN	SN has signed SLA and forwarded to ESCC for their signature. Invoice for payment is awaited from ESCC re our contribution.	Dec 2025
30.7.25	Min 2020, p 4408 – To consider support for Saltdean foodbank	BB	Cllr Fishleigh has been notified of the Committee's decision.	Complete
30.7.25	Min 2021, p 4408 – To consider future of the piano at the Civic Centre	BB	We have advertised the piano free of charge on social media, but no firm interest received to date.	Jan 2026



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2028. 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
30.7.25	Min 2022, p 4409 – Future Events update and agree events/actions required	SN	VJ day flag was purchased and flown on 15 th August 2025.	Complete
30.7.25	Min 2023, p 4409 – Urgent Matters – litter picking in playgrounds	SN	SN did not receive a price from LDC and it was agreed to include it in Grounds Maintenance Contract 1.	Complete
30.7.25	Min 2023, p 4409 – Urgent Matters – cut back of trees to Chatsworth Park car park	BB	Prices have been obtained and will be considered at this meeting.	See new agenda item

Minute 1926, completion of work surrounding the badger sett – The Town Clerk advised that the permanent signs have been delivered and need adding to the fencing.

Minute 2007, update on memorial policy – The Town Clerk advised that there had been recent instances of mementos being left at memorial benches that had been installed in Chatsworth Park and as the Policy states that no mementos are to be added, the original purchasers were contacted and asked to remove the items. Both responded stating they were disappointed that the Town Council had asked them to remove the items. The Town Clerk responded to the residents explaining the Policy conditions, but one person asked for their comments to be forwarded to Councillors for consideration. Cllr Clarkson felt that the Town Clerk’s response was very sympathetic and well written. He advised that other Local Authorities’ Polices do not allow mementos to be added to their memorial benches and that it is for health and safety reasons. It was noted that although Cllr’s Judd and Sharkey were not present at the meeting, they agreed with the Town Clerk’s response and felt that the Policy conditions should be upheld. Following careful consideration, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that the Town Council uphold the current Policy wording, prohibiting mementos of any sort being placed on or around the memorial benches and memory garden posts.

2029. TO NOTE INCOME & EXPENDITURE FIGURES TO 31st AUGUST 2025

The Town Clerk’s report advised that the actual year to date Amenities’ figures at 31st August 2025 were income of £5,028 and expenditure of £8,197, and Civic Centre figures at 31st August 2025 were income of £10,274 and expenditure of £12,575. The accompanying lists detailed the actual spend and budget figures and it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to agree the figures.

2030. TO REVIEW/UPDATE THE BUSINESS PLAN

It was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to note the Business Plan and no updates were required.



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2031. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

There were several updates on the listed complaints within the documentation. The Town Clerk reported that wood and rubbish fly tipped as listed under TTC complaint reference 215 and 218 had been removed. However, more wooden items were fly tipped in the same location the next morning. It was suggested to contact Develop Outdoors to see if they could make use of the wood. The Amenities Officer confirmed that TTC complaint references 217 and 219 had now been completed. Regarding TTC complaint reference 212, it was noted a resident thought a low tree branch was an issue. The branch in question was cut back by contractors in 2020, following a recommendation provided on a tree survey carried out that same year. Several tree surveys had been conducted since then, none of which had highlighted it as being a risk. As this was not in a high risk area and cutting back the branch may affect the structural balance of the tree, it was unanimously **RECOMMENDED** not to take any action.

The Committee **noted** the remaining complaints, including the above amendments. Cllrs thanked Officers for their hard work in dealing with the complaints.

2032. TO CONSIDER WAY FORWARD WITH PINE NEEDLES FROM CHATSWORTH PARK ENCROACHING ONTO A RESIDENT'S PROPERTY

The report from the Amenities Officer was considered by the Committee. A resident had contacted the Town Council, reporting that pine needles from trees in Chatsworth Park are constantly blocking their gutters and down pipes and asked that we clean them and remove pine needles from his property. The resident provided photographs to evidence their complaint, which were included within the report. The Amenities Officer also provided photographs taken from Chatsworth Park to show that there were no trees or their branches encroaching onto the property. The nearest pine tree is at least 10 metres away as several other trees that had been nearer, had previously been removed by the Town Council following earlier complaints raised by the resident within the last 10 years. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** not to clear the pine needles from the resident' gutters and property, and that we suggest they put up some netting or gutter guards for additional protection.

2033. 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 advised that there are several findings on the report that are regularly coming up as risks. Wet Pour is one such issue and it was agreed at the last Committee meeting to obtain estimates and prices are awaited. Another concern related to large splits, rotting sections and loose fixings to the wooden play equipment. On recent annual play inspections, we have been notified that cracks are not to be filled with wood filler, and we should regularly check that the fixings are secure. Specification documents had been drafted for each of the playgrounds for some of the minor repairs and circulated with the meeting papers. The Committee discussed the constraints around playground repairs and the difficulty in finding a contractor to carry out much of the work. The Committee had previously discussed the option of employing a grounds maintenance person which would help with a lot of the outstanding work, although it was noted that the initial outlay costs would be high as we would need to purchase equipment, and we would need to factor in pension and National Insurance obligations. Following discussion, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to agree to the specification documents being sent out for play equipment repairs across the three playgrounds.



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2034. TO NOTE UPDATE ON CAFÉ PROJECT IN CHATSWORTH PARK

The Town Clerk confirmed that the draft Service Level Agreement template received from Lewes District Council (LDC) had been agreed by full Council and that LDC are now finalising the document, to include figures payable, which will be taken back to full Council for agreement. At a recent meeting between the Town Clerk and Lewes District Council (LDC), unfortunately due to holidays etc, LDC Officers had been unable to progress this project further so they had no updated information. Another meeting was therefore scheduled for 3 weeks' time. This was **noted** by the Committee.

2035. TO AGREE COST OF PERCH BENCH INSTALLATION IN CHATSWORTH PARK

It was agreed at the last Committee meeting to purchase a 1.8 metre moulded perch bench in black from Earth Anchors and to investigate installation costs. A price had been obtained from G Webb Groundworks of £300 (no VAT) to excavate the area and fix down the bench onto a new concrete base. The contractor also advised he would require 2 x concrete bolt down kits, which would need to be purchased by Earth Anchors at the same time as the bench, at a cost of £28 plus VAT. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to agree to G Webb Groundworks to install the perch bench at a cost of £300 no VAT and to ratify the purchase of 2 x concrete bolt down kits from Earth Anchors at a cost of £28 plus VAT.

2036. TO AGREE COST OF GOAL POST INSTALLATION IN CHATSWORTH PARK

It was noted that at the last meeting, it was agreed to purchase 2 goal posts from Forza at a cost of £765.94 including delivery and VAT. However, we had managed to obtain an online discount upon ordering, and the overall cost paid was £625.94 including delivery and VAT. G Webb Groundworks had provided a price of £200 (no VAT) to install the posts. It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the quote from G Webb Groundworks to install the 2 goal posts at a cost of £200 no VAT, and that a site visit is arranged with Officers, the contractor and Cllr Williamson to confirm the exact installation locations.

2037. TO AGREE CUT BACK OF TREES IN CAR PARK AT CHATSWORTH PARK

As agreed at the last meeting, a specification document was drawn up and estimates were obtained for the trees to be cut back in Chatsworth Park car park which were overhanging and taking up car parking spaces. Estimates had been received from Aspen Treecare at a cost of £380 plus VAT and Countrywide Grounds Maintenance at a cost of £650 plus VAT. It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the quotation from Aspen Treecare totalling £380 plus VAT to cut back the trees.

2038. TO CONSIDER TREE CUTTING IN CHATSWORTH PARK REQUIRED FOR THE SUMMER FAYRE

It was noted that at the last summer fayre, the funfair encountered difficulties accessing Chatsworth Park from Ambleside Avenue due to the height and overhang of certain trees and in addition, stallholders' access was also hindered due to low hanging branches obstructing the pathway leading from the car park.



2038. To consider tree cutting in Chatsworth Park required for the summer fayre (Contd)

The Admin Assistant had therefore suggested that prices be obtained to have the two areas cut back and works be carried out before the bird nesting season starts in March 2026. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to draw up a specification document and put out to tender to have the two areas cut back. Cllr Clarkson thanked the Admin Officer for her foresight on this.

2039. TO CONSIDER ADDITIONAL PROJECT TO TAKE PLACE AT THE SOUTHERN END OF CHATSWORTH PARK

The Amenities Officer's report asked if the Committee wanted to consider progressing a proposed project in Chatsworth Park, which had been requested last year by Cllr Clarkson. The proposed project would extend from the end of the recent works carried out at the bottom of Pigs Hill and would create 2 fenced-in beds with a mixture of trees and wildflowers inside. When this had been brought to the Committee last year, it was agreed to progress the project once the previous works at Pigs Hill had been completed. It was noted, however, that the previous project had not been completed, with the woodchip pathway yet to be put down.

Cllr Clarkson advised that he thought the new project would be undertaken by the Telscombe Greenspace Volunteers charity and that the project should be put on hold until the process between the Town Council and the charity had been completed, so it is clear what is expected from each party. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to not proceed with the project until the previous project had been completed and the Telscombe Greenspace Volunteer process had been agreed.

2040. TO CONSIDER USE OF CIVIC CENTRE CAR PARK FOR GENERAL PUBLIC

There was much discussion regarding the report from the Amenities Officer. The manager of the new café opposite the Telscombe Civic Centre had asked if the Council's car park could be used for customers of the businesses at the bottom of Central Avenue. They stated that the parking bays outside the shops are regularly full, and they felt the road was dangerous as people tend to double park. The manager had proposed three possible ways forward; a) allow the public to park a maximum of 1 hour, b) charge £1 for 1 hour parking or c) provide 4 allocated spaces in the car park for public use.

It was noted that it would be difficult for Officers to control these options and that we had previously lost hirers due to lack of parking, resulting in a loss of income stream for the Town Council. This had been considered at past Committee meetings and a permanent fixed barrier was purchased to aid the Council's control of members of the public parking who were not using the Civic Centre. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** not to open the Civic Centre car park for use by the general public or local businesses due to it having a detrimental effect on the current hirers, and that it's use is for hirers or people attending the Civic Centre only; to report instances of vehicles parking longer than the allowed 2 hours in the parking bays outside the shops to help alleviate the problem. We could potentially re-visit this in the future.



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2041. TO AGREE RENEWAL OF LICENCES FOR THE CIVIC CENTRE – MUSIC, MOTION PICTURE AND BUILDING

There are 3 licences required to cover the playing of music, films and TV programmes as follows:- a) Premises Licence at a cost of £180 no VAT applicable, b) TheMusicLicence at a cost of £732.14 plus VAT and c) Motion Picture Licence at a cost of £273.55 plus VAT. Councillor signatories approved the licence renewal fees and they had been paid. It was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to **RATIFY** renewal of the 3 licences.

2042. TO AGREE BIN EMPTYING AT CIVIC CENTRE BY LEWES DISTRICT COUNCIL

The Committee considered the Town Clerk's report. The bin outside the Civic Centre had previously been emptied by Countrymans Contractors, but they went into administration in July. It was agreed at the last Committee meeting to ask Lewes District Council (LDC) if they would empty the bin. LDC advised they could empty the litter bin at a cost of £3 per empty once a week, which is the same price as Countrymans Contractors were charging. It was therefore proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the price for LDC to carry out the emptying at £3 per empty once a week.

2043. TO CONSIDER NEW CCTV CAMERA FOR THE FRONT OF THE CIVIC CENTRE

There are CCTV cameras at the Civic Centre externally covering the car park, patio and front door, and internally at all fire exit doors, the front door, foyer, landing and exhibition area, however, there is nothing covering the front of the building and it is a blind spot. An estimate of £326 plus VAT had been obtained from Haven Security to supply and install a CCTV camera in this location which would run through the existing system.

A discussion then ensued regarding the general safety of the Civic Centre building following recent enhanced security measures. It was noted that when hirers are present and the doors to the exhibition area are unlocked, members of the public often proceed through the doors as the reception area is not readily visible. Cllr Clarkson asked if estimates could be obtained for redesigning the reception area so it is clearly identifiable to visitors upon entering the building. It was noted that this had been tried previously, but no estimates were received. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the estimate from Haven Security in the sum of £326 plus VAT to supply and install a new CCTV camera at the front of the Civic Centre, and to obtain estimates to re-model the reception office.

2044. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ ADDING ON A FUTURE AGENDA

Following agreement at full Council on 17th September, Cllr Clarkson advised that the Town Clerk had contacted the Council's Insurers regarding cover for the Telcombe Greenspace Volunteer group. They had confirmed the group are not covered under the Council's insurance and the charity would therefore need to purchase their own public liability insurance. He noted that the Town Council does not have a policy regarding the amount of cover contractors should hold. In view of the minor work that the volunteers would be undertaking, he had got a quote for £2m and asked if Councillors were agreeable to that amount.



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2044. **Urgent matters at the discretion of the Chairman for noting/adding on a future agenda (Contd)**

The Town Clerk advised that if the volunteers wanted to use outside contractors for larger work, they would need to be approved by the Council and hold a greater level of insurance. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and **agreed** that public liability insurance cover for the Charity of £2m was acceptable. This will need to be added as an agenda item for agreement at a future meeting. Cllr Clarkson confirmed he would arrange cover and forward the documentation to the Town Clerk.

There being no further business the meeting closed at 8.41 pm.

Signed
Chairman

NB Next Committee meeting – Wednesday 3rd December 2025, 7.30 pm