



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
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26th November 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 3rd December 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 1st October 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 31st October 2025 – *see attached*
7. To review/update the Business Plan – *see attached*
8. To note amenities complaints since last meeting – *see attached*
9. To note update regarding the café project in Chatsworth Park and to agree next steps – *see attached*
10. Update on weekly playground inspection reports, agree any work required and possible further actions – *see attached*
11. To note annual playground inspection reports – *see attached*
12. To consider estimates from Ace Landscapes for repairs to playground equipment – *see attached*
13. To consider estimates for wet pour repairs in playgrounds – *see attached*
14. To note issues with the contractors appointed to deliver grounds maintenance contracts 2 and 3 and decide how to proceed – *see attached*
15. To consider cost for a watching brief for tree works in Chatsworth Park next to two live badger setts – *see attached*
16. To note position regarding previously approved groundworks and agree to obtain alternative estimates – *see attached*
17. To agree level of public liability insurance cover for the Telscombe Greenspace Volunteers CIO – *see attached*
18. To agree replacement lighting costs for Civic Centre – *see attached*
19. To agree an upgrade to the new CCTV camera at the front of the Civic Centre – *see attached*
20. Future events – *see attached*
21. 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 Committee meeting – Wednesday 4th February 2026



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



TELSCOMBE TOWN COUNCIL

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



TELSCOMBE TOWN COUNCIL

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

TELSCOMBE TOWN COUNCIL

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’ Policies 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's 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.

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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 on the report from the Amenities Officer. The manager of the new café opposite the Telscombe Civic Centre had asked if our 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, which will also generate us a small income or c) provide 4 spaces in the car park for public use.

It was noted that it would be hard for Officers to control these options and that we had previously lost hirers due to lack of parking, which had therefore lost the Town Council an income stream. This had been considered at previous Committee meetings and a permanent fixed barrier was purchased to aid the Council's control of members of the public parking when 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 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, but that we 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

Cllr Clarkson advised that the Town Clerk had contacted the Council's Insurers regarding cover for the Telscombe Greenspace Volunteer group and they had confirmed the group are not covered under the Council's insurance. 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



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 3rd December 2025:-

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	Materials were purchased, but tree contractor failed to cut back the vegetation behind the ball wall when required. Will need to be re-looked at next year when the weather is drier.	Apr 2026
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 & nothing further heard. Have frequently chased for a payment date but no response. To consider way forward or whether to close off.</i>	End 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.	End 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, and their findings have been taken to 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 have been obtained for filling the wet pour gaps.	Mar 2026 See new agenda item
30.7.25	Min 2018, p 4408 – To consider cost of replacement glazing in new noticeboard in Ambleside Avenue	BB	Installation costs to be obtained.	Feb 2026
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 who have also signed. ESCC invoice has been received and payment made.	Complete

Action List for Amenities & Civic Centre meeting on 3rd December 2025 (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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
1.10.25	Min 2032, p 4447 – To consider way forward with needles from Chatsworth Park encroaching onto a resident's property	BB	Resident has been contacted with Committee's response. They replied to advise they will seek independent advice.	Complete
1.10.25	Min 2033, p 4447 – Update on weekly playground inspection reports, agree any work required and possible further actions	BB	Specification documents for agreed works have been sent to contractors, and a response has been received.	See new agenda item
1.10.25	Min 2035, p 4448 – To agree cost of perch bench installation in Chatsworth Park	BB	A price was agreed for installation & Cllr Williamson and the Town Clerk were to meet the contractor on site to agree positioning.	See new agenda item
1.10.25	Min 2036, p 4448 – To agree cost of goal post installation in Chatsworth Park	BB	A price was agreed for installation & Cllr Williamson and the Town Clerk were to meet the contractor on site to agree positioning.	See new agenda item
1.10.25	Min 2037, p 4448 – To agree cut back of trees in car park at Chatsworth Park	BB	The trees have been cut back in the car park.	Complete
1.10.25	Min 2038, p 4448-9 – To consider tree cutting in Chatsworth Park for the summer fayre	BB	Specification document has been drawn up, and this will be put out to tender imminently.	Feb 2025
1.10.25	Min 2040, p 4449 – To consider use of Civic Centre car park for general public	SN	The Town Clerk has contacted the manager of the café to inform them of the Committee's decision not to open the Civic Centre car park for use by the general public.	Complete
1.10.25	Min 2043, p 4450 – To consider new CCTV camera for the front of the Civic Centre	SN	A subsequent upgrade to the agreed camera was proposed, agreed via email and progressed.	See new agenda item
1.10.25	Min 2044, p 4450-1 – Urgent Matters – public liability insurance cover for Telscombe Greenspace Volunteer group	SN	CCL to arrange public liability insurance cover for £2m and to forward to SN. £2m cover to be agreed at next meeting.	See new agenda item



AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	3 rd December 2025
SUBJECT	To note income and expenditure figures at 31 st October 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 £5,444 and expenditure £11,969.
Total income for the Civic Centre Committee was £17,263 and expenditure £15,582.

2. INFORMATION

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

Amenities Committee

Expenditure (201):-

4101 Grounds maintenance – we issued a purchase order for EH Treecare to undertake tree works in Chatsworth Park and The Copse as per the tree report. They have had a change of ownership and works have been delayed, but they have now started carrying out the required works. The total of the works is just under £8,500 and we anticipate receiving an invoice soon.

4105 & 4106 Grounds maintenance work contracts 2 and 3 - The same contractor, Countrywide Contractors, were awarded both contracts and they have not been carrying out the works as per the requirement of the contracts and we have therefore not received any invoices from them. I have issued 2 default notices and an agenda item has been added for this meeting to agree a way forward.

4104 relates to contract 1 which was previously awarded to Countrymans who have now gone into administration. No work was carried out by them since the end of June. This contract has now been awarded to Ace Landscapes as from 1st September and they have been carrying out the required works to a good standard.

Income (202):-

1062 Income memorial benches – we budgeted for one application for the year, but have received 3 so far which is why we are showing a credit. This will be offset by expenditure under 4357 for the bench purchase and installation. The remaining funds will be transferred to an earmarked reserve at year end, 9042-910, for bench maintenance.

Expenditure (202):-

4360 café concession – progress has been slow and therefore no expenditure has been incurred to date.

4367 youth services – we have now received the invoice from ESCC for youth services which has been paid in November.

4368 PWLB café loan – in view of the slow progress, it has not been necessary to apply for a loan yet.

Civic Centre Committee

Income (301):-

1000 income Civic Centre room hire – we are slightly under budget, having lost a couple of regular hirers.

Expenditure (301):-

4412 water and sewage – the invoice for the whole year was paid at the beginning of the year and was higher than anticipated and budgeted for. However, it was agreed to make a virement from 4414-301 gas of £475 to cover the overspend.

4413 & 4414 electricity & gas – the new contracts with EON have now been put in place and invoices are being received monthly. The final invoices for the 2024/25 year were not as high as anticipated and allowed for so the c/f credit has had an affect on this year's figures.

4417 kitchen appliances – this amount will go into an earmarked reserve at year end.

4418 solar panels – this amount will go into an earmarked reserve at year end.

4419 internal/external works – I am recommending at this meeting that we carry out some lighting work which will use some of this budget.

Expenditure (302):-

4060 loan account – the final Civic Centre loan payment was made in May.

3. RECOMMENDATION

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

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

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

21/11/2025

Telscombe Town Council

15:42

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities							
<u>105 Town Events</u>							
1054 Income entertainment	0	0	100	100			0.0%
Town Events :- Income	0	0	100	100			0.0%
4363 Town entertainment /events	0	1,186	1,500	314		314	79.0%
4365 Entertainment consumables	0	0	100	100		100	0.0%
Town Events :- Indirect Expenditure	0	1,186	1,600	414	0	414	74.1%
Net Income over Expenditure	0	(1,186)	(1,500)	(314)			
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098 Playground equip. replacement	0	522	10,000	9,478		9,478	5.2%
4100 Playgrounds spare parts/repair	0	72	2,000	1,928		1,928	3.6%
4101 Grounds maintenance	226	1,784	14,700	12,916		12,916	12.1%
4104 Works contract 1, playgrounds	833	3,228	15,000	11,772		11,772	21.5%
4105 Works contract 2 -trees/hedges	0	80	6,000	5,920		5,920	1.3%
4106 Works contract 3 - small works	0	100	2,500	2,400		2,400	4.0%
4107 Playground inspections	0	760	3,000	2,240		2,240	25.3%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	1,059	6,546	53,200	46,654	0	46,654	12.3%
Net Expenditure	(1,059)	(6,546)	(53,200)	(46,654)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	3,900	1,150	(2,750)			339.1%
1063 Income memory garden plaques	20	180	200	20			90.0%
1066 Cafe concession	176	1,364	2,080	716			65.6%
Amenities General :- Income	196	5,444	3,430	(2,014)			158.7%
4351 Seats and notice boards	0	480	1,250	770		770	38.4%
4357 Memorial benches	300	2,478	1,150	(1,328)		(1,328)	215.5%
4358 Memory garden plaques	92	92	200	108		108	45.9%
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	220	1,188	2,080	892		892	57.1%
Amenities General :- Indirect Expenditure	612	4,238	15,680	11,442	0	11,442	27.0%
Net Income over Expenditure	(416)	1,206	(12,250)	(13,456)			
Amenities :- Income	196	5,444	3,530	(1,914)			154.2%
Expenditure	1,671	11,969	70,480	58,511	0	58,511	17.0%
Movement to/(from) Gen Reserve	(1,475)	(6,525)	(66,950)	(60,425)			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Civic Centre							
<u>301 Civic Building</u>							
1000 Income Civic Centre -room hire	1,324	8,505	15,000	6,495			56.7%
1002 Income - C Centre FIT payments	0	5,124	5,000	(124)			102.5%
1003 Income - C Centre mast rental	0	3,306	6,615	3,309			50.0%
1005 Income music licence	54	328	250	(78)			131.2%
Civic Building :- Income	1,378	17,263	26,865	9,602			64.3%
4402 Consumable supplies	85	372	880	508		508	42.3%
4403 Equipment maintenance	0	1,138	2,200	1,062		1,062	51.7%
4406 Refuse collection	0	803	1,400	597		597	57.3%
4407 Equipment	0	199	1,210	1,011		1,011	16.4%
4411 Rates	1,206	8,441	16,000	7,559		7,559	52.8%
4412 Water and sewage	0	2,730	2,730	0		0	100.0%
4413 Electricity	90	512	4,450	3,938		3,938	11.5%
4414 Gas	68	155	5,600	5,445		5,445	2.8%
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	1,449	14,350	40,970	26,620	0	26,620	35.0%
Net Income over Expenditure	(71)	2,913	(14,105)	(17,018)			
<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	1,378	17,263	26,865	9,602			64.3%
Expenditure	1,449	15,582	42,270	26,688	0	26,688	36.9%
Movement to/(from) Gen Reserve	(71)	1,681	(15,405)	(17,086)			

21/11/2025

Telscombe Town Council

15:42

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Committee Report

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

910 Earmarked Reserves							
9011 Park/playground refurbishment	0	1,839	120,714	118,875		118,875	1.5%
9012 Civic Centre maintenance	0	3,560	11,630	8,070		8,070	30.6%
9013 Information technology/server	0	0	3,556	3,556		3,556	0.0%
9014 Telscombe Tye	0	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	6,500	6,500		6,500	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/professional fees	0	0	6,250	6,250		6,250	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	0	9,299	347,334	338,035	0	338,035	2.7%
Net Expenditure	0	(9,299)	(347,334)	(338,035)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	0	9,299	347,334	338,035	0	338,035	2.7%
Movement to/(from) Gen Reserve	0	(9,299)	(347,334)	(338,035)			



AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	3 rd December 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 2.4 dated 26th August 2025.

Some items under number 6 have been completed and could be removed.

Item 10 can be updated as the invoice for youth services has now been received from ESCC and paid.

Some items under number 11 have been completed and could be removed.

Item 13 is complete and could be removed.

3. RECOMMENDATION

It is recommended to agree updates are required.

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 2.4

3	Mini forest project in Chatsworth Park		Final grant submitted & saplings to be watered regularly.				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. Bin emptying and litter picking included in contracts. Monthly volunteer litter picks organised in addition to being included in contracts.	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

Business Plan 2023/2027 - v 2.4

			<p>Covenants for Park examined by LDC lawyer & report received. Additional Cllrs & staff joined working group to take project forward.</p> <p>Agreed at full Council in Nov '21 to get feasibility study. Quotes received, agreed to get study undertaken & Feasibility Report received.</p> <p>Additional costs and grant funding is being investigated.</p> <p>Full CIL application submitted and approved.</p> <p>Working group to agree survey to be put out to TTC residents re café and budget implications re loan & repayments.</p> <p>LDC assisting with project delivery.</p> <p style="background-color: #6A329F; color: white; padding: 2px;">BUDGET IMPLICATIONS</p>		Ongoing		<p>Complete</p> <p>Ongoing</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.	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	TC & AO		ACC & FC	Complete

Business Plan 2023/2027 - v 2.4

			<p>to replace any tree cut down as 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.</p>	CR	Ongoing On hold 3 yearly	ACC	Complete 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. Monitor plan & ensure carrying out required actions. Take</p>	AO/CC	Yearly	ACC/FC	Ongoing

Business Plan 2023/2027 - v 2.4

			Ecological Report into consideration when decision making.				
10	Youth Services	Look at expanding opportunities to provide youth services support in the Towns	<p>Joint project was agreed with PeacehavenTC & ESCC at The Joff. TTC agreed funding at full Council for 24/25 & revised SLA was signed by all parties, invoice received from ESCC and payment made.</p> <p>New SLA agreed & signed by TC for 2025/26 – invoice awaited from ESCC.</p> <p>To include budget for future years – budget for 2026/27 financial year has been included.</p> <p style="background-color: #4F81BD; color: white; padding: 2px;">BUDGET IMPLICATIONS</p>	TC & CR		ACC	Complete Ongoing 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 x3 years from July 2025.</p> <p>Ovesco carried out inspection Sept '22 & advised retain current boilers and solar panels.</p> <p>Operational problems highlighted with boilers so agreed to investigate new boilers - gas boilers replaced March 2024.</p>	ACC/TC		ACC	Complete Complete Complete

2023-24	2024 - 2025	2025-26	2026-27
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Business Plan 2023/2027 - v 2.4

			Net Zero Working Group set up – reports to go to ACC meeting quarterly. BUDGET IMPLICATIONS		Ongoing	Working group/ACC	Ongoing
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 2026	ACC	Ongoing
13	Civic Centre security	To ensure safety of staff and hirers	To review doors/access and security at the Civic Centre. New door locks and entry security system fitted.	Officers & Cllrs		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	3 rd December 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.

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
217	TTC-25-194	27.08.2025	01.10.2025	Civic Centre	Parking	Resident feels that our car park is under utilised and requested it be used by members of the public.	Complete
219	TTC-25-205	04.09.2025	01.10.2025	Robert Kingan Playground	Playground equipment	The cradle swings in the playground are squeaking.	Complete
220	TTC-25-206	10.09.2025	01.10.2025	Chatsworth Park	Animals	A hole has been created to allow dogs into the wildlife area.	Ongoing
222	TTC-25-210	16.09.2025	01.10.2025	Chatsworth Park	Trees	Pine needles from the trees in the park are blocking the residents guttering.	Complete
225	TTC-25-215	19.09.2025	01.10.2025	Chatsworth Park	Fly tipping	Fly tipped items in Chatsworth Park, near to wooden gate entrance at Kirby Drive.	Complete
227	TTC-25-217	20.09.2025	01.10.2025	Chatsworth Park	Trees	Broken tree branch to west of the park, by Forest School	Complete
228	TTC-25-218	21.09.2025	01.10.2025	Chatsworth Park	Fly tipping	Fly tipped items in Chatsworth Park, near to wooden gate entrance at Kirby Drive.	Complete
229	TTC-25-219	21.09.2025	01.10.2025	Chatsworth Park	Damaged wooden handrail	Damaged wooden handrail next to pathway from Kirby Drive and CPN playground.	Complete
230	TTC-25-223	24.09.2025	03.12.2025	Chatsworth Park	Memorial Bench	Flowers added to memorial bench.	Complete
231	TTC-25-224	24.09.2025	03.12.2025	Chatsworth Park	Memorial Bench	Ribbons added to memorial bench.	Complete
232	TTC-25-226	24.09.2025	03.12.2025	Robert Kingan Playground	Hedges	The hedges around the playground are overgrown.	Complete
233	TTC-25-228	26.09.2025	03.12.2025	Robert Kingan Playground	Hedges	The hedges around the playground are overgrown.	Complete
234	TTC-25-231	01.10.2025	03.12.2025	Robert Kingan Playground	Hedges	The hedges around the playground are overgrown.	Complete
235	TTC-25-233	01.10.2025	03.12.2025	Chatsworth Park	Bins	Bin in car park is overflowing	Complete
236	TTC-25-234	02.10.2025	03.12.2025	Saltdean	Hedges	Vegetation at Ashurst Avenue is encroaching onto the road.	Complete
237	TTC-25-235	01.10.2025	03.12.2025	Chatsworth Park	Fly tipping	More fly tipping in Chatsworth Park, off Kirby Drive.	Complete
238	TTC-25-236	01.10.2025	03.12.2025	Robert Kingan Playground	Hedges	The hedges around the playground are overgrown.	Complete
239	TTC-25-258	23.10.2025	03.12.2025	Civic Centre	Flags	Resident asked if, under the current circumstances, could we take our flag down from the pole.	Complete

Complaint No	TTC Ref	Date received	Taken to A&CC	Area	Category	Nature of complaint	Current status
240	TTC-25-261	29.10.2025	03.12.2025	Chatsworth Park	Vegetation	Resident asked we maintain the vegetation from the park bordering her property.	Ongoing
241	TTC-25-264	11.11.2025	03.12.2025	Chatsworth Park South Playground	Playground equipment	A wooden bar on the agility trail has come away and will need to be re-secured.	Complete
242	TTC-25-266	14.11.2025	03.12.2025	Chatsworth Park	Memory Garden	Resident requested 4x custom designed plaques and they would order this themselves.	Complete
243	TTC-25-267	18.11.2025	03.12.2025	Chatsworth Park	Fly tipping	Bike has been left in the vegetation north of Chatsworth Park South Playground.	Complete
244	TTC-25-273	24.11.2025	03.12.2025	Chatsworth Park	Anti-social behaviour	Resident reported that her dog had managed to get into the Forest School area, as there were some fencing missing (the gate was closed). She conf that there was a bag of rubbish that had food in it at some point, and her dog managed to get hold of it and eat some plastic.	Complete



AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	3 rd December 2025
SUBJECT	To note update regarding the café project in Chatsworth Park and to agree next steps

1. INTRODUCTION

It has been agreed that Lewes District Council (LDC) will manage the café project going forward and a draft Service Level Agreement (SLA) with no costings, was taken to full Council on 17th September and agreed.

This report outlines key considerations that they have advised us should be resolved before the project progresses to the next stage, including operator requirements, design implications, financial risks, and the overall business case for the scheme.

2. INFORMATION

LDC are now in the process of working out costings for each of the stages and a fully costed SLA is awaited. It will include for their internal architect to draw up a design, planning costs, a building surveyor cost, legal costs and other LDC staff time to manage the project which will be on a fixed price basis. The total is estimated to be in the region of £50,000. Once it is received, it will be taken to full Council for consideration.

They have advised that, before committing further expenditure to detailed design work, we need to give consideration to the likely end user and operational model for the café. The preferred operator's requirements - such as whether they intend to use gas or electric cooking equipment - will directly influence the internal fit-out of the containers, including ventilation, extraction, power capacity, layout, and compliance requirements. Establishing these requirements in principle at this stage will ensure that the design and build specification is aligned with the needs of a viable operator, preventing costly redesign or retrofitting later in the project. Members are therefore asked to note the importance of determining, or at least strongly indicating, the anticipated operational approach before progressing.

A number of key decisions remain outstanding, all of which LDC have advised will affect the long-term viability of the project. These include:-

- If the café will definitely be leased to a private operator
- the expected terms and duration of any lease
- responsibilities for utilities, ongoing maintenance, and repairs
- the level of rent or income we may realistically expect to generate
- how the community hire room will be managed and booked

3. RECOMMENDATION

The above factors will determine the project's overall sustainability and whether it represents a worthwhile investment. LDC recommend that these matters are considered and clarified and we should consider the financial risk of incurring initial costs when full affordability has not yet been established.

4. ENVIRONMENTAL IMPACT

The proposed café is to be constructed from repurposed shipping containers which offers a lower environmental impact compared with traditional construction and supports sustainable materials use. Further environmental benefits may be achieved through efficient insulation, low-energy heating, and potential installation of solar panels. However, the environmental impact of utility installations, groundworks, and increased visitor activity must also be considered. Operator requirements (eg, gas v electric appliances) will affect emissions and energy consumption. These factors will need to be assessed as part of a final business case and design stage.

5. FINANCIAL IMPLICATIONS

The project has an indicative budget of £300,000, consisting of a £150,000 CIL grant and a proposed £150,000 loan. Early estimates suggest that the scheme may exceed this amount depending on groundworks, utilities, and fit-out requirements and we may need to increase the amount of a proposed loan. Progressing to tender will incur fees from LDC and possibly external consultants, and these costs would be at risk should the project later prove unaffordable. Lease income, operator responsibilities, and ongoing running costs remain to be determined, and these will directly affect the project's financial viability.

A detailed financial assessment, including the preferred lease model, rent projections, and operating responsibilities, should be incorporated into a business case for member approval.

As well as grant and loan funding, we also have a budget of £3,500, nominal code 4360-202, for the café concession, a budget line towards a PWLB loan payment of £7,000 (nominal code 4368-202) and an earmarked reserve for the community café of £19,500.



AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	3 rd December 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 95 items listed and 10 are medium risk. The medium risk items relate to wet pour damage (2), loose fixings on the agility trails (2), loose wooden fencing panel, animal holes, damage to a wooden picnic table, damage to wooden surround, a cracked link on a swing and loose fixings on a swing.

I have obtained estimates in relation to the 14 findings regarding cracked, damaged or gapping of wet pour. This will be considered in a later agenda item at this meeting.

There are a total of 33 findings relating to large splits (10 findings), rotting sections (11 findings) and loose fixings (12 findings) to some of the wooden items which will need to be resolved. It has been specified on numerous annual reports that we are not to fill the cracks with wood filler and to ensure that the fixings are fully secure on a regular basis.

Specification documents have been sent out for general repairs and grounds maintenance repairs across the three playgrounds, as agreed at the last Committee meeting. I have contacted several contractors and have received a response from Ace Landscapes. Their prices will be provided in another agenda item at this meeting.

3. RECOMMENDATION

It is recommended to note the most recent playground inspection report and that we contact Playsafe for estimates on the higher risk wooden items, including those near to, or on fixings.

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 £1,928, nominal code 4100-201, for playground spare parts/repairs.

We also have a budget of £9,478, nominal code 4908-201 for playground equipment replacement which is used to transfer to the earmarked reserve at year end for park/playground refurbishment.

The earmarked reserve for playground refurbishment, nominal code 9011-910, currently stands at £118,865 and may need to be used to fund work required.



AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	3 rd December 2025
SUBJECT	To note the annual playground inspection reports and agree any actions required

1. INTRODUCTION

Lewes District Council have forwarded the completed annual safety inspection reports for our three playgrounds, Chatsworth Park North, Chatsworth Park South and Robert Kingan. The inspections were undertaken on 15th October. As the reports are lengthy, they will be circulated separately via email.

2. INFORMATION

The annual playground inspection reports highlight items that are deemed as a risk. Out of the 91 findings, 64 are listed as low risk, 24 are listed as medium risk and 3 have not been provided with a level. The number of medium risk items are down from last year but are still higher compared to previous years.

Two of the medium risk items we do not need to action. The first is in relation to algae being present on the wet pour at Chatsworth Park North. The contractors were scheduled to carry this work out in October within the park and playgrounds grounds maintenance contract, and I can confirm the works were completed last week. The second finding is for the monkey bars at Robert Kingan. This is listed as medium risk due to the nature of the equipment and there are no actions for us to undertake.

9 of the medium risk findings concern shrinkage of wet pour, where it is recommended that we fill the gaps or carry out an alternative repair. This is an ongoing issue, and we have obtained prices for repairs, which are to be considered under another agenda item at this meeting.

There are no other outstanding medium risk items at Chatsworth Park North but the remaining medium risk items for Chatsworth Park South and Robert Kingan are listed as follows:

Chatsworth Park South Playground

- The bushes on the junior swing unit are worn, and it is recommended we remove the shackle bolt and check bush and shackle pin wear, replacing as necessary. This was a medium risk finding on the previous annual report and the bushes were replaced in early September by Playdale. I will therefore investigate this finding further.
- There is decayed timber below surface level of the junior swing unit. The inspector has recommended we undertake resistance penetration testing to determine the internal

condition of the timber and advised they can undertake this testing at an additional cost. I will therefore contact them for a price and bring their price back to a future meeting.

- Corrosion under the disc roundabout platform. It is recommended that we descale and coat with lead free paint.
- Tree roots under the agility trail tree are causing trip points and it is recommended we build up the surface level. This has also been highlighted on the weekly play inspection reports, and we have obtained an estimate to build the surface level up.
- There is some rotting timber on the agility trail. This has also been highlighted on the weekly play inspection reports, and we have obtained an estimate for the specific section to be sanded down.
- There is a loose bolt on the elephant springer. It is recommended we tighten the bolt.

Robert Kingan Playground

- There is wear to the bushes on the infant swing unit and it is recommended we remove the shackle bolt to check the bush and shackle pin wear and replace if necessary.
- The trampolines do not have enough space between the equipment and the hard edging. It is recommended we monitor only.
- The seat covers on the seesaw are loose and it is recommended we repair. This has also been highlighted on the weekly play inspection reports, and we have obtained an estimate for this repair to be undertaken.
- Corrosion to the roundabout. It is recommended we repair.
- There is a loose fixing on the rolling log within the agility trail, and it is recommended we tighten or replace the fixture.
- There is a missing fixture on the top of the slide on the junior apparatus. It is recommended that we replace the fixture.
- There is a finger entrapment concern on the ball wall due to planks shrinking. It is recommended that we eliminate the entrapment.

3. RECOMMENDATION

I recommend the Committee note the suggested actions from the reports and that where monies allow, we look to implement them. I will make further investigations, starting with the medium risk findings, and bring back details to future Committee meetings.

4. ENVIRONMENTAL IMPACT

Maintenance of the park equipment allows residents and visitors to safely use the playgrounds.

5. FINANCIAL IMPLICATIONS

There will be a financial cost for repairs. The playground spare parts/repair budget, nominal code 4100-201, has a remaining budget of £1,900 and the play equipment replacement, nominal code 4098-201, only has just under £9,500. This amount is normally transferred to the earmarked reserve for park/playground refurbishment at year end.



AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	3 rd December 2025
SUBJECT	To consider estimates from Ace Landscapes for repairs to playground equipment

1. INTRODUCTION

As agreed at the last Committee meeting, I have contacted contractors for estimates to carry out repairs to our playground equipment, including some grounds maintenance work.

2. INFORMATION

I have had a response back from Ace Landscapes, who have provided the attached quotations for general repairs and grounds maintenance repairs across the three playgrounds. They advised it would not be cost effective to price up each item individually, as they would need to incorporate travelling time. They have therefore provided the attached estimates for groups of items, as follows:

- Appendix A: Minor repairs across the three playgrounds, relating to tightening fixtures, replacing & restoring fittings and making some repairs to our wooden items. These are low and medium risk items on the weekly and annual playground reports. Their cost is **£526 plus VAT**.
- Appendix B: Rubbing down, treating and painting of rusting playground equipment across the three playgrounds. These are low items on the weekly and annual playground reports. Their cost is **£1,348 plus VAT**.
- Appendix C: Grounds maintenance repairs in Chatsworth Park North Playground; replacing a damaged sleeper, installing a new fence post and re-securing a fence panel. These are low items on the weekly and annual playground reports. Their cost is **£241.38 plus VAT**.
- Appendix D: Grounds maintenance repairs in Chatsworth Park South Playground; filling in eroded areas across the playground and to build up the area where there are exposed tree roots next to the agility trail. These are low and medium risk items on the weekly and annual playground reports: Their cost is **£306 plus VAT**.
- Appendix E: To install a new section of damaged chestnut fencing in Robert Kingan Playground. This is a low risk item on the weekly playground report and not listed as a risk on the annual playground report. Their cost is **£111.49 plus VAT**.
- Appendix F & G: These estimates relate to the damaged wooden surround around the junior swing unit at Robert Kingan Playground. This is a low risk item on the weekly playground report and not listed as a risk on the annual playground report. The back sleepers have come away and there is a small gap between two of the front

sleepers. Appendix F is a quotation of **£266 plus VAT** to remove the back sleepers only and level the ground. Appendix G is a quotation of **£311.28 plus VAT** to replace the wooden surround.

We also asked for a price to replace the chimney post on the wooden train at Chatsworth Park South playground. There are two low risk findings for this item relating to a split through the fixings and a missing cap, causing a finger trap. Ace Landscapes have confirmed that they cannot replace the post but are willing to quote to fill the cracks with wood filler.

On Appendix A, there are several rotten posts and we have asked that these be sanded down. Ace Landscapes price includes using wood filler, before sanding down. Although the annual reports specify we should not use wood filler, one of these findings is medium risk, so will require repairs to be undertaken.

3. RECOMMENDATION

I recommended we accept Ace Landscapes estimates on Appendix's A to E, at a total cost of £2,421.38 plus VAT.

For Appendix's F and G, I recommend that we put this on hold until a decision has been made regarding the wet pour repairs to the junior swing unit (which is to be considered on another agenda item at this meeting). If it is decided to progress with repairs to the wet pour, it is preferable to carry out repairs once this has been actioned.

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

Nominal code 4100-201, for playground spare parts/repairs does not have enough funds to cover this and we would therefore have to use some of the £9,478 budget, nominal code 4908-201 for playground equipment replacement. This budget amount is normally used to transfer to the earmarked reserve at year end for park/playground refurbishment.

The earmarked reserve for playground refurbishment, nominal code 9011-910, currently stands at £118,865.



ACE LANDSCAPES
Unit 3
270 Old Shoreham Road
Hove
East Sussex
BN3 7EG

Email: accounts@acelandscapes.co.uk
Tel: 0333 772 3981

Quote

QT00089

Telscombe Town Council	Site	Chatsworth Park	Date	24 November 2025
			Expiry Date	24 December 2025
			VAT Number	492 5129 76

Minor Park Repairs

Chatsworth park north playground.

1. To glue down the rubber matting on the infant slide.
2. To replace 2X safety chains on the swing seat. (supplied by ACE)
3. To replace the cover on the junior apparatus and on the zipline (supplied by TTC)
4. To Replace foot cover on the junior apparatus (supplied by TTC)
5. To secure and replace the cover on the rope located on junior apparatus (this will need to be supplied by TTC as unable to source)
6. To tighten loose connection on the green tunnel.

Chatsworth park south playground.

1. To rescuer fixings either side of the agility trail.
2. To fill the rotten area on the agility trial with wood filler and sand down.
3. To fill the gap on the balance beam bridge with wood filler and sand down. this gap won't be fully filled as you need to allow movement for the chain.
4. To re-secure the bolt of the clatter bridge.
5. To re-secure the the 2x loose bolts on the grey section on the agility trail.
6. To fill the damaged/rotten section of the post on the pirate ship with wood filler and sand down.
7. To tighten the handle on the red seat of the triple rocker.
8. To tighten the loose bolt on the rocker chair

Robert Kingan playground.

1. To Glue down the seats on the seesaw.
2. To tighten bolts on seesaw.
3. to tighten roof slats on junior climbing frame.
4. To replace new ropes on the yellow slide and dispose of old ones. (supplied by TTC)
5. To tighten the bolt on the agility trail (this is subject to being able to tighten fully the wood has rotted away around the securing point)
6. To replace board on the agility trail and dispose of old one. (supplied by ACE)
7. To fill the gap on the surround if the junior swing unit with wood filler and sand down. (this is the best way)

Description	Quantity	Unit Price	Amount
Miscellaneous	1	526.00	526.00
		Subtotal	526.00
		Total 20% VAT	105.20
		Total GBP	631.20

THANKYOU FOR THE INTEREST IN OUR COMPANY.
Quotation is valid for 14 Days



ACE LANDSCAPES
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BN3 7EG

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Tel: 0333 772 3981

Quote

QT00092

Telscombe Town Council

Site Chatsworth Park

Date

24 November 2025

Expiry Date

24 December 2025

VAT Number

492 5129 76

Painting play equipment:

Chatsworth park north:

1. To rub down the rust spots on the small slope slide and treat.
2. To rub the down the corrosion at the bottom of the dish roundabout and re-paint.
3. To rub down the yellow bars on the infant climbing Frame and paint (telescope will be fixed also)
4. To rub down and paint the arson damaged posts on the junior climbing apparatus.

Chatsworth park south:

1. To rub down the corrosion on the elephant springer and repaint.

Robert kingan playground:

1. To rub down the corrosion at the bottom of the dish roundabout and repaint.
2. To rub down 3x stepping stoner springs and repaint.
3. To rub down the spring on the orange seesaw and paint.
4. To rub down around the rope fixing points on the yellow slide and repaint.
5. To rub down the corrosion on the yellow telescope and repaint (the telescope will be lubricated also)

all frame work will be rubbed down, painted with red oxide then painted with appropriate colour

Description	Quantity	Unit Price	Amount
painting	1	1,348.00	1,348.00
		Subtotal	1,348.00
		Total 20% VAT	269.60

Total GBP 1,617.60

THANKYOU FOR THE INTEREST IN OUR COMPANY.
Quotation is valid for 14 Days



ACE LANDSCAPES
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270 Old Shoreham Road
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BN3 7EG

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Tel: 0333 772 3981

Quote

QT00091

Telscombe Town Council

Site Chatsworth Park

Date 24 November 2025

Expiry Date 24 December 2025

VAT Number 492 5129 76

Chatsworth park north

1. To supply and install new sleeper along the pathways behind slide and dispose of old one.
2. To supply and install new fence post next to gate post and dips of old one.
3. To re-secure the loose fence panel.

Description	Quantity	Unit Price	Amount
Miscellaneous	1	241.38	241.38
		Subtotal	241.38
		Total 20% VAT	48.28
		Total GBP	289.66

THANKYOU FOR THE INTEREST IN OUR COMPANY.
Quotation is valid for 14 Days



ACE LANDSCAPES
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Email: accounts@acelandscapes.co.uk
Tel: 0333 772 3981

Quote

QT00090

Telscombe Town Council

Site Chatsworth Park

Date 24 November 2025

Expiry Date 24 December 2025

VAT Number 492 5129 76

Chatworth park south playground.

1. To fill the eroded areas with top soil below and turf

- by pirate ship
- by springers
- by duck springer
- by daisy springer
- by toddler swings
- outside muga court

2. To build up area near agility trail to cover exposed roots.

Description	Quantity	Unit Price	Amount
Miscellaneous	1	306.00	306.00
		Subtotal	306.00
		Total 20% VAT	61.20
Total GBP			367.20

THANKYOU FOR THE INTEREST IN OUR COMPANY.
Quotation is valid for 14 Days



ACE LANDSCAPES
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270 Old Shoreham Road
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BN3 7EG

Email: accounts@acelandscapes.co.uk
Tel: 0333 772 3981

Quote

QT00093

Telscombe Town Council	Site	Chatsworth Park	Date	24 November 2025
			Expiry Date	24 December 2025
			VAT Number	492 5129 76

Robert King playground

1. To install new section of chestnut fencing.

the fencing has to be bought on a roll so the surplus will be dropped off at TTC offices for future repairs.

if you would just like to re secure the existing chest nut fencing then please notify me when you approve the small repairs quote and I will do this for you. one pale is broken though.

Description	Quantity	Unit Price	Amount
Miscellaneous	1	111.49	111.49
		Subtotal	111.49
		Total 20% VAT	22.30
		Total GBP	133.79

THANKYOU FOR THE INTEREST IN OUR COMPANY.
Quotation is valid for 14 Days



ACE LANDSCAPES
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BN3 7EG

Email: accounts@acelandscapes.co.uk
Tel: 0333 772 3981

Quote

QT00095

Telscombe Town Council

Site Chatsworth Park

Date 24 November 2025

Expiry Date 24 December 2025

VAT Number 492 5129 76

Robert King Playground

To remove the wooden surround around the junior swing unit excluding the sleeper front and supply topsoil to level the ground and add grass seed.

To dispose of existing timber.

Description	Quantity	Unit Price	Amount
Miscellaneous	1	266.00	266.00
		Subtotal	266.00
		Total 20% VAT	53.20
		Total GBP	319.20

THANKYOU FOR THE INTEREST IN OUR COMPANY.
Quotation is valid for 14 Days



ACE LANDSCAPES
Unit 3
270 Old Shoreham Road
Hove
East Sussex
BN3 7EG

Email: accounts@acelandscapes.co.uk
Tel: 0333 772 3981

Quote

QT00094

Telscombe Town Council

Site Chatsworth Park

Date 24 November 2025

Expiry Date 24 December 2025

VAT Number 492 5129 76

Robert Kingan playground

To replace the wooden surround around the wet pour of the junior swing and dispose of existing timber.

Description	Quantity	Unit Price	Amount
Miscellaneous	1	311.28	311.28
		Subtotal	311.28
		Total 20% VAT	62.26
		Total GBP	373.54

THANKYOU FOR THE INTEREST IN OUR COMPANY.
Quotation is valid for 14 Days



AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	3 rd December 2025
SUBJECT	To consider estimates for wet pour repairs in playgrounds

1. INTRODUCTION

There are 14 findings regarding cracked, damaged or gapping of wet pour and green felt surfacing on the most recent weekly playground inspection report. This was previously discussed at July's Committee meeting, where it was agreed to obtain estimates to have the wet pour gapping filled. We have also had the recent annual play inspection reports, where there are 12 findings for damage to wet pour, 9 of which are medium risk.

2. INFORMATION

I created a specification document and contacted several companies for estimates. Four have responded and their prices for repairs to the wet pour across the three playgrounds are listed below.

Company	CPN total cost	CPS total cost	RKP total cost	Total cost
Infinity Playgrounds	£2,405 + VAT	£3,050 + VAT	£1,990 + VAT	£7,445 + VAT
Soft Surfaces	£5,999 + VAT	£3,599 + VAT	£3,437 + VAT	£13,035 + VAT
RTC Safety Surfaces	£3,061 + VAT	£3,087 + VAT	£11,513 + VAT	£17,661 + VAT
DCM Surfaces	£14,730 + VAT	£13,875 + VAT	£8,120 + VAT	£36,725 + VAT

As there was a large amount of wet pour damage under the junior swing unit at Robert Kingan Playground, I asked all companies to provide an additional cost to fully replace the wet pour instead. Soft Surfaces only provided a price to repair the cracks and gapping. Infinity Playgrounds provided an additional price of £6,905 plus VAT to replace the wet pour at the junior swing unit in plain black or £8,950 in coloured EPDM, bringing their total cost across the three playgrounds to £13,100 plus VAT (for replacing in plain black) or £15,145 plus VAT (for replacing in coloured EPDM).

DCM Surfaces advised that as there are lots of cracks and gapping under the junior swing unit, it is best to fully replace the wet pour. If it is not fully replaced, cracks or gapping can appear elsewhere, as the wet pour settles down, the wet pour is likely to re-tear within 8 weeks and there is no guarantee of bond between the old and new wet pour. They have recommended that the best solution is to overlay onto the existing areas due to the amount of join lines in the surfaces, shrunken sections and tears to the middle of the surfaces. This

will be plain black to keep costs down. They also confirmed that the quotes provided are not finalised as they would need to attend a site visit to fully measure up and inspect the specific areas. However, these prices will provide us with a rough estimate going forward.

RTC Safety visited the three playgrounds with me and advised they would also only quote to install plain black wet pour surfacing on top of the existing sub-base on the junior swing unit. They also stated that when undertaking overlays or butting up to and sealing existing safety surfacing, they are unable to guarantee the bond between the old and new wet pour, as the different wet pour will be expanding and contracting at different rates, which can lead to separation over time.

3. RECOMMENDATION

Due to there being several medium risks listed on the annual play inspection report, I am recommending that all wet pour is repaired and that the wet pour located under the junior swing unit at Robert Kingan Playground is replaced on top of the existing sub-base. I also recommend we accept RTC Safety's quotation of £17,661 plus VAT across the three playgrounds as they have visited the sites and are clearer on the issues faced in each location.

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

The earmarked reserve for playground refurbishment, nominal code 9011-910, currently stands at £118,875 and will need to be used to fund work required as there is not enough in the budget lines for playground spare parts/repairs or playground equipment replacement. I will also investigate options for obtaining grant money but, as these are repairs, there may not be any funding available.



AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	3 rd December 2025
SUBJECT	To note issues with the contractors appointed to deliver grounds maintenance contracts 2 and 3 and decide how to proceed

1. INTRODUCTION

This report sets out the ongoing performance issues with the contractor appointed to deliver Grounds Maintenance Contracts 2 and 3, Countrywide Grounds Maintenance. Since July, the contractor has repeatedly failed to fulfil key elements of the contracted services, despite multiple assurances and formal opportunities to rectify the situation. This report sets out the facts, outlines the implications, and seeks direction from the Committee on how to proceed, including whether to move toward the issue of a final default notice and termination of the contract.

2. INFORMATION

Significant issues have arisen regarding the contractor's failure to carry out scheduled grounds maintenance works, particularly those planned for July and September under Contract 2. After initial chasing by Bianca, it transpired that the Contractor had undergone a managerial change. Despite advising that work would begin within days, on several occasions, no progress was made.

In line with the 'Default in Performance' clause under the contract, formal notice was issued for Contract 2, providing the contractor with seven days to complete all outstanding works. Following this, the contractor contacted me to advise that two teams had been allocated to complete the works, and a site meeting was held to clarify expectations and the scope of outstanding work. Despite assurances that works at Ashurst Avenue would commence on 13th October and be completed the following day, checks confirmed that no such works had been started. Works at Chatsworth Park also remained incomplete.

Given this continued non-performance, a formal default notice was issued on Thursday 16th October. The contractor later advised that they had engaged a tractor flail to carry out the works, acknowledging that the scale of the task required such equipment. They were to provide a date for completion and gave assurances that all contracted work would be honoured.

On 21st October the contractor reported that Chatsworth Park had been completed, however, inspection showed only partial completion. No update was provided on Ashurst Avenue until 27th October, when photos were submitted claiming the work had been carried out. Upon inspection, it was clear that only a small number of trees had been poorly cut back, not to the required 1 metre clearance, and the majority of work remained undone.

An email was therefore sent on 28th October requesting confirmation on how and when the Contractor intended to complete the outstanding tasks. No response was received. As a result, a second default notice was issued on 18th November.

A further email was then received from the contractor on 20th November stating that the team had attended various Telscombe sites as part of their scheduled round and would do so again the following week. The contractor reiterated that works would be completed in a phased schedule, despite the extended delays and multiple unfulfilled commitments.

The situation has now persisted since July, with repeated assurances that have not been met and substantial elements of the contract still outstanding. The contract Default in Performance section states that:-

- If, following inspection, the Contractor has failed to perform any part of the contracted services, the Town Council will issue a written notice requiring the problem to be remedied.
- If the problem is not remedied, the Town Council may issue a default notice.
- Should a Contractor be given three or more default notices within six months, the Council will terminate the contract with immediate effect.

Two default notices have now been issued regarding Contract 2 within this period.

3. RECOMMENDATION

In light of the prolonged delays, repeated failures to meet commitments, and ongoing non-compliance with contractual obligations under Contract 2, the Committee is asked to consider possible options as follows:-

- Monitor progress for a strictly limited further period and allow the contractor one final defined deadline or set non-negotiable timescales to complete all outstanding works. Failure to meet the deadline would result in the issue of a third and final default notice, triggering immediate termination under the contract.
- Begin contingency planning for alternative arrangements should a third default notice become necessary by consider whether interim contractors may be required.

The Committee is asked to decide which course of action to take and at what point a final default notice under Contract 2 should be issued if performance does not improve within the set timescales.

4. ENVIRONMENTAL IMPACT

The failure to carry out scheduled grounds maintenance has resulted in unmanaged vegetation, potentially affecting public access and visibility. Prolonged overgrowth may require more intensive mechanical intervention later, increasing environmental disturbance.

5. FINANCIAL IMPLICATIONS

Ongoing delays may result in additional inspections, administrative time, and potential requirement for emergency or alternative contractors.

We have not received any invoices for works carried out since May, so the budget lines 4105-201 for contract 2 and 4106-201 for contract 3 are currently showing minimal expenditure.



AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	3 rd December 2025
SUBJECT	To consider cost for a watching brief for tree works in Chatsworth Park next to two live badger setts

1. INTRODUCTION

At May's Committee meeting, it was agreed for Phlorum to assess two areas in Chatsworth Park where there are possible badger setts.

2. INFORMATION

I met with one of their ecologists on site and they confirmed that the setts in both locations are live and will therefore require an ecological brief when works to trees are being carried out. They have since provided a report, which is attached. This report also specifies that if we would like them to undertake the ecological brief, the cost will be £655 plus VAT per day, and £400 plus VAT if we require a report.

I have contacted EH Treecare, who are carrying out the tree works, to confirm how long they expect the works will take. There are 10 trees in one location and 1 tree in the other. They advised they will allocate 2 days for all the repairs to be carried out.

3. RECOMMENDATION

It is recommended to accept Phlorum's quotation of £655 plus VAT per day x 2 days, totalling £1,310 plus VAT, for their ecological brief. I do not believe a report is required for their watching brief and therefore recommend that we do not progress with a report at a cost of £400 plus VAT.

4. ENVIRONMENTAL IMPACT

The Town Council are taking proactive steps to protect our important green spaces, vegetation and the wildlife that live there.

5. FINANCIAL IMPLICATIONS

We have only have £279 budget left for professional fees, nominal code 4056-101, and an earmarked reserve of £6,250 for legal/professional fees, nominal code 9045-910, which would be used to fund this expenditure.



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01 October 2025

By Email Only (amenities@telscombetowncouncil.gov.uk)

Bianca Buss
 Telscombe Town Centre
 360 South Coast Road
 Telscombe Cliffs
 BN10 7ES

Our ref: RS/12965E/RS rev1

Dear Bianca:

Land at Chatworth Park, Telscombe Cliff: Tender for Ecological Consultancy Services

Thank you for inviting us to submit our tender for the ecological services at the above site.

We understand that a watching brief is required on site for while works are done on trees near the badger setts. We understand that these works will not impact on the ground, and no tree roots will be removed or ground out.

We understand that there are two badger sett areas:

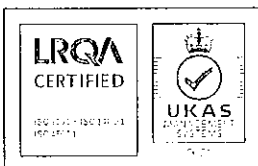
- Sett near 54 Ambleside Avenue; and
- Sett near player area.

This ecological watching brief will be needed for works on trees/vegetation within 30m of both of these areas, depending on the type of works being carried out. An initial site meeting is required with the tree contractor either before works starts, or at the start of the first day, to assess what works are low risk, either due to the type of work or the distance from the setts. The low risk work will be allowed to be carried out without an ecological watching brief.

NORTHERN OFFICE Regus, Adamson House, Towers Business Park, Wilmslow Road, Didsbury, Manchester M20 2YY T 0161 955 4250

WESTERN OFFICE One Caspian Point, Pierhead Street, Cardiff Bay, Cardiff, CF10 4DD T 02920 920820

Registered in England and Wales Reg No: 4857236





Our costs for the watching brief are provided in the table below.

Task No.	Description	Cost
<u>Ecological Watching Brief</u>		
1.	The cost provided here is for a suitably qualified ecologist to undertake an ecological watching. The fee provided is a day rate as the duration of the works are unknown. The figure provided here includes costs for return travel to the site.	£655 per day
2.	Produce a letter report outlining the work carried out and the findings.	£400

Costs do not include VAT.

The costs provided in this tender assume that there are no access restrictions or other issues that could hinder our completion of this work.

Other Services

Phlorum are a multi-disciplinary environmental consultancy and can provide specialist support in the following disciplines:

- Ecological Services;
- Air Quality and Odour;
- Noise & Vibration;
- Contamination; and
- Japanese knotweed Management and Removal.

Terms and Conditions

Our work will be governed by our standard terms and conditions, as attached.

Any work additional to the above, including additional meetings, would be charged on a time and expenses basis. Our staff charge rate is £120 per hour for Directors, £100 per hour for Principal Consultants, £90 per hour for Senior Consultants, £80 per hour for Consultants, and £70 per hour for more junior staff. Mileage is charged at £0.65 per mile and expenses are charged at cost plus 10%. Time spent travelling in connection with this work is chargeable and has been included in the fee quote.



Phlorum is an award-winning environmental consultancy that prides itself on providing transparent and honest professional services. We are UKAS certified by LRQA for ISO45001 (Health & Safety), ISO14001 (Environmental) and ISO9001 (Quality). We are also CHAS accredited, and members of Constructionline, leaving you safe in the knowledge that your requirements will be dealt with in a professional manner from start to finish.

Payment for the site visit is required prior to the site visit being undertaken.

If any protected species are identified on site, then this information may be submitted to the relevant record centre.

The project director will be myself Richard Schofield, and the project will be managed by the Ecology Team.

We trust this scope of work and fee proposal meet your requirements and, if acceptable, we would be grateful if you could confirm acceptance to our conditions in writing. In the meantime, if you have any queries, please do not hesitate to contact us. Likewise, if Phlorum may be of any further assistance on this or any other project, do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink, appearing to read "R. Schofield".

Richard Schofield
Director

Encs.



AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	3 rd December 2025
SUBJECT	To note position regarding previously approved groundworks and agree to obtain alternative estimates

1. INTRODUCTION

It was agreed at the meeting on 1st October for G Webb Groundworks to undertake installation of a perch bench and the goalposts in Chatsworth Park.

2. INFORMATION

Graham Webb met Cllr Williamson and myself on site and marked out the agreed positioning of both items. Unfortunately, however, we recently learnt the sad news that Graham had passed away. We will therefore need to obtain alternative estimates for the previously agreed works.

3. RECOMMENDATION

It is recommended to note the position and once estimates have been received, that they are taken to a future meeting for approval.

4. ENVIRONMENTAL IMPACT

n/a

5. FINANCIAL IMPLICATIONS

We have a budget line, nominal code 4101-201 for grounds maintenance.



AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	3 rd December 2025
SUBJECT	To agree level of public liability insurance cover for the Telscombe Greenspace Volunteers CIO

1. INTRODUCTION

Following agreement at full Council on 17th September, I contacted the Council's Insurers regarding insurance cover for the Telscombe Greenspace Volunteer group. They confirmed that the group are not covered under the Council's insurance and the charity would therefore need to purchase their own public liability insurance.

2. INFORMATION

Under urgent matters at the last Committee meeting on 1st October, Cllr Clarkson advised that he had a quote for £2m cover for the CIO and asked if it was an acceptable amount. In view of the minor work that the volunteers undertake in Chatsworth Park, it was agreed that it was acceptable. Cllr Clarkson therefore proceeded to arrange cover and forwarded documentation to myself. If the CIO are to use contractors for larger work, the Council will need to approve first and the company will need to hold a greater level of insurance.

3. RECOMMENDATION

It is recommended to formally confirm that the Council is in agreement with the Telscombe Greenspace Volunteers CIO holding public liability insurance cover of £2m.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

None.



AGENDA ITEM	18
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	3 rd December 2025
SUBJECT	To agree replacement lighting for the Civic Centre

1 . INTRODUCTION

The Civic Centre currently uses a mixture of light fittings, many of which are reaching the end of their operational life, are becoming more difficult to source, and require increasing maintenance.

2. INFORMATION

We are gradually replacing fittings with LED lights including toilets, upstairs and downstairs corridors and earlier this year we did the exhibition area. I am now proposing an upgrade to some others in the most highly used rooms/areas as follows:- the 3 offices, room 1, Council Chamber low ceiling lights, entrance lobby lights, upstairs landing ceiling and wall lights. There is also one faulty eyelid light in the car park that needs replacing. We can also look at replacing others next year.

Key benefits of moving to LED lighting include reduced energy consumption, reduced maintenance and improved lighting quality. LED lights typically use 60–80% less electricity than traditional fittings, leading to ongoing reductions in energy usage. Also LED lighting will improve the working environment for staff and visitors to the Civic Centre.

I contacted several companies and have received 1 quote from Evans All Electrical. They carried out the lighting work earlier this year, produced a good quality of work and were reasonably priced.

3. RECOMMENDATION

That Councillors approve the replacement of all lighting in the attached quote in the sum of £2,190 plus VAT.

4. ENVIRONMENTAL IMPACT

Switching to LED lighting will have a positive environmental impact, including lower carbon emissions due to reduced electricity usage, less waste generated from frequent bulb replacements and it supports the Council's climate and sustainability commitments.

4. FINANCIAL IMPLICATIONS

The cost of replacing the lighting is fully provided for under nominal code 4419-301 internal/external works which has a balance of £5,500.

The reduction in electricity consumption will generate annual savings and the longer lifespan of LED fittings will also reduce spend on maintenance and replacement parts.



Evans All Electrical (South East Ltd)
102 Telscombe Cliffs Way
Peacehaven
East Sussex
BN10 7DE
United Kingdom
07577264176

Quotation

QT1722-2

Telscombe Town Council
360 South Coast Road
Telscombe Cliffs
England
BN10 7ES
United Kingdom

Reference LED Lighting Works

Date 06 November 2025

Expiry Date 06 December 2025

VAT Number 461272015

Dear Telscombe Town Council,

Following my recent visit to your above address, I hereby send you this quotation for the following works to be completed:

Front Reception Office:

- Replace existing 5ft CAT2 suspended fitting for new LED CCT equivalent fitting to match.

Total: £150.00 + VAT

Office Room:

- Replace 4no surface mounted polo fittings for new LED slimline surface mounted fittings with CCT.

Total: £240.00 + VAT

Stella's Office:

- Replace 4no surface mounted polo fittings for new LED slimline surface mounted fittings with CCT.

Total: £240.00 + VAT

Council Chamber:

- Replace 3no recessed halogen PL fittings for new LED CCT equivalents to match existing holes.
- Replace 2no recessed emergency halogen PL fittings for new LED emergency equivalents to match existing holes.

Total: £285.00 + VAT

Room 1:

- Replace 5no surface mounted polo fittings for new LED slimline surface mounted fittings.

Total: £295.00 + VAT

Entrance/Lobby Area:

- Replace 6no recessed halogen downlights in entrance/lobby area for new LED equivalents to match existing holes.
- Replace 1no recessed halogen emergency downlight in entrance/lobby area for new LED equivalent to match existing hole.
- Disconnect and remove 3no recessed halogen downlights in entrance/lobby area.

Total: £380.00 + VAT

Upstairs Lobby/Seating Area:

- Replace 6no recessed halogen downlights in upstairs lobby/seating area for new LED equivalents to match existing holes.
- Disconnect and remove 2no recessed halogen downlights in upstairs lobby/seating area.

Total: £295.00 + VAT

Upstairs Hallway:

- Replace 2no wall mounted halogen half moon fittings for new LED linear decorative strip/batten fittings as discussed.

Total: £245.00 + VAT

Outside Parking Area:

- Replace 1no IP65 black bulkhead fitting for new LED CCT fitting to match existing entrance fitting.

Total: £60.00 + VAT

Please Note:

- If you have any questions or queries relating to the above quotation please get in touch.
- Removal of light fittings will result in holes in the ceiling. We are happy to patch these holes in and fill them.
- All LED fitting will come with a 3 year warranty as standard.

Kind regards,

Jack Evans
Company Director
Evans All Electrical (South East) Ltd

Subtotal	2,190.00
Total 20% VAT	438.00

Total GBP 2,628.00

Evans All Electrical (South East Ltd)
Company Director: Jack Evans
Company Number: 15507464
NICEIC registration number: 617994000
VAT Registration Number: 461 2720 15
Company UTR: 7389220107

Payment Details:

Lloyds Bank (Business)
Evans All Electrical
Account Number: 80090860
Sort Code: 30-99-50

Terms and conditions:

1. Payment Terms:

- 1.1- All invoices are to be paid within 14 days from the date of the invoice, unless otherwise agreed upon in writing.
- 1.2 - Late payments are subject to a 1.5% per month or the maximum allowable rate under applicable law, whichever is lower.
- 1.3 - Evans All Electrical reserves the right to suspend or terminate services in case of non-payment.

2. Scope Of Works:

- 2.1 - The scope of work outlined in the invoice includes the specific electrical services provided by Evans All Electrical as described in the corresponding quote, work order, or agreement.
- 2.2 - Any changes or additional work requested by the client will be subject to additional charges and must be agreed upon in writing.

3. Liability And Warranty:

- 3.1 - Evans All Electrical will perform all services with due care, skill and in compliance with relevant laws and regulations.
- 3.2 - While Evans All Electrical takes all necessary precautions to ensure the safety and reliability of it's work, it shall not be liable for any damages, losses, or expenses arising from the use or misuse of it's services or products.
- 3.3 - Any warranty provided by Evans All Electrical for it's services or products shall be subject to the terms and conditions specified in a separate warranty document, if applicable.

4. Dispute Resolution:

- 4.1 - Any disputes arising out of or in connection with the invoice or the services provided by Evans All Electrical shall be resolved through negotiation in good faith.
- 4.2 - If a resolution cannot be reached through negotiation, the parties agree to submit dispute to binding arbitration in accordance with the rules of the designated arbitration body.
- 4.3 - The prevailing party in any dispute or legal action shall be entitled to recover reasonable attorney's fees and costs incurred.

5. Governing Law

- 5.1 - These terms and conditions shall be governed and construed in accordance with the laws of the jurisdiction.
- 5.2 - The parties submit to the exclusive jurisdiction of the courts of jurisdiction for any disputes arising under or in connection with these terms and conditions.

By accepting and making payment on the invoice, the client agrees to be bound by these terms and conditions.



AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	3 rd December 2025
SUBJECT	To agree an upgrade to the new CCTV camera at the front of the Civic Centre

1. INTRODUCTION

At the last Committee meeting on 1st October, it was recommended to purchase a new CCTV camera for the front of the Civic Centre in the sum of £326 plus VAT from Haven Security.

2. INFORMATION

Having spoken to the company and discussing the coverage that the proposed camera would give, it was felt that a 180 degree camera would be more appropriate as this would cover the whole of the front of the building, rather than just one side where the gate is. The revised price for this is £412 plus VAT, an increase of £86 from the camera that was agreed at the last meeting.

To avoid any further delay, I sought agreement from Committee members via email and obtained a majority positive response.

3. RECOMMENDATION

It is recommended to agree the upgrade to a 180 degree camera at a cost of £412 plus VAT.

4. ENVIRONMENTAL IMPACT

The CCTV system requires constant power for the cameras and server/storage system thus requiring energy consumption. Monitors are only switched up when office staff are present. The addition of one more camera should have minimal impact on energy use.

5. FINANCIAL IMPLICATIONS

We have a budget line, nominal code 4407-301, for equipment which has more than enough remaining budget to cover the increased cost.



AGENDA ITEM	20
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Diana Joel, Admin Assistant
MEETING DATE	3 rd December 2025
SUBJECT	Future events update

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 15th October and agreed the following:

- Halloween children's party – from 4-6pm on Saturday 1st November
- Race Night – Friday 14th November 2025 (Mayor's fundraising event)
- Christmas Coffee Morning – Thursday 25th December 10am-12midday.
- Christmas Carols with the Salvation Army at the Community Church on Sunday 21st December at 2pm.
- Children aged 3 and under do not have to pay for a ticket to our children's events.
- Wander Coffee can be asked to sell tickets on our behalf for children's events.

The group noted the update on the Summer Fayre – Saturday 11th July 2025, with Wander Coffee, Siena Pizza, Orange Beach Bar, Roots Street Food and Sharon the ice cream lady all confirming.

I am still trying to get one more food seller. Entertainers have been booked, including Hayden Dance School, Wild Earth Drummers, Rising Stars Singing and Peacehaven Martial Arts. Newhaven & Seaford Sea Cadets and LCAS School of Theatre Arts are expected to confirm shortly, and I am awaiting agreement from Councillors on the Knots of May, a Morris Dancing group.

Several animal handlers have been approached, including the company we used last time, and there is one available but their fee is high (£840) and they only allow handling for three hours.

A meeting is being arranged to discuss this, as well as the best sponsorship deals to offer that Cllr O'Connor can take to the Chamber of Commerce, while ensuring we do not have too many information stalls at the Fayre.

3. RECOMMENDATION

It is recommended to note the update so far and that any future costs will need to be taken back to Committee for consideration.

4. ENVIRONMENTAL IMPACT

Events held at the Civic Centre will have a nominal fee for energy consumption.

5. FINANCIAL IMPLICATIONS

It was previously agreed to have a separate budget line for income and expenditure for the summer fayre in the 2026/27 budget which has been done. The event has a budget of £1,000 income and £1,000 expenditure. As these figures balance, the event is intended to be self-financing and should not require additional Council funding, provided projected income is achieved.