



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Amenities & Civic Centre Committee** held at 7.30pm on **Wednesday 3<sup>rd</sup> December 2025** in Room 1 at Telscombe Civic Centre.

**COMMITTEE MEMBERS PRESENT:** - Councillors C Clarkson, M Lawrie, C Robinson & T Williamson

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

## **2045. PUBLIC QUESTION TIME**

There were no members of the public present.

## **2046. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllrs Watts and Ndeloa who had work commitments, Cllr Judd who was away, and Cllr O'Connor who was unwell. These reasons were accepted by the Committee. Cllr Sharkey has been granted leave of absence until May 2026. As both the Chair and Vice Chair were not present, it was unanimously **agreed** for Cllr Robinson to Chair the meeting. Although Cllr O'Connor was not present, it was noted that he had provided comments to some of the agenda items.

## **2047. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

Cllr Clarkson declared an interest in agenda number 17, to agree level of public liability insurance cover for the Telscombe Greenspace Volunteers CIO, as he is a Trustee of the CIO.

## **2048. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 1<sup>st</sup> OCTOBER 2025**

It was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 1<sup>st</sup> October 2025 were a true record of the proceedings and were signed as correct by Cllr Robinson.

## **2049. 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 <sup>th</sup> and 16 <sup>th</sup> 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

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## 2049. 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 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 &amp; 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
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

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## 2049. 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
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

## 2050. TO NOTE INCOME & EXPENDITURE FIGURES TO 31<sup>st</sup> OCTOBER 2025

The Town Clerk's report advised that the actual year to date Amenities' figures at 31<sup>st</sup> October 2025 were income of £5,444 and expenditure of £11,969, and Civic Centre figures at 31<sup>st</sup> October 2025 were income of £17,263 and expenditure of £15,582. The accompanying lists detailed the actual spend and budget figures. This was **noted** by the Committee.



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## 2051. TO REVIEW/UPDATE THE BUSINESS PLAN

The Committee reviewed the Business Plan. The Amenities Officer reported that Cllr O'Connor had commented asking if item number 6, the café concession, could include where Lewes District Council (LDC) and Eastbourne Borough Council (EBC) are with the project. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that the following amendments be made to the business plan: -

- Item number 6 New Café in Chatsworth Park Project:- That the completed items are removed, and a sentence be added to confirm that Telscombe Town Council (TTC) are pursuing the project with LDC and EBC.
- Item number 10 Youth Services:- That the information regarding the joint project is kept on the plan and that it is updated to reflect that the invoice for youth services has been received from East Sussex County Council and paid by TTC.
- Item number 11 Civic Centre Sustainability:- That all completed items are removed and that a report for the Net Zero figures is taken to the next Committee meeting.
- Item number 13 Civic Centre security:- That the completed item is removed but the security review is kept on the Plan for future assessments/inspections.

## 2052. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The Committee **noted** the complaints received. Cllr Clarkson offered to fix the hole in the fencing at Chatsworth Park under complaint number 220.

## 2053. TO NOTE UPDATE REGARDING THE CAFÉ PROJECT IN CHATSWORTH PARK AND TO AGREE NEXT STEPS

The Committee discussed the Town Clerk's report which detailed that LDC had advised that before we commit to further expenditure, we need to agree factors such as the operational model for the café, lease details etc to clarify the financial risk of incurring initial costs when full affordability has not yet been established. LDC have now provided a costed Service Level Agreement (SLA) for the proposed cafe, which will be taken to Full Council next week. The Amenities Officer advised that Cllr O'Connor had provided a comment that he is in favour of moving forward with the project, that he thought electric was the only option and a working group should be formed to discuss. As the costed SLA received will be taken to the next Full Council meeting, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to agree that an electricity supply is the only option for the café, that we continue to proceed with the project and that a request for a working group to discuss the outstanding issues raised by LDC be arranged at the full Council meeting when the SLA is discussed.

## 2054. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS, AGREE ANY WORK REQUIRED AND POSSIBLE FURTHER ACTIONS

A copy of the most recent weekly playground inspection report from LDC was provided. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to agree with the Officer's recommendation to note the report and that we contact Playsafe for estimates on the higher risk wooden items. Cllr O'Connor who was not present had provided his comments before the meeting that he was also in agreement with this recommendation.



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## **2055. TO NOTE ANNUAL PLAYGROUND INSPECTION REPORTS**

The Committee considered the annual safety inspection reports for Chatsworth Park North, Chatsworth Park South and Robert Kingan playgrounds and it was proposed by Cllr Lawrie, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to note the suggested actions from the report and that the Amenities Officer makes further investigations, starting with the medium risk findings, and brings details back to future Committee meetings. Cllr O'Connor had provided a comment that he agreed with the Amenities Officer's recommendation.

## **2056. TO CONSIDER ESTIMATES FROM ACE LANDSCAPES FOR REPAIRS TO PLAYGROUND EQUIPMENT**

The Amenities Officer's report was discussed by the Committee. Ace Landscapes had provided quotations for works in the three playgrounds, for the following groups: a) minor repairs to play equipment, b) treating of rust, c) grounds maintenance repairs and d) damage to the wooden surround around the junior swing unit at Robert Kingan Playground. The Amenities Officer had recommended not to progress with the wooden surround around the junior swing unit until a decision was made regarding possible wet pour repairs to this location. Cllr O'Connor had provided a comment that he agreed with the Officers' recommendation. The Committee discussed the estimates and it was felt that repairs to the wooden surround at the junior swing unit in Robert Kingan Playground should be undertaken before any possible wet pour repairs were carried out, as actioning the work afterwards may damage the new wet pour. It was therefore proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to accept the estimates for repairs in the 3 playgrounds from Ace Landscapes as detailed in Appendix's A to E and repair to the wooden surround in Robert Kingan Playground detailed in Appendix G, in the total sum of £2,844.15 plus VAT.

## **2057. TO CONSIDER ESTIMATES FOR WET POUR REPAIRS IN PLAYGROUNDS**

It was previously agreed to obtain estimates for wet pour repairs in the three playgrounds due to the weekly and annual play inspection reports having highlighted low and medium risk findings of wet pour damage. As there was a large amount of damage under the junior swing unit at Robert Kingan, contractors were asked to provide an additional cost to fully replace the wet pour in this location. Estimates had been received by 4 companies, although only RTC Safety Surfaces had attended site to undertake an inspection of the damaged areas before providing their price. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the estimate from RTC Safety Surfaces in the sum of £17,661 plus VAT for wet pour repairs in the 3 playgrounds, including full replacement of the wet pour on top of the existing sub-base at the junior swing unit in Robert Kingan playground. Cllr O'Connor had submitted a comment prior to the meeting that he agreed with the works being undertaken. This will be taken to full Council for approval as the value is above the spending limit agreement for this Committee, as per Financial Regulation 5.15.

## **2058. TO NOTE ISSUES WITH THE CONTRACTORS APPOINTED TO DELIVER GROUNDS MAINTENANCE CONTRACTS 2 AND 3 AND DECIDE HOW TO PROCEED**

The Committee discussed the report from the Town Clerk. It detailed that the contractor appointed to deliver Grounds Maintenance Contracts 2 and 3 had failed to fulfil key elements of the contracted services contained in Contract 2 since July. It was noted that the Amenities Officer had chased the contractor and had a meeting with them, but no progress had been made. In accordance with the 'Default in Performance' clause in Contract 2, the Town Clerk had therefore provided the contractor with notice of 7 days to complete all outstanding works.



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## **2058. To note issues with the contractors appointed to deliver grounds maintenance contracts 2 and 3 and decide how to proceed (Contd)**

This was not carried out despite assurances and therefore a formal default notice was issued. The contractor subsequently submitted photographic evidence of work and assured the Council that the total cut back at Ashurst Avenue had been carried out, but upon inspection it was clear that it had not. As the contractor did not respond regarding a request from us as to when they were going to complete the outstanding issues, a second default notice was issued in November.

The Amenities Officer provided comments from Cllr O'Connor that the staff are having to spend time on closely overseeing the work and this should not be necessary. He felt that we should monitor the situation and start contingency work to find a new contractor, whilst deciding whether to issue the third and final notice. Discussion ensued as to how to progress and whether a third default notice should be issued which would terminate the contract. It was ultimately proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the contractors are advised they have one week to undertake the outstanding work, otherwise the third and final default notice would be issued by the Town Council. If the contract is terminated, Officers should look at what emergency works are required up until March 2026 and a tender be put out for the final contract year from 1<sup>st</sup> April 2026 until 31<sup>st</sup> March 2027.

## **2059. TO CONSIDER COST FOR A WATCHING BRIEF FOR TREE WORKS IN CHATSWORTH PARK NEXT TO TWO LIVE BADGER SETTS**

The report from the Amenities Officer was considered by the Committee. An ecologist from Phlorum had assessed 2 areas in Chatsworth Park where badger setts are located and advised that an ecological watching brief would need to be undertaken when works to trees were carried out. They quoted £655 plus VAT per day for the brief and £400 plus VAT if a report was required. EH Treecare were contacted to see how long they expected tree works would take and they advised 2 days should be allocated for the works. The Amenities Office advised Cllr O'Connor had provided a comment that he thought the Town Council had no choice but to have the watching brief carried out. It was therefore proposed by Cllr Williamson, seconded by Cllr Robinson and unanimously **RECOMMENDED** to accept Phlorum's quotation of £655 plus VAT per day x 2 days, totalling £1,310 plus VAT for their ecological watching brief and that we do not ask them to produce a report. The Amenities Officer will contact EH Treecare to see if their agreed original price quoted for the tree works is still valid.

## **2060. TO NOTE POSITION REGARDING PREVIOUSLY APPROVED GROUNDWORKS AND AGREE TO OBTAIN ALTERNATIVE ESTIMATES**

The Committee noted that the previously agreed contractor had passed away and expressed their sadness. It was **agreed** that alternative estimates should be obtained.

## **2061. TO AGREE LEVEL OF PUBLIC LIABILITY INSURANCE COVER FOR THE TELSCOMBE GREENSPACE VOLUNTEERS CIO**

It was proposed by Cllr Williamson, seconded by Cllr Lawrie and **RECOMMENDED** that in view of the small-scale work that the Telscombe Greenspace Volunteers CIO undertake, the Council was in agreement with them holding public liability cover of £2m. However, any contractors carrying out work will require a greater level of cover. Cllr Clarkson abstained as he had previously declared an interest in this agenda item.



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## 2062. TO AGREE REPLACEMENT LIGHTING COSTS FOR CIVIC CENTRE

The Town Clerk’s report proposed an upgrade to LED light fittings in high footfall areas at the Civic Centre and replacement of a faulty light in the car park. It was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the estimate from Evans All Electrical in the sum of £2,190 plus VAT be accepted for replacement LED lighting in the offices, Room 1, Council Chamber low ceiling lights, entrance lobby/reception lights, upstairs landing ceiling lights/wall lights and car park light at the Civic Centre. The Amenities Officer confirmed that Cllr O’Connor’s comment was that he was also in agreement with this proposal.

## 2063. TO AGREE AN UPGRADE TO THE NEW CCTV CAMERA AT THE FRONT OF THE CIVIC CENTRE

It was proposed by Cllr Robinson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that the upgraded camera at a cost of £412 plus VAT, being £86 more than previously agreed, be approved.

## 2064. FUTURE EVENTS

The Committee **noted** the updates on events as specified in the Admin Assistant’s report. A working group meeting would be held in early January to progress these further. The Committee discussed the summer fayre and were disappointed that we had not been able to contact animal handlers and felt that there should be a limited amount of information stalls available at the summer fayre, with the majority being entertainment and fun activities, such as face painting.

There was discussion regarding purchasing food for the Christmas coffee morning and it was **agreed** that Cllr O’Connor would undertake this. The Town Clerk advised that one of the caretakers had kindly agreed to unlock and lock the Civic Centre for the Christmas coffee morning.

## 2065. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ADDING ON A FUTURE AGENDA

Cllr Clarkson advised he would like to arrange a nighttime walk in Chatsworth Park in spring or autumn, with red torches, so that people could see the wildlife in the dark. This will be progressed in the first instance through the future events working group.

The Town Clerk advised that prices for PAT testing had just been received and as this is required to be undertaken in January, it cannot wait until the next Committee meeting. It was therefore unanimously **agreed** that the costings be agreed by a majority of Committee members via email and it be reported under an agenda item at the next Committee meeting.

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

Signed .....  
Chairman

*NB Next Committee meeting – Wednesday 4<sup>th</sup> February 2026, 7.30 pm*