



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Amenities & Civic Centre Committee** held at 7.30pm on **Wednesday 4th February 2026** in Room 1 at Telscombe Civic Centre.

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, L O'Connor *Chair*, N Watts *Deputy Mayor* & T Williamson

Also Present: - Stella Newman, Town Clerk/RFO (*minutes*)
2 members of the public

2066. PUBLIC QUESTION TIME

One member of the public wanted to speak about pathways in Chatsworth Park, agenda item 9, and it was unanimously agreed to allow them to speak at the beginning of that agenda item.

2067. TO AGREE APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie who was away and Cllr Robinson who was unwell. These reasons were accepted by the Committee. Cllr Watts arrived late for the meeting and Cllr Judd had provided apologies, but the email was received after 5pm and had not been seen prior to the meeting. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Ndeloa was not present and had not sent apologies.

2068. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllrs Clarkson and O'Connor declared an interest in agenda numbers 15, *To consider allowing the Telscombe Green Spaces Volunteer Group to apply for grants for the 'Living Path' project, at the southern end of Chatsworth Park*, and 16, *Update regarding adding an insect hotel to the 'living willow classroom' in Chatsworth Park and agree way forward*, as they are Trustees of the Telscombe Green Space Volunteers CIO.

2069. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 3rd DECEMBER 2025

It was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 3rd December 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr O'Connor.

2070. 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 was installed in December. The bug hotel is yet to be installed.	Complete See new agenda item

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2070. 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 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. New prices to be obtained and taken back to a future meeting when the weather is drier.	Apr 2026
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.	Mar 2026
30.7.25	Min 2009, p 4406 – Update on weekly playground inspection reports, agree work required and possible further actions	BB	Possible refurbishment of playgrounds due to be re-looked at in Feb 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 have been obtained.	See new agenda item
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 interest received to date.	July 2026
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 put out to tender.	See new agenda item
3.12.25	Min 2051, p 4481 – To review/update the Business Plan	SN	Amendments agreed at last meeting have been carried out, V2.5 dated 13.1.26.	Complete
3.12.25	Min 2052, p 4481 – To note amenities complaints since last meeting	BB	CCL offered to fix the hole in the fencing at CP under complaint no 220. BB to liaise.	Mar 2026
3.12.25	Min 2053, p 4481 – To note update regarding the café project in Chatsworth Park and to agree next steps	SN	Agreed to continue to proceed with project and taken to Council in December where it was agreed to proceed & sign SLA. Working group mtg to establish a business case for the café to be arranged.	Complete May '26
3.12.25	Min 2054, p 4481 – Update on weekly playground inspection reports, agree any work required and possible further actions	BB	Playsafe have provided us with estimates on the higher risk wooden items.	See new agenda item

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2070. 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
3.12.25	Min 2055, p 4482 – To note annual playground inspection reports	BB	Investigations are being made, starting with the medium risk findings. Details will be brought to future Committee meetings.	See new agenda item
3.12.25	Min 2056, p 4482 – To consider estimates from Ace Landscapes for repairs to playground equipment	BB	As agreed at the meeting, Ace Landscapes are currently undertaking repairs to the 3 playgrounds.	Mar 2026
3.12.25	Min 2057, p 4482 – To consider estimates for wet pour repairs in playgrounds	BB	Agreed 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 RKP. Taken to Full Council on 21.1.26 due to amount involved as per Financial Regulation 5.15 & approved.	Complete
3.12.25	Min 2058, p 4482-3 – To note issues with the contractors appointed to deliver grounds maintenance contracts 2 and 3 and decide how to proceed	SN	As agreed, contractors were given 1 week to complete o/s work, or 3rd default notice to be issued & contract terminated. Some works carried out but not to contract spec & others were not done, so contract termination notification sent on 23.12.25. If the contract is terminated, Officers should look at what emergency works are needed to Mar 2026 and a tender be put out for the final contract year 1.4.26 to 31.3.27.	Complete See new agenda item
3.12.25	Min 2059, p 4483 – To consider cost for a watching brief for tree works in Chatsworth Park next to two live badger setts	BB	We have not issued a Purchase Order to Phlorum for their ecological watching brief, as EH Treecare have advised the original price quoted for the tree works is no longer valid.	See new agenda item
3.12.25	Min 2060, p 4483 – To note position regarding previously approved groundworks and agree to obtain alternative estimates	BB	An alternative estimate has been obtained.	See new agenda item



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2070. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

3.12.25	Min 2062, p 4484 – To agree replacement lighting costs for Civic Centre	SN	Agreed to accept the estimate from Evans All Electrical in the sum of £2,190 plus VAT for replacement LED lighting. One extra light required at cost of £150 which was approved by Town Clerk. Work carried out.	Complete
3.12.25	Min 2065, p 4484 – Urgent Matters – night-time walk	CCL	This is being progressed by the future events working group.	See new agenda item
3.12.25	Urgent Matters – PAT testing	SN	As agreed, costings for PAT testing sent to Committee for agreement via email & then to be reported at the next Committee meeting.	See new agenda item

Min 2053, p 4481 – To note update regarding the café project in Chatsworth Park and to agree next steps:- The Town Clerk advised that she had received an update from Lewes District Council advising they are due to meet shortly to discuss next steps and timeframes and they will then be able to complete the SLA for us to sign.

2071. TO NOTE INCOME & EXPENDITURE FIGURES TO 31st DECEMBER 2025

The Town Clerk’s report advised that the actual year to date Amenities’ figures at 31st December 2025 were income of £5,900 and expenditure of £16,004, and Civic Centre figures at 31st December 2025 were income of £22,607 and expenditure of £19,760 and explained any major differences. The accompanying lists detailed the actual spend figures and how they compared with the budget figures. This was **noted** by the Committee.

2072. TO REVIEW/UPDATE THE BUSINESS PLAN

The Committee reviewed the Business Plan. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that no amendments were required to the business plan.

2073. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that regarding complaint number 25-206, as Cllr Clarkson could not trace any hole in the fencing, this should be closed and regarding complaint number 25-261, estimates should be obtained to clear vegetation by 1m from the resident’s fence line. The Committee **noted** the remainder of the complaints.

The Chair suspended the meeting at 7.43pm to allow a member of the public to speak about the next agenda item regarding damage to pathways in Chatsworth Park.



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2073. To Note Amenities Complaints Since Last Meeting (Contd)

The resident advised they were concerned regarding the potholes in the pathway leading east to west adjacent to properties in Kirby Drive and Manor Drive. They also advised that damage to the most norther pathway leading down to the entrance of Manor Drive was being caused by tree roots and he was not sure what could be done.

The Chair reconvened the meeting at 7.45pm.

2074. TO CONSIDER WAY FORWARD WITH DAMAGE TO PATHWAYS IN CHATSWORTH PARK

The Amenities Officer's report was noted regarding damage to two areas of pathways in Chatsworth Park.

7.46pm Cllr Watts joined the meeting.

Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to draw up two separate specifications for the different areas in question and obtain separate estimates for repairs, and to take the opportunity of widening the pathways so that they were at a width which gave better accessibility.

2075. UPDATE ON OFFICER INSPECTIONS IN CHATSWORTH PARK AS DETAILED ON THE MANAGEMENT PLAN

Having considered the Amenities Officer's report on her recent inspections in Chatsworth Park, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to ask the Telscombe Greenspace Volunteers to fill the hole in the pathway adjacent to the northern fencing of Chatsworth North playground with soil.

2076. TO CONSIDER EXTENDING WANDER COFFEE'S CAFÉ CONCESSION IN CHATSWORTH PARK

Following discussion, it was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** to extend Wander Coffee's concession for a further 6 months from 1st April 2026.

2077. 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 Lewes District Council was provided. It was noted that the Amenities Officer had obtained a quote to repair the rebound wall in Robert Kingan playground as it has been reported as a risk on the annual playground inspection, however, it was felt that the price was high. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to contact Lewes District Council's playground inspector for their recommendation on the rebound wall in Robert Kingan playground and to ask the manufacturer for an alternative price for total replacement rather than repair.

2078. TO CONSIDER ESTIMATES FROM PLAYSAFE PLAYGROUNDS FOR REPAIRS TO PLAYGROUND EQUIPMENT

Councillors queried the financial situation and whether the Council had funds for the works.



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2078. To consider estimates from Playsafe Playgrounds for repairs to playground equipment (Contd)

The Town Clerk explained the current financial situation regarding remaining budget for playground equipment replacement, playground repairs and the earmarked reserve for playground refurbishments. Following consideration of the information, it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to approve the total cost of £2,605 plus VAT provided by Playsafe Playgrounds to undertake repairs to equipment in the 3 playgrounds, with the funds to come from budget line 4098-201 for playground equipment replacement.

2079. UPDATE REGARDING WOODCHIP PATHWAY PROJECT AT THE BOTTOM OF PIGS HILL IN CHATSWORTH PARK AND AGREE WAY FORWARD

There was debate as to what action to take regarding the woodchip pathway project and it was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to bring this item back to the next meeting to include a more detailed report giving the previous information provided on the project, including the map showing the area in question and the length of the proposed pathway.

2080. TO CONSIDER ALLOWING THE TELSCOMBE GREEN SPACES VOLUNTEER GROUP TO APPLY FOR GRANTS FOR THE 'LIVING PATH' PROJECT, AT THE SOUTHERN END OF CHATSWORTH PARK

As Cllrs Clarkson and O'Connor had declared an interest in this item as they are Trustees of the Green Space Volunteer Group, the meeting was not quorate and a decision could not be made. It was therefore proposed by Cllr Watts and seconded by Cllr Williamson to defer this item and bring it back to the next Committee meeting.

2081. UPDATE REGARDING ADDING AN INSECT HOTEL TO THE 'LIVING WILLOW CLASSROOM' IN CHATSWORTH PARK AND AGREE WAY FORWARD

Cllrs Clarkson and O'Connor declared an interest in this item as they are Trustees of the Green Space Volunteer Group, which will be providing and installing the insect hotel. As a result, the meeting was not quorate and no decision could be made. It was therefore proposed by Cllr Watts and seconded by Cllr Williamson that the item be deferred and brought back to the next Committee meeting, to include consideration of an alternative location within Chatsworth Park for the insect hotel.

2082. TO CONSIDER ESTIMATES FOR TREE CUTTING REQUIRED IN CHATSWORTH PARK FOR THE SUMMER FAYRE

During discussion, it was noted that the cutting back of overhanging and overgrown hedges, trees, deadwood, vegetation, gorse and similar growth by 1 metre from all pathways throughout the park is included within Grounds Maintenance Contract 2 and is scheduled to be undertaken in April, July and late September. Ace Landscapes had provided separate quotations for the two required areas to be cut back, whereas Aspen Treecare had submitted a single quotation covering both areas. It was therefore proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** that (a) Aspen Treecare be requested to provide a revised quotation to cut back trees on the eastern side of the open area used for the Summer Fayre to a width of 8 metres and a height of 4 metres in order to allow vehicular access; and (b) the decision on which quotation to accept be made by the Town Clerk, or the Town Clerk and Committee Chair, in accordance with their delegated authority, subject to the estimate value.



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2083. TO AGREE PRICE FOR REMOVING/CLEARING LOGS/ARISINGS FROM FAILED PINE TREE IN CHATSWORTH PARK; DECIDE WHAT FURTHER ACTION TO TAKE AND REPORT ACTION TAKEN BY TOWN CLERK UNDER HER DELEGATED AUTHORITY

Following consideration of the estimate received, it was proposed by Cllr Watts, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the estimate from EH Treecare in the sum of £1,050 plus VAT be accepted for the cutting and stacking of large logs and the chipping of smaller arisings from the failed pine tree in Chatsworth Park and they be requested, if possible, to transport the woodchip arisings to the lower end of the park for use on the woodchip pathway.

The Committee noted the Town Clerk's authorisation of emergency works undertaken by EH Treecare in the sum of £355 plus VAT following the failure of a large branch on the pine tree.

2084. UPDATE ON TREE SURVEY FOR CHATSWORTH PARK AND AGREE FURTHER ACTIONS

Following discussion regarding outstanding works to nine trees in Chatsworth Park, concern was expressed that, due to the time elapsed since the initial tree inspections were undertaken, further works may now be required. It was therefore proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that quotations be obtained for a tree inspection report covering the nine trees previously identified; the four trees which the previous tree report recommended be re-inspected in 2025; the seven trees which the report recommended be re-inspected in January 2027 and the failed pine tree, with the quotations to be reported back to a future Committee meeting for consideration. The report on trees in 3 other areas of the park from EH Treecare was noted.

2085. TO CONSIDER ESTIMATES FOR CUTTING BACK OF TREES AND VEGETATION TO AN AREA IN CHATSWORTH PARK

Three estimates had been received for the cutting back of trees and vegetation in an area of Chatsworth Park adjacent to a residential property. It was noted that this work formed part of Grounds Maintenance Contract 2, but had not been undertaken prior to the termination of the contract. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** that the estimate from Ace Landscapes in the sum of £156 plus VAT be accepted for the cutting back of overhanging branches and low-level vegetation along the fence line.

2086. TO APPROVE GROUNDS MAINTENANCE CONTRACT 2 FROM APRIL 2026 TO MARCH 2027 TO BE PUT OUT TO TENDER

The Town Clerk advised that, in accordance with the recommendation of the Committee at its meeting held on 3rd December, the contractor awarded Grounds Maintenance Contract 2 had been given notice to complete all outstanding works within one week, failing which a final default notice would be issued and the contract terminated. As the outstanding works were not completed, the contract was subsequently terminated. A revised contract had therefore been prepared to run from 1st April 2026 to 31st March 2027, to align with the end dates of the Council's other two grounds maintenance contracts. While the wording had been updated, the scope of works remained unchanged from the previous contract.



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2086. To approve Grounds Maintenance Contract 2 from April 2026 to March 2027 to be put out to tender (Contd)

It was therefore proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** that the contract be put out to tender for a period of three weeks, and that the tender prices be agreed by a majority of the Committee via email, in view of the contract commencement date and the next scheduled Committee meeting not being until 25th March.

2087. TO CONSIDER ESTIMATES FOR SMALL GROUNDS MAINTENANCE WORKS IN CHATSWORTH PARK

It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the prices from Ace Landscapes as follows:- (a) install 2 goal posts in Chatsworth Park for £213.40 plus VAT; (b) install a new perch bench (provided by the Council) on a new concrete pad in the sum of £373.64 plus VAT and (c) replace the glazing panel (provided by the Council) to the notice board in Chatsworth Park on the edge of Ambleside Avenue at a cost of £30 plus VAT.

2088. TO AGREE ESTIMATE FOR GATE REPAIRS AT CIVIC CENTRE

It was noted that unfortunately only one contractor had provided an estimate for repairs and it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the estimate from RJ Meaker fencing in the sum of £690.85 plus VAT to replace both the front and rear gates at the Civic Centre along with new posts where required and disposal of old removed gates/fencing.

2089. TO AGREE ESTIMATE FOR EMERGENCY LIGHTING REPLACEMENT AT CIVIC CENTRE

It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the estimate from Securitel in the sum of £540 plus VAT to replace the 8 emergency lights in the Civic Centre that had failed the 3-hour full duration discharge test.

2090. TO RATIFY COST OF PAT TESTING AT CIVIC CENTRE

It was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** to ratify Safe IS carrying out the PAT testing in the sum of £126.90 plus VAT for 124 items, with additional items at £0.85p plus VAT.

2091. TO RATIFY COST TO REPAIR THE AUTOMATIC FRONT DOOR AT CIVIC CENTRE

It was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to ratify the action taken by the Town Clerk under her delegated authority to authorise the battery back-up replacement in the sum of £395 plus VAT and installation of a sensor cover in the sum of £245 plus VAT by Thomas Doors, to overcome the problems with the automatic front door.



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2092. TO REVIEW NET ZERO FIGURES FOR TELSCOMBE TOWN COUNCIL

The last year's figures provided by the Admin & Finance were noted and Councillors thanked her for her work in preparing them. To enable the data to be included in future editions of the Council's Annual Report, it was unanimously **RECOMMENDED** that the figures also be put into a graph format.

2093. FUTURE EVENTS

The recommendations made by the future events working group were considered. The Town Clerk advised that she was disappointed that the group had decided not to make the proclamation of the new Monarch at the appropriate time and expressed the view that the Council should agree to do so. However, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to agree the suggestions for the summer fayre being held on 11th July 2026; agree to the Mayor holding a charity fundraising quiz night on 13th March at the Civic Centre; further details be obtained for a night walk in Chatsworth Park and finally that the Council would not make the proclamation of the new Monarch at the appropriate time.

2094. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ADDING ON A FUTURE AGENDA

None.

There being no further business the meeting closed at 9.05 pm.

Signed
Chairman

NB Next Committee meeting – Wednesday 25th March 2026, 7.30 pm