



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Amenities & Civic Centre Committee** held at 7.30pm on **Wednesday 25th March 2026** in Room 1 at Telscombe Civic Centre.

COMMITTEE MEMBERS PRESENT: - Councillors C Gallagher, C Robinson & T Williamson

Also Present: - Bianca Buss, Amenities Officer (*minutes*)
Stella Newman, Town Clerk/RFO
1 member of the public

2095. PUBLIC QUESTION TIME

The member of the public present had no questions.

2096. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie who was unwell, Cllr O'Connor who was away and Cllrs Clarkson, Judd and Watts due to work commitments and these reasons for absence were accepted by the Committee. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Ndeloa was not present and had not provided apologies. Cllr Gallagher was present as a substitute for Cllr O'Connor. As neither the Chair nor Vice Chair were present, it was **agreed** for Cllr Robinson to Chair the meeting.

2097. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

2098. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 4th FEBRUARY 2026

It was proposed by Cllr Williamson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 4th February 2026 were a true record of the proceedings and were signed as correct by Cllr Robinson who was chairing the meeting.

2099. 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
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 when required. New prices to be obtained and taken back to a future meeting when the weather is drier. <i>New specification document has been drawn up.</i>	May 2026



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2099. 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
4.12.24	Min 1932, p 4258 – Update re high priority items on Access Report for TTC’s greenspaces & agree actions required	SN	ESALC were contacted re disability confidence training. They were looking into it but nothing has been forthcoming. Need to explore new avenue for training.	Complete
30.7.25	Min 2021, p 4408 – To consider future of the piano at the Civic Centre	BB	We advertised the piano free of charge on social media, but no interest received to date. Suggest remove this item from action list.	Jul 2026
3.12.25	Min 2052, p 4481 – To note amenities complaints since last meeting	CCL	Cllr Clarkson visited the site and could not see a hole in the fencing.	Complete
3.12.25	Min 2053, p 4481 – To note update regarding the café project in Chatsworth Park and to agree next steps	SN	Working group mtg to establish a business case for the café to be arranged.	May 2026
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. <i>Delay to painting work due to wet weather conditions.</i>	Apr 2026
04.2.26	Min 2073, p 4521 – To note amenities complaints since last meeting	BB	Works have been carried out to clear vegetation by 1m from the resident’s fence line.	Complete
4.2.26	Min 2074, p 4522 – To consider way forward with damage to pathways in Chatsworth Park	BB	Estimates have been received for repairs.	See new agenda item
4.2.26	Min 2075, p 4522 – Update on Officer inspections in Chatsworth Park as detailed on the Management Plan	CCL	Cllr Clarkson, on behalf of the TGSV, has filled in the hole with soil to the pathway above the northern fencing at CPN.	Complete
4.2.26	Min 2076, p 4522 – To consider extending Wander Coffee’s café concession in Chatsworth Park	BB	Wander Coffee have signed their concession for a further 6 months from 1 st April 2026.	Complete
4.2.26	Min 2077, p 4522 – Update on weekly playground inspection reports, agree any work required and possible further actions	BB	Playsafe and LDC have been contacted regarding repair or replacement of the ball wall at Robert Kingan Playground.	See new agenda item
4.2.26	Min 2078, p 4522-3 – To consider estimates from Playsafe Playgrounds for repairs to playground equipment	BB	Playsafe have carried out the works, and this will be checked imminently.	See new agenda item



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2099. 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
4.2.26	Min 2079, p 4523 – Update regarding woodchip pathway project at the bottom of Pigs Hill in Chatsworth Park and agree way forward	BB	More detailed report has been bought back to this meeting, including previous information provided on the project.	See new agenda item
4.2.26	Min 2080, p 4523 – 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	BB	This project cannot be progressed until the woodchip pathway at the bottom of Pigs Hill has been progressed. This will be taken to a future meeting.	July 2026
4.2.26	Min 2081, p 4523 – Update regarding adding an insect hotel to the ‘living willow classroom’ in Chatsworth Park and agree way forward	BB	Item has been bought back to this meeting with additional information as requested.	See new agenda item
4.2.26	Min 2082, p 4523 – To consider estimates for tree cutting required in Chatsworth Park for the Summer Fayre	BB	Aspen Treecare provided a revised estimate to cut back trees on the eastern side of the open area, which was agreed by the Town Clerk & works have been completed.	Complete
4.2.26	Min 2083, p 4524 – To agree price for removing/clearing logs/arising from failed pine in Chatsworth Park; decide what further action to take and report action taken by Town Clerk under her Delegated Authority	SN	EH Treecare to carry out works w/c 13/4/26.	Apr 2026
4.2.26	Min 2084, p 4524 – Update on tree survey for Chatsworth Park and agree further actions	BB	Amenities Officer to draft a specification for tree inspection covering the 9 outstanding trees, 4 trees to be re-inspected in 2025, 7 trees to be re-inspected in 2027 & large pine tree that was recently damaged. To be taken back to a future Committee meeting.	May 2026
4.2.26	Min 2085, p 4524 – To consider estimates for cutting back of trees and vegetation to an area in Chatsworth Park	BB	Agreed works have been completed by contractor.	Complete
4.2.26	Min 2086, p 4524-5 – To approve Grounds Maintenance Contract 2 from April 2026 to March 2027 to be put out to tender	SN	Contract was put out to tender and contract prices to be agreed at full Council on 18.3.26.	Complete



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2099. 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
4.2.26	Min 2087, p 4525 – To consider estimates for small grounds maintenance works in Chatsworth Park	BB	Noticeboard repairs complete. The 2 goal posts and perch bench are due to be installed imminently.	Apr 2026
4.2.26	Min 2088, p 4525 – To agree estimate for gate repairs at Civic Centre	SN	Meakers have replaced the front and rear gates at the Civic Centre as agreed.	Complete
4.2.26	Min 2089, p 4525 – To agree estimate for emergency lighting replacement at the Civic Centre	SN	Purchase order has been issued to Securitel & work scheduled for beginning of April.	Apr 2026
4.2.26	Min 2093, p 4526 – Future Events	BB / DJO	Further details to be obtained regarding a night walk at a working group meeting in April.	See new agenda item

Minute 2021 – The Amenities Officer advised that there had been no interest in the piano on social media and suggested this item was removed from the action list. This was **agreed** by the Committee.

2100. TO NOTE INCOME & EXPENDITURE FIGURES AT 31st JANUARY 2026

The Town Clerk's report advised that the actual year to date Amenities' figures at 31st January 2026 were income of £6,136 and expenditure of £29,920, and Civic Centre figures at 31st January 2026 were income of £26,865 and expenditure of £24,476. The accompanying lists printed from the accounting package detailed the actual spend figures and how they compared with the budget figures. The Town Clerk's report also explained any major differences in budget/spend figures. This was **noted** by the Committee and Cllr Robinson thanked the Town Clerk for her excellent report.

2101. TO REVIEW/UPDATE THE BUSINESS PLAN

The Committee **noted** the Business Plan and that no amendments were required.

2102. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The Committee **noted** the complaints.

2103. TO REVIEW THE CHATSWORTH PARK & COPSE MANAGEMENT PLAN

The Committee discussed the proposed updates to the Management Plan. The Amenities Officer had made several minor amendments and additions, including altering some of the wording, a paragraph and photograph being added in relation to the mini forest and updating some of the photos within the Plan. There were also 6 details within the Plan that had not been undertaken to date, and the Amenities Officer asked if the Committee would like these to be progressed; 1) to create a communication strategy to let residents know what foraging can take place in Chatsworth Park, 2) to undertake an annual formal review with local stakeholders, 3) to carry out a brush cut to zone 7 in late winter for wildlife seeding, 4) to remove an old wooden gate to zone 13, 5) to clear damaged fencing to zone 27 and 6) to tidy the boundary at the Copse. Lastly, the Amenities Officer had suggested that an annual Officer inspection



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2103. To review the Chatsworth Park & Copse Management Plan (Contd)

is carried out at zone 23 detailed in the Plan, to ensure that no low-lying vegetation is pushing up against residents' fence lines in this location, due to some complaints received over the years.

Cllr Clarkson, although not present, had provided comments on this item. He supported a foraging map to cover plums and blackberries, with a clear disclaimer that anything foraged should be well cleaned; would like an annual agenda item to be brought back to this Committee to note the current stakeholders; suggested that the works to zones 7, 13, 27 and the Copse are removed from the plan as they add nothing to the management of these areas.

The Committee agreed that foraging within the park should not be actively promoted, noting the importance of safeguarding both visitors and the park's natural environment. Members also agreed that annual stakeholder consultation should not be undertaken as the Plan should reflect the Council's priorities and operational capacity.

Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to agree to the amendments and additions made by the Amenities Officer; not to progress with any of the 6 items previously mentioned and that they be removed from the plan; that an additional inspection is carried out to zone 23, and that the Plan is reviewed again in March 2027. Cllr Gallagher asked that once these changes to the Plan had been undertaken that it is then emailed to the Committee for their information. The Amenities Officer was thanked by the Committee for her work on updating the Plan.

2104. UPDATE ON OFFICER INSPECTIONS IN CHATSWORTH PARK AS DETAILED ON THE MANAGEMENT PLAN

Officer inspections had been undertaken at the car park and memory garden in Chatsworth Park. The report from the Amenities Officer highlighted that the potholes in the car park had deteriorated and an estimate had been received as detailed in the next agenda item to have them repaired. It also detailed that in the memory garden some of the sleepers had cracks, holes, rotting areas and/or were loose in the ground; a bench and picnic table require repairs and the central mound needed tidying and weeding.

Cllr Gallagher, who has been tending to the central mound at the memory garden, advised that in the last 12 months she has been looking at what plants survived the drought in the summer and/or the heavy rainfall in the winter. The birdfeeder had been removed as it required regular cleaning and can also attract rats. Cllr Gallagher confirmed she will carry out some tidying to the mound next week and investigate re-planting in some locations where plants have not survived. She will provide the Officers with new photographs once actioned and asked that these are used on any future social media posts.

Taking the inspection details into consideration, it was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to obtain prices to replace 8 of the original green oak sleepers with timber sleepers where the worst damage had been caused (post numbers 13, 24, 25, 26, 30, 36, 64 and 81), and that prices are obtained to replace a seating plank on the picnic table and a seating plank and a back post on the bench.

2105. TO CONSIDER ESTIMATES TO REPAIR DAMAGED FOOTPATHS IN CHATSWORTH PARK AND TO FILL POTHOLES IN CHATSWORTH PARK CAR PARK

The Amenities Officer's report outlined issues discussed at the previous Committee meeting in relation to a resident's complaint of damaged footpaths in Chatsworth Park; pathway 1 leading from east to



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2105. To consider estimates to repair damaged footpaths in Chatsworth Park and to fill potholes in Chatsworth Park car park (Contd)

west, roughly between the forest school area leading towards the rear of properties at Cavendish Close and pathway 2 located at the most northern entrance on the east side, travelling south towards Manor Drive. Due to the amount of damage caused by tree roots near to the surface of pathway 2, advice was sought from Aspen Treecare and Hailsham Roadways. Aspen Treecare suggested that some high tree roots be selectively pruned and removed, before adding a cellular system. Hailsham Roadways felt this would be ineffective because the tree roots are too close to the surface. They provided three different estimates for this pathway; 1) to remove the existing pathway and reinstate it with soil, meaning that park users will only be able to use the north west pathway from Kirby Drive to the memory garden, 2) to clear the grass from the edges and surface over the existing pathway and 3) to remove the existing pathway and replace the pathway with self-binding hoggin. This would provide an easier and cheaper long-term maintenance as more hoggin can be added and re-rolled as required. Option 2 although cheaper, would require replacement of the pathway within 2-5 years due to the amount of tree roots in this location.

For pathway 1, an estimate of £583.20 plus VAT had been received to undertake pothole repairs, although this is based on Hailsham Roadways carrying out the work at the same time as repairs to pathway 2, and would need re-quoting if it was agreed not to carry out any work for pathway 2.

The Amenities Officer advised that she also asked Hailsham Roadways to provide an estimate to fill the potholes at Chatsworth Park car park, which were last carried out in June 2025. They quoted £1,717.71 plus VAT to include re-grading and rolling and this would also be based on them carrying out the work at the same time as repairs to pathway 2. It was felt that the proposed work did not appear to alter from the previous works undertaken from other contractors and was at a much higher price. It was also taken into account that if the café project was progressed, lots of heavy plant vehicles could be passing the area and it would therefore be preferable to carry out a more permanent solution after the café is completed, or if it is decided not to proceed with this project.

Having considered the options, it was proposed by Cllr Gallagher, seconded by Cllr Williamson and unanimously **RECOMMENDED** to proceed with Hailsham Roadway's estimates to replace pathway 2 with self-binding hoggin as stated on estimate 3 in the sum of £7,219.56 plus VAT, to fill in the potholes at pathway 1 as detailed in estimate 4 in the sum of £583.20 plus VAT, and that alternative quotes were sought to fill in and re-grade the potholes at the entrance of the car park.

2106. 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, where it was noted that some of the previous findings had been removed following repairs being undertaken to wet pour surfacing and wooden equipment. Members noted that in July 2025, consideration had been given to refurbishing the three Town Council-owned playgrounds, with a decision taken to defer for six months due to the volume of ongoing projects. The Amenities Officer invited the Committee to consider progressing refurbishment options, advising that while grant funding may be available, it was also being considered for the café concession and would not be sufficient to support both projects.

The Committee discussed how to improve the playgrounds, noting that some equipment is near to its end of life expectancy and it was ultimately proposed by Cllr Williamson, seconded by Cllr Gallagher



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2106. Update on weekly playground inspection reports, agree any work required and possible further actions (Contd)

and unanimously **RECOMMENDED** to note the most recent playground inspection report and defer a decision on possible refurbishment of the three Town Council owned playgrounds for another 6 months.

2107. TO CONSIDER ESTIMATE FROM ACE LANDSCAPES FOR PLAYGROUND REPAIRS

The report from the Amenities Officer advised that Ace Landscapes had provided an estimate to undertake repairs to several items in the playgrounds, many of which were listed on the inspection reports as medium risk. Following discussion, it was proposed by Cllr Gallagher, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the estimate from Ace Landscapes at a price of £291.40 plus VAT for play equipment repairs.

2108. TO CONSIDER ESTIMATE FROM PLAYDALE PLAYGROUNDS FOR REPAIRS TO EQUIPMENT IN CHATSWORTH PARK SOUTH PLAYGROUND

The Amenities Officer's report confirmed that she had contacted Playdale Playgrounds for an estimate following medium and low risk findings on the weekly and annual play inspection reports on the junior and group swing unit in Chatsworth Park South playground. They had provided a quotation of £1,260.31 plus VAT to seal the rubber edging around the group swing, replace the 4 tubing caps on the group swing and to replace the top pole. In addition, there is a finding on the weekly playground report that the base is loose on the yellow singular springer chair in the playground, and they kindly offered to repair this in the playground at the same time as the swing unit at no extra cost. Taking all the above details into consideration, it was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to accept the estimate of £1,260.31 plus VAT from Playdale Playgrounds for the above-mentioned works.

2109. TO CONSIDER REPAIRING OR REPLACING THE BALL WALL AT ROBERT KINGAN PLAYGROUND

At the last Committee meeting, Councillors considered an estimate from Playsafe Playgrounds of £1,567 plus VAT to repair the ball wall at Robert Kingan Playground, which was listed as a medium risk finding on the annual playground report for possible finger entrapment due to shrinking planks. As this cost was high, Councillors asked that an alternative quote is obtained for full replacement and that Lewes District Council's (LDC) playground inspector be contacted for their recommendations.

Playsafe Playgrounds have provided an alternative price of £4,892 plus VAT to replace the ball wall. LDC's playground inspector suggested that some of the timbers were replaced, the price for which was provided in Playsafe Playgrounds original estimate. LDC also suggested obtaining a price from an alternative contractor and the Amenities Officer advised she had emailed the contractor and had not yet received a response. The Committee discussed alternative options such as removing the ball wall completely or adding alternative equipment. As this is a medium risk finding, it was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to get alternative estimates to either replace some of the timbers or totally remove the item. If any estimate fits within the Town Clerks or Committee Chairs spending authority, a decision can be made by them and noted at the next meeting.



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2110. UPDATE REGARDING WOODCHIP PATHWAY PROJECT AT THE BOTTOM OF PIGS HILL IN CHATSWORTH PARK AND AGREE WAY FORWARD

As requested at the previous meeting, the Committee were provided a timeline of the project at Pigs Hill, Chatsworth Park. It had previously been agreed to add a 50 metre pathway, and Councillors were asked if they would like to progress with this. Cllr Williamson noted that a 'desire path' had already been naturally created by park users travelling in this direction. Cllr Gallagher advised she would like this to be carried out and noted that there is a website that provides free bark if there was not enough from works due to be undertaken in the park. Cllr Gallagher also raised concerns by adding natural edging to the path, however the rest of the Committee felt that this should be added to avoid chippings being spread around the grass and potentially causing issues when the contractors cut the grass in this area. Following discussion, it was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to ask the volunteers to add wood chippings into the desire path starting from the entrance from Pigs Hill pathway for a short distance as a trial and to ask the volunteers to add a natural edging border.

2111. UPDATE REGARDING ADDITION OF A BUG/INSECT HOTEL IN CHATSWORTH PARK AND AGREE CONSTRUCTION METHOD AND LOCATION

At the last Committee meeting it was felt that the position of the bug/insect hotel within the willow classroom was not an appropriate location and to bring it back to this meeting to consider an alternative for this Telscombe Green Space Volunteers (TGSV) project. The Amenities Officer advised that Cllr Clarkson had suggested that the bug/insect hotel is placed in the undergrowth near to the top pond, and that leftover bamboo from the hedge planting on Telscombe Tye be used as material for the hotel. Councillors were provided with photos of the specific area taken by Cllr Clarkson. The Amenities Officer asked how the Committee would like to progress with asking for assistance from local primary schools for projects in the park. It was therefore proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to locate the bug/insect hotel near to the top pond in Chatsworth Park as specified by Cllr Clarkson, and that, as Telscombe Cliffs Academy is the local primary school for the Town and is located next to the park, they should be offered first refusal regarding any projects and are asked if they would like to support the TGSV with this project.

2112. TO RATIFY THE DECISION TO ALLOW WALK WHEEL CYCLE TO RUN A PROMOTIONAL EVENT IN CHATSWORTH PARK

A Project Officer for the Walk Wheel Cycle Trust asked if they could run a free family friendly promotional event in Chatsworth Park between 10am and 2pm on Wednesday 1st April 2026. This event would include a free scavenger hunt with small prizes to encourage participation and community engagement. The Amenities Officer had emailed the Committee to ask if they would be happy for the event to take place and asked if they would like to charge the £25 administration fee or waive it at our discretion, due to it being a community activity, as specified in the Park Use Policy. Seven positive responses were received, including to waive the fee and as this was a majority response, we contacted the Project Officer to advise them accordingly. Insurance details were provided by Walk Wheel Cycle, and a Risk Assessment was awaited. Posters will be advertised by the Town Council on our website, social media and noticeboards. It was proposed by Cllr Gallagher, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **RATIFY** the decision to allow Walk Wheel Cycle to run their event in Chatsworth Park on 1st April.



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2113. TO REPORT EICR INSPECTION TO BE UNDERTAKEN AT THE CIVIC CENTRE AS AUTHORISED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY

The report from the Town Clerk stated that an Electrical Installation Condition Report is due to be undertaken to the Civic Centre in April. Estimates had been obtained from three companies, and the Town Clerk agreed to proceed with the estimate from Westview Electrical at £290 plus VAT, as this was within her delegated authority approval and was the lowest of the estimates. This was **noted** by the Committee.

2114. TO AGREE INCREASED COST OF TRADE WASTE COLLECTION AT CIVIC CENTRE BY LEWES DISTRICT COUNCIL

Councillors were notified that Lewes District Council (LDC) had notified the Town Council of an increase to both the weekly trade refuse and fortnightly trade recycling collections, which equates to an annual increase of £41.34. Biffa were contacted for an alternative estimate and their prices were more expensive. It was proposed by Cllr Williamson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to accept the increased cost of collections by LDC being trade refuse of £18.35 per week and trade recycling including glass of £4.59 per fortnight, annual total £1,073.54 per annum and to continue with LDC collecting the refuse until further notice.

2115. FUTURE EVENTS

The Admin Assistant's report provided an update on the recent quiz night and forthcoming summer fayre. Councillors asked if there had been any success in borrowing a gazebo from Peacehaven Town Council for the fayre and were advised that we could use our 4x4 hexagonal gazebo for the animal handling if it was not required by first-aiders. Councillors **noted** the update and thanked the Admin Assistant for her work in putting everything together for the summer fayre.

2116. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ ADDING ON A FUTURE AGENDA

The Town Clerk reported a complaint from the café concession in Chatsworth Park regarding servicing of the portaloos, including missed emptying and insufficient supplies. The café concession enquired about appointing an alternative supplier and was advised that the Town Council would address the matter directly with the existing contractor on their behalf, in an attempt to resolve the issues.

There being no further business the meeting closed at 8.51 pm.

Signed
Chairman

NB Next Committee meeting – Wednesday 27th May 2026, 7.30 pm