

# 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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20<sup>th</sup> May 2026

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 27<sup>th</sup> May 2026 at 7.30pm.**

Stella Newman  
Town Clerk/RFO

## AGENDA

1. To appoint a Vice Chairman
2. Public question time - members of the public are welcome to attend and may ask questions relevant to the Committee – maximum time allotted fifteen minutes
3. Apologies for absence and substitutions
4. To receive Members' declarations of interest in relation to matters on the agenda
5. To approve minutes of the meeting held on Wednesday 25<sup>th</sup> March 2026 – *see attached*
6. To note actions carried out or required from previous meetings and agree any further measures required – *see attached*
7. To note income and expenditure figures at year end 31<sup>st</sup> March 2026 and new year figures at 1<sup>st</sup> April 2026 – *see attached*
8. To review/update the Business Plan – *see attached*
9. To note amenities complaints since last meeting – *see attached*
10. To decide how to progress regarding the Small Grounds Maintenance Contract 3 – *see attached*
11. To consider increased cost of weekly playground inspections and future management - *see attached*
12. To consider whether to have the annual play area inspections arranged by Lewes District Council – *see attached*
13. Update on weekly playground inspection reports, agree any work required and possible further actions – *see attached*
14. To consider estimate for playground repairs – *see attached*
15. To consider estimate for repairs or removal of the disc roundabout at Chatsworth Park South playground – *see attached*
16. To consider repair or replacement of the ball wall at Robert Kingan playground – *see attached*
17. To agree to cut back trees behind the ball wall in Chatsworth Park – *see attached*
18. To consider estimates for works at the memory garden in Chatsworth Park – *see attached*
19. Agree way forward regarding woodchip pathway at the bottom of Pigs Hill in Chatsworth Park – *see attached*
20. To consider specification document for tree inspection survey – *see attached*
21. Update on and agree portaloo increased hire charge and consider possible change of supplier – *see attached*
22. To ratify buggy walk activity in Chatsworth Park and consider another event from Walk Wheel Cycle Trust – *see attached*

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23. To consider request from Develop Outdoors to update the nature trail in Chatsworth Park – *see attached*
24. To ratify cost of topography report for the Chatsworth Park café project – *see attached*
25. To note increase in litter bin emptying charge by Lewes District Council for Chatsworth Park and the playgrounds and agree how to progress – *see attached*
26. To agree increased cost of outside litter bin collection at Civic Centre by Lewes District Council – *see attached*
27. To approve licence renewals for music, motion picture and the Civic Centre premises – *see attached*
28. To report clearance of gutters at the Civic Centre – *see attached*
29. To consider bird proofing at the Civic Centre – *see attached*
30. Future events – *see attached*
31. 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 29<sup>th</sup> July 2026*



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Amenities & Civic Centre Committee** held at 7.30pm on **Wednesday 25<sup>th</sup> 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 4<sup>th</sup> FEBRUARY 2026

It was proposed by Cllr Williamson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 4<sup>th</sup> 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 <sup>st</sup> 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 31<sup>st</sup> JANUARY 2026

The Town Clerk's report advised that the actual year to date Amenities' figures at 31<sup>st</sup> January 2026 were income of £6,136 and expenditure of £29,920, and Civic Centre figures at 31<sup>st</sup> 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 bought 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 1<sup>st</sup> 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 1<sup>st</sup> 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 £4.42 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 hard 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 portaloo, 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 problem. The supplier advised the servicing day had been changed from Friday to Monday when the café is closed, and that a spare key had not been requested as required under the contract. The supplier has been instructed to reinstate Friday servicing and ensure adequate provision of consumables.

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

Signed .....  
Chairman

*NB Next Committee meeting – Wednesday 27<sup>th</sup> May 2026, 7.30 pm*



**Agenda Item 6 - To note actions carried out or required from previous meetings and agree any further measures required**

Action List for Amenities & Civic Centre meeting on 27<sup>th</sup> May 2026:-

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	New prices to cut back vegetation behind the ball wall have been obtained and will be considered at this meeting.	See new agenda item
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. <i>Meeting took place in April &amp; additional information to be obtained and another meeting to be convened shortly</i>	July 2026
3.12.25	Min 2056, p 4482 – To consider estimates from Ace Landscapes for repairs to playground equipment	BB	Ace Landscapes have carried out repairs to all but 1 item (plastic covering over rope on junior apparatus at CPN).	Jun 2026
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 2083, p 4524 – To agree price for removing/clearing logs/arisings 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 carried out works on 06/05/2026.	Complete
4.2.26	Min 2084, p 4524 – Update on tree survey for Chatsworth Park and agree further actions	BB	A specification document for tree inspections has been drawn up and will be considered at this meeting.	See new agenda item
4.2.26	Min 2087, p 4525 – To consider estimates for small grounds maintenance works in Chatsworth Park	BB	Noticeboard, 2 goal posts and perch bench have all been installed by Ace Landscapes.	Complete
4.2.26	Min 2089, p 4525 – To agree estimate for emergency lighting replacement at the Civic Centre	SN	Works have been completed by Securitel.	Complete
25.3.26	Min 2103, p 4562-3 – To review the Chatsworth Park & Copse Management Plan	BB	Amendments have been made and a copy of the Management Plan has been emailed over to Committee.	Complete

Action List for Amenities & Civic Centre meeting on 27<sup>th</sup> May 2026 (Contd):-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25.3.26	Min 2104, p 4563 – Update on Officer Inspections in Chatsworth Park as detailed on the Management Plan	BB	1 estimate has been received to replace 8 sleepers, a seating plank on the picnic table and a seating plank and a back post on the bench.	See new agenda item
25.3.26	Min 2105, p 4563-4 – To consider estimates to repair damaged footpaths in Chatsworth Park and to fill potholes in Chatsworth Park car park	BB BB	Works by Hailsham Roadways have been completed to the 2 footpaths.  Estimates to be obtained to fill in potholes at Chatsworth Park car park. <i>Visited site in April and had been filled, but potholes have since returned, so will need to be progressed.</i>	Complete  July 2026
25.3.26	Min 2107, p 4565 – To consider estimate from Ace Landscapes for playground repairs	BB	Ace Landscapes have carried out repairs to all but 1 item (replacing fixing to group swing at RKP).	July 2026
25.3.26	Min 2108, p 4565 – To consider estimate from Playdale Playgrounds for repairs to equipment in Chatsworth Park South playground	BB	Playdale have completed all the works.	Complete
25.3.26	Min 2109, p 4565 – To consider repairing or replacing the ball wall at Robert Kingan Playground	BB	An alternative estimate has been obtained and a report has been added to this meeting.	See new agenda item
25.3.26	Min 2110, p 4566 – Update regarding woodchip pathway project at the bottom of Pigs Hill in Chatsworth Park and agree way forward	BB	Cllr Clarkson has asked for more information regarding the pathway.	See new agenda item
25.3.26	Min 2110, p 4566 – Update regarding addition of a bug/insect hotel in Chatsworth Park and agree construction method and location	BB	Cllr Clarkson has been updated with the Committee's decision to locate the hotel near to the top pond in CP and that Telscombe Cliffs Academy should be offered first refusal to help.	Complete



<b>AGENDA ITEM</b>	7
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	20 <sup>th</sup> May 2026
<b>SUBJECT</b>	To note income and expenditure figures at year end 31 <sup>st</sup> March 2026 and new year figures at 1 <sup>st</sup> April 2026

## 1. INFORMATION

Appendix 1 attached, printed from our accounting package, sets out the Committee year-end position at 31st March 2026.

Appendix 2 sets out income and expenditure for the new financial year as at 1st April 2026. Bracketed figures denote prior year expenditure to be paid in the new year.

## 2. INFORMATION

### 2025/26 Financial Year

The overall actual year-end figures at 31<sup>st</sup> March 2026 are as follows:-

Amenities – Income £6,729 (190.6%)  
Expenditure £41,143 (58.4%)

Civic Centre – Income £28,568 (106.3%)  
Expenditure £30,169 (71.4%)

The year-end figures reflect a positive financial position, with expenditure remaining well within budget and income exceeding budget expectations.

## 3. RECOMMENDATION

The income and expenditure sheets will already have been taken to full Council for agreement and should therefore be noted.

## 4. ENVIRONMENTAL IMPACT

N/A

## 5. FINANCIAL IMPLICATIONS

As detailed above.

Budget spending will be reported to each Council meeting.



16/04/2026

## Telscombe Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Amenities</b>								
<u>105 Town Events</u>								
1054 Income entertainment	0	57	100	43			57.0%	
Town Events :- Income	<b>0</b>	<b>57</b>	<b>100</b>	<b>43</b>			<b>57.0%</b>	
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	<b>0</b>	<b>1,186</b>	<b>1,600</b>	<b>414</b>	<b>0</b>	<b>414</b>	<b>74.1%</b>	
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,129)</b>	<b>(1,500)</b>	<b>(371)</b>				
<u>201 Parks, Open Spaces/Playgrounds</u>								
4098 Playground equip. replacement	2,605	3,127	10,000	6,873		6,873	31.3%	
4100 Playgrounds spare parts/repair	1,415	2,330	2,000	(330)		(330)	116.5%	
4101 Grounds maintenance	1,928	13,795	14,700	905		905	93.8%	
4104 Works contract 1, playgrounds	1,817	10,624	15,000	4,376		4,376	70.8%	
4105 Works contract 2 -trees/hedges	1,246	1,326	6,000	4,674		4,674	22.1%	
4106 Works contract 3 - small works	730	830	2,500	1,670		1,670	33.2%	
4107 Playground inspections	390	1,930	3,000	1,070		1,070	64.3%	
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	<b>10,131</b>	<b>33,962</b>	<b>53,200</b>	<b>19,238</b>	<b>0</b>	<b>19,238</b>	<b>63.8%</b>	
<b>Net Expenditure</b>	<b>(10,131)</b>	<b>(33,962)</b>	<b>(53,200)</b>	<b>(19,238)</b>				
<u>202 Amenities General</u>								
1062 Income memorial benches	0	3,900	1,150	(2,750)			339.1%	
1063 Income memory garden plaques	140	440	200	(240)			220.0%	
1066 Cafe concession	220	2,332	2,080	(252)			112.1%	
Amenities General :- Income	<b>360</b>	<b>6,672</b>	<b>3,430</b>	<b>(3,242)</b>			<b>194.5%</b>	
4351 Seats and notice boards	64	544	1,250	706		706	43.5%	
4357 Memorial benches	0	2,478	1,150	(1,328)		(1,328)	215.5%	
4358 Memory garden plaques	85	176	200	24		24	88.2%	
4360 Cafe concession	0	0	3,500	3,500		3,500	0.0%	
4367 Youth services	0	500	500	0		0	100.0%	
4368 PWLB Cafe loan	0	0	7,000	7,000		7,000	0.0%	
4369 Cafe portaloo hire	176	2,297	2,080	(217)		(217)	110.4%	
Amenities General :- Indirect Expenditure	<b>325</b>	<b>5,995</b>	<b>15,680</b>	<b>9,685</b>	<b>0</b>	<b>9,685</b>	<b>38.2%</b>	
<b>Net Income over Expenditure</b>	<b>35</b>	<b>677</b>	<b>(12,250)</b>	<b>(12,927)</b>				
<b>Amenities :- Income</b>	<b>360</b>	<b>6,729</b>	<b>3,530</b>	<b>(3,199)</b>			<b>190.6%</b>	
<b>Expenditure</b>	<b>10,456</b>	<b>41,143</b>	<b>70,480</b>	<b>29,337</b>	<b>0</b>	<b>29,337</b>	<b>58.4%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(10,096)</b>	<b>(34,414)</b>	<b>(66,950)</b>	<b>(32,536)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Civic Centre</b>								
<u>301 Civic Building</u>								
1000	Income Civic Centre -room hire	1,199	14,136	15,000	864		94.2%	
1002	Income - C Centre FIT payments	795	7,274	5,000	(2,274)		145.5%	
1003	Income - C Centre mast rental	1,653	6,613	6,615	2		100.0%	
1005	Income music licence	52	546	250	(296)		218.4%	
	<b>Civic Building :- Income</b>	<b>3,699</b>	<b>28,568</b>	<b>26,865</b>	<b>(1,703)</b>		<b>106.3%</b>	
4402	Consumable supplies	106	543	880	337	337	61.7%	
4403	Equipment maintenance	245	1,838	2,200	362	362	83.5%	
4406	Refuse collection	105	1,168	1,400	232	232	83.4%	
4407	Equipment	0	983	1,210	227	227	81.3%	
4411	Rates	1,206	14,471	16,000	1,529	1,529	90.4%	
4412	Water and sewage	0	2,730	2,730	0	0	100.0%	
4413	Electricity	216	1,271	4,450	3,179	3,179	28.6%	
4414	Gas	546	1,814	5,600	3,786	3,786	32.4%	
4417	Kitchen appliances	0	0	500	500	500	0.0%	
4418	Solar panels	0	0	500	500	500	0.0%	
4419	Internal/external works	1,358	4,120	5,500	1,381	1,381	74.9%	
	<b>Civic Building :- Indirect Expenditure</b>	<b>3,782</b>	<b>28,937</b>	<b>40,970</b>	<b>12,033</b>	<b>0</b>	<b>12,033</b>	<b>70.6%</b>
	<b>Net Income over Expenditure</b>	<b>(83)</b>	<b>(368)</b>	<b>(14,105)</b>	<b>(13,737)</b>			
<u>302 Civic Building Loan</u>								
4060	Loan accounts	0	1,232	1,300	68	68	94.8%	
	<b>Civic Building Loan :- Indirect Expenditure</b>	<b>0</b>	<b>1,232</b>	<b>1,300</b>	<b>68</b>	<b>0</b>	<b>68</b>	<b>94.8%</b>
	<b>Net Expenditure</b>	<b>0</b>	<b>(1,232)</b>	<b>(1,300)</b>	<b>(68)</b>			
	<b>Civic Centre :- Income</b>	<b>3,699</b>	<b>28,568</b>	<b>26,865</b>	<b>(1,703)</b>		<b>106.3%</b>	
	<b>Expenditure</b>	<b>3,782</b>	<b>30,169</b>	<b>42,270</b>	<b>12,101</b>	<b>0</b>	<b>12,101</b>	<b>71.4%</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(83)</b>	<b>(1,601)</b>	<b>(15,405)</b>	<b>(13,804)</b>			

16/04/2026

## Telscombe Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Earmarked Reserves</u></b>								
<b><u>910 Earmarked Reserves</u></b>								
9011 Park/playground refurbishment	17,661	19,500	120,714	101,214		101,214	16.2%	
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	4,386	8,022	55,082	47,060		47,060	14.6%	
9018 Tye signage expenditure	0	551	1,200	649		649	46.0%	
9020 Youth projects expenditure	(1,500)	(440)	2,548	2,988		2,988	(17.3%)	
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	8	8	8	0		0	100.0%	
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	(8)	(8)	16,500	16,508		16,508	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	200	200	200	0		0	100.0%	
9044 Wave Leisure	1,500	1,500	1,500	0		0	100.0%	
9045 Legal/professional fees	0	595	6,250	5,655		5,655	9.5%	
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%	
<b>Earmarked Reserves :- Indirect Expenditure</b>	<b>22,247</b>	<b>36,698</b>	<b>347,334</b>	<b>310,636</b>	<b>0</b>	<b>310,636</b>	<b>10.6%</b>	
<b>Net Expenditure</b>	<b>(22,247)</b>	<b>(36,698)</b>	<b>(347,334)</b>	<b>(310,636)</b>				
<b>Earmarked Reserves :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>22,247</b>	<b>36,698</b>	<b>347,334</b>	<b>310,636</b>	<b>0</b>	<b>310,636</b>	<b>10.6%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(22,247)</b>	<b>(36,698)</b>	<b>(347,334)</b>	<b>(310,636)</b>				



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## Telscombe Town Council

### Detailed Income & Expenditure by Budget Heading 01/04/2026

Month No: 1

#### Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Amenities</b>							
<u>105 Town Events</u>							
1001 Income Summer Fayre	0	0	1,000	1,000			0.0%
1054 Income entertainment	0	0	100	100			0.0%
Town Events :- Income	<b>0</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>			<b>0.0%</b>
4361 Summer fayre	0	0	1,000	1,000	1,000		0.0%
4363 Town entertainment /events	0	0	1,500	1,500	1,500		0.0%
4365 Entertainment consumables	0	0	100	100	100		0.0%
Town Events :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,600</b>	<b>2,600</b>	<b>0</b>	<b>2,600</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>			
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098 Playground equip. replacement	(2,605)	(2,605)	10,000	12,605	12,605		(26.1%)
4100 Playgrounds spare parts/repair	(1,348)	(1,348)	2,000	3,348	3,348		(67.4%)
4101 Grounds maintenance	(1,424)	(1,424)	15,050	16,474	16,474		(9.5%)
4104 Works contract 1, playgrounds	(301)	(301)	11,750	12,051	12,051		(2.6%)
4105 Works contract 2 -trees/hedges	(1,090)	(1,090)	6,000	7,090	7,090		(18.2%)
4106 Works contract 3 - small works	(730)	(730)	2,500	3,230	3,230		(29.2%)
4107 Playground inspections	(195)	(195)	3,000	3,195	3,195		(6.5%)
4109 Joint litter/dog bin emptying	0	0	4,750	4,750	4,750		0.0%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	<b>(7,693)</b>	<b>(7,693)</b>	<b>55,050</b>	<b>62,743</b>	<b>0</b>	<b>62,743</b>	<b>(14.0%)</b>
<b>Net Expenditure</b>	<b>7,693</b>	<b>7,693</b>	<b>(55,050)</b>	<b>(62,743)</b>			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	0	1,300	1,300			0.0%
1063 Income memory garden plaques	0	0	200	200			0.0%
1066 Cafe concession	0	0	2,300	2,300			0.0%
Amenities General :- Income	<b>0</b>	<b>0</b>	<b>3,800</b>	<b>3,800</b>			<b>0.0%</b>
4351 Seats and notice boards	0	0	1,250	1,250	1,250		0.0%
4357 Memorial benches	0	0	1,300	1,300	1,300		0.0%
4358 Memory garden plaques	0	0	200	200	200		0.0%
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	8,000	8,000	8,000		0.0%
4369 Cafe portaloos hire	(176)	(176)	2,300	2,476	2,476		(7.7%)
Amenities General :- Indirect Expenditure	<b>(176)</b>	<b>(176)</b>	<b>17,050</b>	<b>17,226</b>	<b>0</b>	<b>17,226</b>	<b>(1.0%)</b>
<b>Net Income over Expenditure</b>	<b>176</b>	<b>176</b>	<b>(13,250)</b>	<b>(13,426)</b>			
Amenities :- Income	<b>0</b>	<b>0</b>	<b>4,900</b>	<b>4,900</b>	<b>0.0%</b>		
Expenditure	<b>(7,869)</b>	<b>(7,869)</b>	<b>74,700</b>	<b>82,569</b>	<b>0</b>	<b>82,569</b>	<b>(10.5%)</b>
<b>Movement to/(from) Gen Reserve</b>	<b>7,869</b>	<b>7,869</b>	<b>(69,800)</b>	<b>(77,669)</b>			

## Telscombe Town Council

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2026

Month No: 1

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Civic Centre</b>							
<u>301 Civic Building</u>							
1000 Income Civic Centre -room hire	0	0	15,000	15,000			0.0%
1002 Income - C Centre FIT payments	0	0	5,500	5,500			0.0%
1003 Income - C Centre mast rental	0	0	6,613	6,613			0.0%
1005 Income music licence	0	0	300	300			0.0%
<b>Civic Building :- Income</b>	<b>0</b>	<b>0</b>	<b>27,413</b>	<b>27,413</b>			<b>0.0%</b>
4402 Consumable supplies	(50)	(50)	900	950	950		(5.5%)
4403 Equipment maintenance	0	0	2,310	2,310	2,310		0.0%
4406 Refuse collection	(105)	(105)	1,610	1,715	1,715		(6.5%)
4407 Equipment	0	0	1,210	1,210	1,210		0.0%
4411 Rates	0	0	16,000	16,000	16,000		0.0%
4412 Water and sewage	0	0	3,475	3,475	3,475		0.0%
4413 Electricity	(105)	(105)	4,000	4,105	4,105		(2.6%)
4414 Gas	(234)	(234)	5,000	5,234	5,234		(4.7%)
4417 Kitchen appliances	0	0	500	500	500		0.0%
4418 Solar panels	0	0	500	500	500		0.0%
4419 Internal/external works	(540)	(540)	5,650	6,190	6,190		(9.6%)
<b>Civic Building :- Indirect Expenditure</b>	<b>(1,033)</b>	<b>(1,033)</b>	<b>41,155</b>	<b>42,188</b>	<b>0</b>	<b>42,188</b>	<b>(2.5%)</b>
<b>Net Income over Expenditure</b>	<b>1,033</b>	<b>1,033</b>	<b>(13,742)</b>	<b>(14,775)</b>			
<b>Civic Centre :- Income</b>	<b>0</b>	<b>0</b>	<b>27,413</b>	<b>27,413</b>			<b>0.0%</b>
<b>Expenditure</b>	<b>(1,033)</b>	<b>(1,033)</b>	<b>41,155</b>	<b>42,188</b>	<b>0</b>	<b>42,188</b>	<b>(2.5%)</b>
<b>Movement to/(from) Gen Reserve</b>	<b>1,033</b>	<b>1,033</b>	<b>(13,742)</b>	<b>(14,775)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2026

Month No: 1

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Earmarked Reserves</u></b>							
<b><u>910 Earmarked Reserves</u></b>							
9011 Park/playground refurbishment	0	0	114,084	114,084		114,084	0.0%
9012 Civic Centre maintenance	0	0	21,070	21,070		21,070	0.0%
9013 Information technology/server	0	0	4,306	4,306		4,306	0.0%
9014 Telscombe Tye	0	0	47,259	47,259		47,259	0.0%
9018 Tye signage expenditure	0	0	649	649		649	0.0%
9020 Youth projects expenditure	0	0	2,988	2,988		2,988	0.0%
9021 Election expenses	0	0	20,899	20,899		20,899	0.0%
9023 Street lighting expenditure	0	0	29,790	29,790		29,790	0.0%
9026 Councillor training	0	0	3,140	3,140		3,140	0.0%
9028 Bus shelters	0	0	9,500	9,500		9,500	0.0%
9029 Street furniture	0	0	2,605	2,605		2,605	0.0%
9030 CCTV	0	0	2,594	2,594		2,594	0.0%
9032 Website	0	0	1,810	1,810		1,810	0.0%
9033 Telephones	0	0	2,750	2,750		2,750	0.0%
9035 Grounds maintenance	0	0	25,008	25,008		25,008	0.0%
9036 Coastal management	0	0	6,500	6,500		6,500	0.0%
9037 CIL monies	0	0	18,625	18,625		18,625	0.0%
9038 Neighbourhood plan	0	0	3,851	3,851		3,851	0.0%
9039 Clifftop fencing	0	0	7,500	7,500		7,500	0.0%
9040 Community cafe	0	0	35,501	35,501		35,501	0.0%
9041 Tye management	0	0	3,200	3,200		3,200	0.0%
9042 Memorials - bench maintenance	0	0	1,972	1,972		1,972	0.0%
9045 Legal/professional fees	0	0	5,655	5,655		5,655	0.0%
9046 Kitchen appliances	0	0	3,500	3,500		3,500	0.0%
9047 Solar panels	0	0	3,500	3,500		3,500	0.0%
9048 Recruitment advertising	0	0	750	750		750	0.0%
<b>Earmarked Reserves :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>379,006</b>	<b>379,006</b>	<b>0</b>	<b>379,006</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(379,006)</b>	<b>(379,006)</b>			
<b>Earmarked Reserves :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
<b>Expenditure</b>	<b>0</b>	<b>0</b>	<b>379,006</b>	<b>379,006</b>	<b>0</b>	<b>379,006</b>	<b>0.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>(379,006)</b>	<b>(379,006)</b>			
<b>Grand Totals:- Income</b>	<b>(205)</b>	<b>(205)</b>	<b>383,195</b>	<b>383,400</b>			<b>(0.1%)</b>
<b>Expenditure</b>	<b>(13,202)</b>	<b>(13,202)</b>	<b>763,450</b>	<b>776,652</b>	<b>0</b>	<b>776,652</b>	<b>(1.7%)</b>
<b>Net Income over Expenditure</b>	<b>12,996</b>	<b>12,996</b>	<b>(380,255)</b>	<b>(393,251)</b>			



<b>AGENDA ITEM</b>	8
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	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 2.7 dated 7<sup>th</sup> May 2026. No updates were recommended at the last meeting.

## **3. RECOMMENDATION**

It is recommended to agree if any 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 2.7

3	<b>Mini forest project in Chatsworth Park</b>		Final grant submitted & saplings to be watered regularly.				Ongoing
4	<b>Establish a maintenance programme and regular inspections for play equipment in the playgrounds in Chatsworth Park &amp; Robert Kingan &amp; keep areas clean and tidy</b>	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	<b>New Council Contracts – Contract specification to pay the living wage to employees</b>	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. <b>BUDGET IMPLICATIONS</b>	TC & AO	3 yearly	ACC & FC	Complete

2023-24	2024 - 2025	2025-26	2026-27
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6	<b>New Café in Chatsworth Park Project</b>	Examine the feasibility of building a new café in Chatsworth Park	<p>Working group set up. Agreed at committee to trial a café concession to test market. Concession started April 2021 &amp; reviewed 6 monthly in April &amp; September.</p> <p>Additional Cllrs &amp; staff joined working group to take project forward.</p> <p>LDC &amp; EBC assisting with project delivery – SLA agreed.</p> <p><b>BUDGET IMPLICATIONS</b></p>	AO & TC	Ongoing	ACC	Ongoing
7	<b>Climate Change Emergency - Activity for ACC and FC</b>	Declare Climate Emergency and aim for TTC to become carbon neutral by 2030.	<p>Deliver a number of initiatives through the committee system.</p> <p>Proposed Tree Planting scheme with residents unable to proceed due to underground services &amp; same applies to planting of bushes as an alternative. Aim to replace any tree cut down as part of Chatsworth Park maintenance. Council will aim to not monoculture greenspaces and invest in diverse species.</p> <p>Advertise the solar panels savings in CO2 and clean energy generation in newsletter.</p>	TC & AO	Ongoing	ACC & FC	Complete

2023-24	2024 - 2025	2025-26	2026-27
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			<p>Explore the opportunities to provide EV charging point(s) at Civic Centre. Civic Centre now a Water Refill point.</p> <p><b>BUDGET IMPLICATIONS</b> Single Use Plastics Policy adopted at Council meeting on 16.9.20. Policy revised &amp; adopted at full Council Sept '23.</p>	CR	On hold	ACC	Complete
					3 yearly		Ongoing
8	<b>Active Travel – cycles and walkways</b>	Safe walking/shared pathways	<p>In consultation with residents, look at active travel and cycle/walkways across Chatsworth Park.</p> <p><b>BUDGET IMPLICATIONS</b></p>	AO	Yearly	ACC	n/a
9	<b>Chatsworth Park and The Copse Management Plan</b>	To provide clear guidelines for park management.	<p>Draft Management Plan and Boundary Policy agreed at ACC in Sept '21 &amp; adopted at full Council in Nov '21.</p> <p>Monitor plan &amp; ensure carrying out required actions. Take Ecological Report into consideration when decision making.</p>	AO/CC	Yearly	ACC/FC	Ongoing
10	<b>Youth Services</b>	Look at expanding opportunities to provide youth	Joint project was agreed with PeacehavenTC & ESCC at The Joff. TTC agreed funding at full Council for 24/25 & revised SLA	TC & CR		ACC	Complete

2023-24	2024 - 2025	2025-26	2026-27
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		services support in the Towns	<p>was signed by all parties, invoice received from ESCC and payment made. New SLA agreed &amp; signed by TC for 2025/26, invoice received &amp; paid. To include budget for future years – budget for 2026/27 financial year has been included.</p> <p><b>BUDGET IMPLICATIONS</b></p>				<p>Complete</p> <p>Ongoing</p>
11	<b>Civic Centre Sustainability</b>	Explore ways of cost reduction	<p>Net Zero Working Group set up – reports to go to ACC meetings quarterly.</p> <p><b>BUDGET IMPLICATIONS</b></p>	ACC	Ongoing	Working group/ACC	Ongoing
12	<b>Civic Centre room hire/marketing</b>	To maximise income from room hire	Working group to discuss & report back to Committee.	Officers & Cllrs	July 2026	ACC	Ongoing
13	<b>Civic Centre security</b>	To ensure safety of staff and hirers	To review doors/access and security at the Civic Centre.	Officers & Cllrs	Yearly	ACC	Ongoing

### Abbreviations

- TC – Town Clerk
- AO – Amenities Officer
- ACC – Amenities & Civic Centre Committee
- FC - Full Council
- NDP - Neighbourhood Plan
- TTC - Telscombe Town Council
- LDC - Lewes District Council

2023-24	2024 - 2025	2025-26	2026-27
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<b>AGENDA ITEM</b>	9
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	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 regarding 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

Ref No	Date received	Taken to A&CC	Area	Category	Nature of complaint	Current status
TTC-26-010	05.01.2026	04.02.2026	Chatsworth Park	Pathways	Resident reported that there are some tree roots pushing the pathway up at the top of the park and pot holes in another pathway.	Completed
TTC-26-055	20.03.2026	27.05.2026	Robert Kingan Playground	Litter	Wet pour contractors have not cleared all waste in the playground following on from their repairs.	Completed
TTC-26-061	23.03.2026	27.05.2026	Civic Centre	Activities	Resident asked what activities are held at the Civic Centre and local area.	Completed
TTC-26-062	25.03.2026	27.05.2026	Chatsworth Park	Fire	Teenagers had built a den in the woods and lit a fire.	Completed
TTC-26-063	26.03.2026	27.05.2026	Chatsworth Park South Playground	Trees	A tree was flytipped in the playground.	Completed
TTC-26-065	30.03.2026	27.05.2026	Chatsworth Park	Animals	Dead fox in Chatsworth Park by Pigs Hill.	Completed
TTC-26-068	01.04.2026	27.05.2026	Robert Kingan Playground	Vegetation	Resident complained about contractors cutting hedge back around the playground during bird nesting season.	Completed
TTC-26-084	16.04.2026	27.05.2026	Chatsworth Park	Unsociable behaviour	Swing had been added to a pine tree in the park.	Completed
TTC-26-086	16.04.2026	27.05.2026	Chatsworth Park	Unsociable behaviour	Swing had been added to a pine tree in the park.	Completed
TTC-26-089	21.04.2026	27.05.2026	Chatsworth Park South Playground	Playground equipment	The roundabout is not moving.	Ongoing
TTC-26-092	24.04.2026	27.05.2026	Civic Centre	Parking	Request to make the car park available to local business owners over weekends and when Civic Centre is not in use.	Completed
TTC-26-098	01.05.2026	27.05.2026	Civic Centre	Flags	Resident asked why we fly the flag outside the Civic Centre, when it is being used as a response to refugees.	Completed
TTC-26-099	01.05.2026	27.05.2026	Robert Kingan Playground	Playground equipment	Cradle swing is faulty and tipped their child forward, and there is a loose screw hanging out of the seesaw.	Ongoing
TTC-26-102	11.05.2026	27.05.2026	Chatsworth Park	Trees	Resident reported a crack to one of the branches on the pine trees in the park, coming over a pathway to the east side of the park.	Ongoing
TTC-26-108	18.05.2026	27.05.2026	Chatsworth Park	Anti-social behaviour	Teenage boys with motorbikes have been gathering by the memory garden and have churned up the ground with wheel spins.	Completed



<b>AGENDA ITEM</b>	10
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To decide how to progress regarding the Small Grounds Maintenance Contract 3

## **1. INTRODUCTION**

Last year we experienced difficulties with the contractors undertaking the Grounds Maintenance Contract 2, Countrywide Contractors, as they were not fulfilling the terms of the Contract.

## **2. INFORMATION**

As agreed at this Committee, default notices were issued and the Contract was terminated. The Contract was subsequently re-tendered for 1 year.

Countrywide Contractors had also been awarded Grounds Maintenance Contract 3 for small works. This included cutting back of the twittens, cutting the grass along the edge of the Tye in Gorham Way and cutting of the grass and hedge at the Civic Centre.

Works were due to start in April for the final contract year, but despite contacting them on several occasions, being promised their updated insurance details and a plan of scheduled works, nothing has been heard and no work has been undertaken. I therefore propose issuing a default notice for April 2026 and getting ad-hoc prices for undertaking some of the contract work in the interim.

## **3. RECOMMENDATION**

It is therefore recommended that I issue a default notice for April and subsequent notices if the works are not carried out and if 3 default notices are issued, that the Contract is terminated as per the contract terms. It is also recommended that in the interim, I get prices to have some of the works carried out on an ad-hoc basis and proceed if I feel they are reasonable. If the contract is terminated, we need to decide whether to re-tender for the remainder of the final year of the contract term, or simply have the work carried out as and when.

## **4. FINANCIAL IMPLICATIONS**

The contract has been budgeted for in the sum of £2,500, nominal code 4106-201.



<b>AGENDA ITEM</b>	11
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To consider increased cost of weekly playground inspections and future management

## **1. INTRODUCTION**

Lewes District Council (LDC) currently undertake weekly playground inspections using their PSS system and a qualified inspector, at a cost of £15 per inspection per playground, totalling £45 per week, £2,340 per annum. The price has remained the same since 2015.

## **2. INFORMATION**

LDC have informed us that they are reviewing areas that they provide services for, to see if they make, break even or lose money providing these services. Unfortunately, the weekly play inspections are one area where they are losing money, specifically on data base costs, mileage and officer time.

LDC have informed us that they will be increasing the costs as of June 2026 to £17.95 per inspection per playground, totalling £53.85 per week and £2,800.20 per annum.

If we wish to look at other options, LDC advise they can help with the transition to a new service and can fill in when required, if we find a more suitable alternative.

In 2019 I undertook a 1 day routine play inspection course with RosPA. However, the certificate only lasts for 3 years and if we were to take this on ourselves, I would need to attend further training. Unfortunately we do not have the capacity for me to undertake the inspections. Some playground companies also offer weekly play inspections, but these are more expensive than the costs offered by LDC.

## **3. RECOMMENDATION**

It is recommended to agree the increased weekly cost of £17.95 plus VAT per inspection per playground.

## **4. ENVIRONMENTAL IMPACT**

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

## **5. FINANCIAL IMPLICATIONS**

We have a 2026/27 budget of £3,000, nominal code 4107-201 for playground inspections which allows for the weekly inspections by LDC and the annual inspections. If it is decided to progress with LDC's cost increase to the weekly inspections, this would bring the total cost for weekly inspections for this financial year to £2,759.40 plus VAT. There is an additional cost of £240.60 for annual inspections.



<b>AGENDA ITEM</b>	12
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To consider whether to have the annual play area inspections arranged by Lewes District Council

## **1. INTRODUCTION**

Lewes District Council (LDC) have contacted us, asking if we would like to be included within the annual play area inspections, as recommended within BSEN 1176 Part 7, that they are arranging.

## **2. INFORMATION**

LDC will be employing RoSPA to undertake these inspections, at the following costs:

Main inspection £67 plus VAT per site x 3 = £201

Access Audit £27.50 plus VAT per site x 3 = £82.50

Play Value Assessment £22.50 plus VAT per site x 3 = £67.50

Life expectancy £12.50 plus VAT per site x 3 = £37.50

The above prices have increased by £2 per main inspection from last year. If we want to be included, we must inform LDC by Friday 29<sup>th</sup> May 2026. Last year it was agreed to progress only with the main inspection per playground.

## **3. RECOMMENDATION**

Due to the financial implications, it is therefore recommended that LDC undertake just the main inspection of the playgrounds at a cost of £201 plus VAT.

## **4. ENVIRONMENTAL IMPACT**

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

## **5. FINANCIAL IMPLICATIONS**

We have a 2026/27 budget of £3,000, nominal code 4107-201 for playground inspections, which allows for the weekly inspections by LDC and the annual inspections. If it is decided to progress with LDC undertaking the weekly inspections at the higher rate, this would bring the total 2026/27 cost for weekly inspections to £2,759.40 plus VAT and leave £240.40 remaining towards the the annual inspections.



<b>AGENDA ITEM</b>	13
<b>REPORT TO</b>	Amenities & Civic Centre
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	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.

Since the last Committee meeting there are a couple of findings raised to play equipment installed by Playsafe. As these are medium risks, I contacted Playsafe Playgrounds for an estimate. They have come back to me with a price which will be considered on the next agenda item.

At the last Committee meeting it was agreed for Ace Landscapes to undertake repairs to some of the equipment within the playgrounds. This included replacing a damaged swing bracket to the group swing at Robert Kingan Playground which is a medium risk item. However, this was dependant on us obtaining a price for the relevant part from Sutcliffe Play who had not provided us with a quote at that stage. They have since provided the attached estimate of £195.85 plus VAT. As this cost was within the Town Clerks delegated spending authority, she agreed for us to purchase this part and a Purchase Order was issued. We have since received the part and Ace Landscapes are due to replace this in due course.

At Robert Kingan Playground, approximately 6 metres of outside chestnut pale fencing has collapsed inwards, next to the pathway with Bannings Vale. This is likely to be caused by a large amount of ivy and other vegetation growing amongst the fencing. I will need to investigate costs to remove the vegetation and replace the chestnut fencing where it has collapsed. There are also a few low risk items which I will need to obtain estimates for. As we have already spent some of the budget, we will need to be mindful on what needs to be repaired now and what we may need to monitor for the next 6 to 12 months.

In March, wet pour repairs were carried out across the three playgrounds due to cracking, gapping and deterioration to several areas. These were highlighted as low and medium risk findings on the weekly and annual play inspection reports. Once completed, the findings were removed from the weekly play inspection reports, however, 5 have since been re-added.

I have visited the sites and there is some damage to sections where no repairs had been carried out. However, some of the sections are in areas where RTC Safety Surfaces carried out patch works. These areas are the surface under the infant swing area and pirate ship at Chatsworth Park South playground, and under the infant play apparatus at Chatsworth Park North playground. I have also noted cracking to the wet pour in other sections which have not been added to our play inspection reports yet. I have checked RTC Safety Surfaces Terms & Conditions, which state "RTC Safety Surfaces Ltd cannot guarantee the bond between old and new wet pour safety surfacing. This is due to the differing rates as which the wet pour expands and contracts. This includes but is not limited to, edging band repairs and patch repairs".

### **3. RECOMMENDATION**

It is recommended to note the most recent playground inspection report and to note purchase of a part for the group swing at Robert Kingan Playground at a cost of £195.85 plus VAT. It is also recommended that I contact RTC Safety Surfaces to advise that gapping has started to appear approximately 8-12 weeks after works have been carried out.

### **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 2026/27 budget for playground spare parts/repairs budget (nominal code 4100-201) is £2,000 and for playground equipment replacement (nominal code 4098-201) is £10,000, which is usually transferred to the earmarked reserve at year end. At the time of this report, some invoices have been or are due to be paid, but April's accounts have not been completed.

The earmarked reserve for playground refurbishment, nominal code 9011-910 currently stands at £114,084.





<b>AGENDA ITEM</b>	14
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To consider estimate for playground repairs

## 1. INTRODUCTION

As confirmed on the previous agenda item, I contacted Playsafe Playgrounds for advice and an estimate to undertake repairs to several of their play equipment pieces in our playgrounds.

## 2. INFORMATION

Details are as follows:

### Chatsworth Park North Playground

- To replace and install a new fixing to the northeast post on the green tunnel and tighten fixings to the southeast and southwest posts (medium risk on weekly play inspection report)

### Robert Kingan Playground

- A stepping plank on the junior apparatus is bowing and a little bouncy. I asked Playsafe for their advice and they have recommended that an additional supporting timber is fitted under the decking. This will be done free of charge as it is under warranty (medium risk on weekly play inspection report).
- The see saw seat cover keeps coming away from the base of the see saw. When it is glued down, it only holds for a couple of days before it comes apart again. I asked Playsafe for their advice and they have recommended that a new seat is fitted (medium risk on both the annual weekly play inspection report).
- To replace a missing screw and tighten a loose fixing on the agility trail (low risk on weekly play inspection report).

Playsafe Playgrounds estimate of £346 plus VAT for the above works is attached.

## 3. RECOMMENDATION

As 3 out of the 4 repairs are listed as medium risk findings on the playground inspection reports, it is recommended that the Committee accept the quotation from Playsafe Playgrounds for the work as listed above, totalling £346 plus VAT.

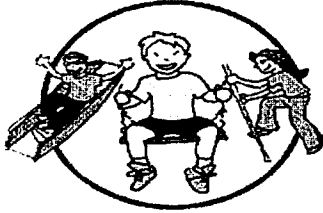
#### **4. ENVIRONMENTAL IMPACT**

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 2026/27 budget for playground spare parts/repairs budget (nominal code 4100-201) is £2,000 and for playground equipment replacement (nominal code 4098-201) is £10,000, which is usually transferred to the earmarked reserve at year end. At the time of this report, some invoices have been or are due to be paid, but April's accounts have not been completed.

The earmarked reserve for playground refurbishment, nominal code 9011-910 currently stands at £114,084.



## PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,

Midhurst, West Sussex. GU29 0JS

Tel: 01730 815472 Fax: 01730 815872

E-mail: [info@playsafeplaygrounds.co.uk](mailto:info@playsafeplaygrounds.co.uk)

Telscombe Town Council  
Telscombe Civic Centre  
360 South Coast Road  
Telscombe Cliffs  
BN10 7ES

Ref: 21026

13/05/2026

QUOTATION – Remedial works

### Quotation Summary Sheet to Supply and fit

#### Robert Kingan Playground

- **Junior climbing unit:**  
Fit additional supporting timber under the decking to level up decking boards and suppress movement ( warranty – free of charge )
- **Seesaw unit:**  
Fit 1 No new Seat on existing seesaw
- **Agility Trail:**  
Replace the missing screw at bridge plank  
Replace loose fixing on the bridge post

#### Chatsworth Park North Playground

- **Green Tunnel:**  
Fit missing screws, tight up all loose fixings

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**Quote Total = £346.00 + VAT**

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All prices are excluding VAT and valid for 21 days.  
Terms: To be confirmed at point of order



Please contact us  
for details of our  
FSC® certified  
products  
The mark of  
responsible forestry  
FSC® C007915

## Site Setup

Provide all 'site specific' health and safety documentation, including insurances, RAMS, program of works, accreditations and certifications.

## General Site

On completion clear site of all surplus materials and waste

## Estimated Project Time Scale

1 day

## Our installation

All works (including groundworks) are undertaken by our 'in house' installation teams working to detailed specifications. These staff are DBS checked, trained and skilled in both the works and H&S requirements, which enables us to hold valid certificates in:

**CHAS, Constructionline and SMAS.**





<b>AGENDA ITEM</b>	15
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To consider estimate for repairs or removal of the disc roundabout at Chatsworth Park South playground

## **1. INTRODUCTION**

A member of the public recently contacted us to advise that the disc roundabout in Chatsworth Park South playground was not working and thought there was an issue with the bearings.

## **2. INFORMATION**

I visited the site, took a video of the highlighted concern and contacted Playsafe Playgrounds. They confirmed that the bearings needed replacing and provided an estimate of £4,995 plus VAT. As this price was high, I asked them to provide a second price to remove the roundabout, and they quoted £2,331 plus VAT. Please see document attached with both estimates.

This has not been listed as a finding on our recent weekly playground reports. I therefore contacted Lewes District Council to advise them of this report and asked if they could provide us with their advice. This was forwarded to their specialist advisor who also clarified it would require a new bearing. At the time of the papers being printed, this has not been added to the weekly play inspection report, but I will inform the Committee of any update at the meeting.

The disc roundabout was installed in 2018 when we last undertook a playground refurbishment. Since then we have had repairs undertaken to it in 2025 (to replace loose rubber surfacing) and in 2026 (to descale and coat with lead free paint).

## **3. RECOMMENDATION**

It is recommended to consider if we wish to undertake repairs to the disc roundabout or remove it instead. If it is decided to remove this item of equipment, the Committee should note that we have removed other items in this playground without replacing them.

## **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 2026/27 budget for playground spare parts/repairs budget (nominal code 4100-201) is £2,000 and for playground equipment replacement (nominal code 4098-201) is £10,000, which is usually transferred to the earmarked reserve at year end. At the time of this report, some invoices have been or are due to be paid, but April's accounts have not been completed.

The earmarked reserve for playground refurbishment, nominal code 9011-910 currently stands at £114,084.



**PLAYSAFE  
PLAYGROUNDS LTD**

**Telscombe Town Council**

**Telscombe Civic Centre**

**360 South Coast Road**

**Telscombe Cliffs**

**BN10 7ES**

**Ref: 16926 R1**

**Chatsworth South**

**28/04/2026**

**MADE IN THE  
SOUTH DOWNS**

# Quotation Summary

**Site Setup** – H & S documentation, site security,

**Option1:**

**Roundabout bearing replacement:**

Setup heras security fence around roundabout

Dismantle existing roundabout, and bring back to workshop bearing housing

Supply and replace bearing

Return to site and assemble roundabout

Remove heras fence security fencing

**General Site Notes and Estimated Project time scale**

3 Weeks

**Note:** Price based on assumption what all fixings for roundabout in good condition and can be removed.

---

***Option 1 Total = £4,995.00 + VAT***

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**Option2:**

**Roundabout Removal.**

Setup orange mesh security fence around roundabout

Dismantle existing roundabout, leaving concrete foundation in situ 100mm below existing ground level.

Remove existing Matta surfacing

Make surface good with screened seeded topsoil

Remove orange mesh security fencing

**General Site Notes and Estimated Project time scale**

1 Day

---

***Option 2 Total = £2,331.00 + VAT***

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## Site Setup

Provide all 'site specific' health and safety documentation, including insurances, RAMS, program of works, accreditations and certifications.

## General Site

On completion clear site of all surplus materials and waste

## Estimated Project Time Scale

3 weeks

## Our installation

All works (including groundworks) are undertaken by our 'in house' installation teams working to detailed specifications. These staff are DBS checked, trained and skilled in both the works and H&S requirements, which enables us to hold valid certificates in:

**CHAS, Constructionline and SMAS.**





<b>AGENDA ITEM</b>	16
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To consider repair or replacement of the ball wall at Robert Kingan Playground

## 1. INTRODUCTION

The annual and weekly playground inspection reports have identified a medium-risk issue with the ball wall at Robert Kingan playground, where shrinking planks were creating a finger entrapment risk. Playsafe Playgrounds have previously provided a repair estimate of £1,567 plus VAT and a replacement estimate of £4,892 plus VAT. Due to the high costs, Councillors requested that alternative quotes be obtained to either replace some of the timbers or totally remove the item. If any of the estimates fit within the Town Clerks or Chairs authority, a decision could be made and noted at the next meeting.

## 2. INFORMATION

I contacted the contractor who had previously carried out repairs to the playgrounds in January 2025 for his advice, but he did not respond. Ace Landscapes visited the site and recommended to fill in the finger traps to the two places with wood filler at a cost of £154 plus VAT (attached). This would be a quick fix and not suitable as the wood filler could be easily removed.

## 3. RECOMMENDATION

It is recommended that the Committee consider how we would like to proceed with the options available to us. If it is decided to progress with Playsafe Playgrounds options, we would need them to provide a new estimate as the previous ones have since expired.

## 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 2026/27 budget for playground spare parts/repairs budget (nominal code 4100-201) is £2,000 and for playground equipment replacement (nominal code 4098-201) is £10,000, which is usually transferred to the earmarked reserve at year end. At the time of this report, some invoices have been or are due to be paid, but April's accounts have not been completed.

The earmarked reserve for playground refurbishment, nominal code 9011-910 currently stands at £114,084.



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Tel: 0333 772 3981

## Quote

## QT00205

Telscombe Town Council	<b>Site</b>	Chatsworth Park	<b>Date</b>	05 May 2026
	<b>Reference</b>	Ball Wall repair	<b>Expiry Date</b>	04 June 2026
			<b>VAT Number</b>	492 5129 76

To fill in the finger traps in two places with wood filler on the ball wall at Robert Kingan Play ground and sand down smooth

Description	Quantity	Unit Price	Amount
Materials	1	50.00	50.00
Landscape Labour	2	52.00	104.00
		Subtotal	154.00
		Total 20% VAT	30.80
<b>Total GBP</b>			<b>184.80</b>

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



<b>AGENDA ITEM</b>	17
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To agree to cut back trees behind the ball wall in Chatsworth Park

## 1. INTRODUCTION

In October 2024 this Committee agreed for the ball wall in Chatsworth Park to be repainted by the previous artist, due to the previous painting peeling off. The artist provided their recommendations on what items would need to be obtained to carry out the work and this was purchased by the Town Council. There was no cost for the artist's time. This was due to be carried out in the summer of 2025 when the weather was dry.

## 2. INFORMATION

When the artist provided their estimate, they advised that a lot of vegetation was growing from behind the wall and it was therefore not possible to seal all aspects of the ball wall before it could be painted. We obtained a price of £180 plus VAT from a contractor to cut back which was agreed under the Town Clerks spending authority. However, the contractor failed to carry out the work during the summer and the project was therefore placed on hold until this summer.

Two new estimates have since been obtained for the cut back as follows:

Ace Landscapes - £159 plus VAT to cut vegetation back from the ball wall by 1.5 metres and dispose of the arisings at a registered recycling facility (please see estimate attached).

Aspen Treecare - £180 plus VAT to cut back vegetation to the rear of the ball wall by 1.5 metres, including removal of all waste.

## 3. RECOMMENDATION

It is recommended to accept the estimate of £159 plus VAT from Ace Landscapes and that this work is carried out within the next 3 months. This will allow the artist to carry out their works before the wet weather returns.

## 4. ENVIRONMENTAL IMPACT

Both contractors are local and emissions will therefore be minimal.

## 5. FINANCIAL IMPLICATIONS

The cut back cost will be taken from the grounds maintenance budget, nominal code 4101-201, which is £15,050.



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## Quote

## QT00195

Telscombe Town Council	<b>Site</b>	Chatsworth Park	<b>Date</b>	15 April 2026
	<b>Reference</b>	Ball wall	<b>Expiry Date</b>	15 May 2026
			<b>VAT Number</b>	492 5129 76

to cut vegetation 1.5 meters away from ball wall and dispose of arisings at a registered waste recycling facility.

Description	Quantity	Unit Price	Amount
Landscape Labour Hour Rate 2 men	2	52.00	104.00
dispose of Green Waste at registered recycling facility	1	55.00	55.00
		Subtotal	159.00
		Total 20% VAT	31.80
		<b>Total GBP</b>	<b>190.80</b>

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



<b>AGENDA ITEM</b>	18
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To consider estimates for works at the memory garden in Chatsworth Park

## 1. INTRODUCTION

At the last Committee meeting, Councillors were informed of findings from the recent Officer inspections to the memory garden and car park in Chatsworth Park.

Following the findings at the memory garden, it was agreed to obtain estimates to replace 8 damaged green oak sleepers with timber sleepers, to replace a seating plank on the picnic table and a seating plank and a back post to a bench.

Deep potholes were found at the entrance of the car park in Chatsworth Park. An estimate had been received from Hailsham Roadways to fill in the potholes, but as their price was high, it was agreed to obtain alternative quotes.

## 2. INFORMATION

A specification document was emailed out and shared through our website for the repairs to the memory garden. We have received an estimate back from Ace Landscapes only. Their quotations are attached as follows:

QT00206 – To replace 8 sleepers as per our document and reinstall plaques to the new sleepers at a cost of £822 plus VAT.

QT00207 – To replace the rotten seat plank on the table and dispose the existing at a registered waste recycling facility at a cost of £102 plus VAT.

QT00208 – To replace the rotten seat plank and rotten back post on the bench and dispose of the waste at a cost of £97 plus VAT.

With regards to the potholes at the car park, a specification document was created but not issued out as when I visited the site, it appeared the potholes had been filled in. However, these have since returned due to some bad weather, and I will therefore progress this and bring my findings back to a future meeting.

## 3. RECOMMENDATION

I recommend that the Committee accept the estimates from Ace Landscapes for replacing the 8 sleepers, rotten seat plank on the table and rotten seat plank and back post on the bench, at a total cost of £1,021 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**

The grounds maintenance budget (nominal code 4101-201) for 2026/27 was set at £15,050. At the time of this report, some invoices have been or are due to be paid, but April's accounts have not been completed.

We also have an earmarked reserve for grounds maintenance of £25,008 for 2026/27 (nominal code 9035-910).



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# Quote

# QT00206

Telscombe Town Council	<b>Site</b>	Chatsworth Park	<b>Date</b>	12 May 2026
	<b>Reference</b>	Memory Garden sleepers	<b>Expiry Date</b>	11 June 2026
			<b>VAT Number</b>	492 5129 76

To replace 8no sleepers around the memory garden as per tender documentation and reinstall plaques to new sleepers.  
 old sleepers will be disposed of at a registered waste recycling facility.

Description	Quantity	Unit Price	Amount
Landscape Labour Hour Rate 2 men	8	52.00	416.00
Materials	1	356.00	356.00
Waste Disposal at registered disposal facility	1	50.00	50.00
		Subtotal	822.00
		Total 20% VAT	164.40
<b>Total GBP</b>			<b>986.40</b>

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



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## Quote

## QT00207

Telscombe Town Council	<b>Site</b>	Chatsworth Park	<b>Date</b>	12 May 2026
	<b>Reference</b>	Table east of the memory garden	<b>Expiry Date</b>	11 June 2026
			<b>VAT Number</b>	492 5129 76

To replace the rotten seat plank and dispose of existing at a registered waste recycling facility.

Description	Quantity	Unit Price	Amount
Landscape Labour Hour Rate 2 men	1	52.00	52.00
Materials	1	40.00	40.00
Waste Disposal at registered disposal facility	1	10.00	10.00
		Subtotal	102.00
		Total 20% VAT	20.40
		<b>Total GBP</b>	<b>122.40</b>

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



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## Quote

## QT00208

Telscombe Town Council	<b>Site</b>	Chatsworth Park	<b>Date</b>	12 May 2026
	<b>Reference</b>	Seahaven branch bench repair	<b>Expiry Date</b>	11 June 2026
			<b>VAT Number</b>	492 5129 76

To replace the rotten seat and back post on the bench and dispose of the waste.

Description	Quantity	Unit Price	Amount
Landscape Labour Hour Rate 2 men	1	52.00	52.00
Materials	1	45.00	45.00
		Subtotal	97.00
		Total 20% VAT	19.40
<b>Total GBP</b>			<b>116.40</b>

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



<b>AGENDA ITEM</b>	19
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	Agree way forward regarding woodchip pathway at the bottom of Pigs Hill in Chatsworth Park

## 1. INTRODUCTION

Please note the updates below with regards to the project at Pigs Hill, Chatsworth Park:

### 27<sup>th</sup> September 2021

- Cllr Gallagher provided a report on progression of the local green spaces for the Neighbourhood Plan.
- Committee were informed that the Saltdean Community Association (SCA) had commissioned a report to cover improvements to the southern section of Chatsworth Park.
- The report from Aspen Treecare was provided, to include planting, introducing trees, flowers and bushes, and to create a pathway.
- To progress this further, the Committee recommended that clearance of nettles to the south of Pigs Hill be cleared.
- This was reported as being cleared in November 2021's Committee meeting.

### 30<sup>th</sup> May 2022

- Cllr Clarkson, through the projects working group, requested that the Committee consider a tree lined path in Chatsworth Park, starting from the bottom of Pigs Hill and finishing at the end of the southern field, between Chatsworth Park South playground and Chatsworth Close.
- The Committee recommended not to progress with the tree lined pathway in this location, but that a one-off meeting be arranged to progress with planting at the bottom of Pigs Hill.

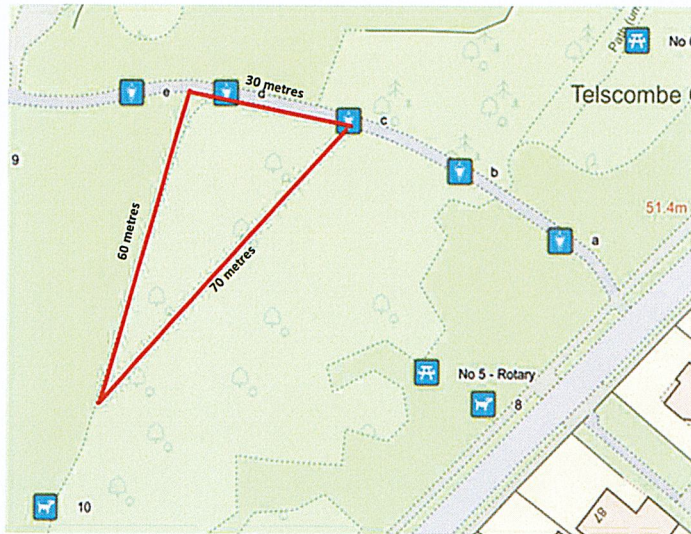
### 26<sup>th</sup> September 2022

- Committee were notified that the working group had met and noted that the nettles had grown back in the area that had previously been cut back the year before.
- The working group recommended that this area is rotavated, a walkway be added through the area with bark chipping held in place either side with logs, new shrubs be planted and a bench put in place.
- The Committee recommended estimates for the above proposal be obtained in a phased approach.

### 5<sup>th</sup> June 2023

- A draft specification document was taken to Committee. Councillors were asked how much vegetation they would like to be cut back and where the walkway should start and end.

- The Committee recommended prices be obtained to cut back the vegetation to the tree line, up to where it dips away (approximately 70 metres), to rotavate and grass seed the area and this then be roped off for protection to allow the grass to grow. Map of the area in question is provided below:



#### 5<sup>th</sup> June 2023

- Estimates for works were taken to Committee.
- It was recommended to accept the quote from Countrymans Contractors to remove the current vegetation, sow grass seed and fence off whilst this established.

#### 29<sup>th</sup> May 2024

- The Committee were advised that the works had now been completed and were asked to consider next steps.
- It was agreed that Cllrs Gallagher, O'Connor and Clarkson meet to put a proposed plan together for the progression of the project.

#### 31<sup>st</sup> July 2024

- The working group recommended that a specification document is created for estimates on a bark chip walkway lined with trees and benches added along the way. Funds would be available from grant monies provided by the SCA.
- The Committee recommended that a specification document is drawn up to obtain estimates, including a bark chip walkway approximately 50 metres long with natural edging, and this be sent to Committee via email for agreement.

#### 4<sup>th</sup> December 2024

- A specification document was created but not progressed as Cllr Gallagher subsequently provided details from Aspen Treecare for the proposed project; trees being planted and a wood chip pathway being added to follow the natural route from where park users pass this location.
- The Committee recommended to agree planting of a tree lined walkway by Aspen Treecare and the exact position be agreed by Councillors at the time of planting. Monies to be paid by the SCA funds allocated to the Town Council.

#### 5<sup>th</sup> February 2025

- It was noted under the Action List that Aspen Treecare had been on site that day to plant trees and two Councillors had been present at the planting, to agree their position.

## 5<sup>th</sup> February 2025

- It was agreed for EH Treecare to carry out works to a damaged pine tree near Chatsworth Park South playground, which includes chipping some arisings, which may be enough for the entire pathway. We asked EH Treecare if they can transport them to the lower area near the proposed pathway.

## 25<sup>th</sup> March 2026

- It was agreed 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.

## **2. INFORMATION**

I contacted Cllr Clarkson with the Committee's decision and asked if he had any ideas or suggestions on how natural edging could be added in a cheap and safe way. He advised that the volunteers would be happy to spread the chippings, although they will need to prepare the ground by digging the path down to a depth of approximately 10cm. This will remove the topsoil to prevent grass growing through, which he advised is especially important as there is no membrane under the path. The volunteers can then tamp the ground down and lay the chipping on top. Cllr Clarkson also recommended that to begin with, the pathway starts from the first bit of flat ground off Pigs Hill, as it is an easier section.

Cllr Clarkson also requested further clarification on what natural edging the Committee require. He speculated that this could mean laying branches from the park along the edge, and if so, the branches would need to be pegged down by using small wooden pegs hammered into the ground to prevent the branches moving.

EH Treecare have now chipped some arisings to the damaged pine tree near Chatsworth Park South playground, although they were unable to transport them to the lower area near the proposed pathway.

## **3. RECOMMENDATION**

It is recommended that the Committee consider the following actions:

1. Whether the volunteers dig the path down 10cm as part of the preparation and they start from the first flat area.
2. Whether branches from the park to be used as natural edging, and if we would like them to be secured with wood pegs, or an alternative method is used.
3. If point 2 is agreed, that we investigate costs for the wooden pegs.
4. That the Amenities Officer investigates acquiring more chipping if necessary.

## **4. ENVIRONMENTAL IMPACT**

Woodchip pathways improve soil structure and fertility.

## **5. FINANCIAL IMPLICATIONS**

If it is decided to use wooden pegs, there would be a small cost. The grounds maintenance budget (nominal code 4101-201) for 2026/27 was set at £15,050. We also have an earmarked reserve of £25,008 for 2026/27 (nominal code 9035-910). At the time of this report, some invoices have been or are due to be paid, but April's accounts have not been completed.



<b>AGENDA ITEM</b>	20
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To consider specification document for tree inspection survey

## 1. INTRODUCTION

Please note a summary regarding the last tree survey undertaken, details as follows: -

- Meeting on 5.6.23 – an estimate from Aspen Treecare to undertake a tree survey and submit a report was agreed.
- January 2024 – the tree surveys were completed and a report was awaited.
- July 2024 – report received, but queries regarding items contained within it needed clarifying
- Meeting on 4.12.24 – the tree survey report was considered, and it was agreed to undertake works that should be undertaken between 1-6 months and that estimates be taken to a future meeting for consideration.
- Meeting on 26.3.25 – Estimate from EH Treecare agreed for The Copse and Chatsworth Park tree works but works to trees 390-397 and 418 were put on hold as these were potentially near live badger setts. It was agreed to obtain an ecologist report regarding the possible live badger setts.
- Meeting on 3.12.25 – The ecologists, Phlorum, assessed the two areas and confirmed that setts in both locations were live and would therefore require an ecological brief when works to trees were being carried out. It was agreed to contact EH Treecare to ask if the costs for works to trees 390-397 and 418 remained at their original price and if so, that we issue a Purchase Order for the works straight away.
- Meeting on 4.2.26 – EH Treecare provided a new estimate which was nearly double their original quote. It was noted that two years had passed since the report was issued and the report had recommended re-inspection dates in 2025 and 2027 for 11 trees. Councillors therefore agreed that a specification document be drawn up for a tree inspection to be carried out to the 9 trees near to the badger setts, 4 trees recommended for inspection in December 2025, 7 trees in 2027 and that we include the damaged pine tree near Chatsworth Park South playground, where works had recently been undertaken.

## 2. INFORMATION

I contacted the Committee last month as I noted that we had not agreed to include trees where works were due to be carried out within 1-2 years, as of July 2024. I therefore asked the Committee if they would like the 9 additional trees to be included within the specification

and as I received a positive response from 7 Councillors which is a majority response, I have added the additional trees to the specification document (attached alongside map).

### **3. RECOMMENDATION**

It is recommended to ratify the additional 9 trees being included within the specification and to accept the attached specification document and maps being sent out to contractors and being advertised on our website and social media pages.

### **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**

The grounds maintenance budget, nominal code 4101-201, has been set at £15,050. At the time of this report, some invoices have been or are due to be paid, but April's accounts have not been completed. We also have an earmarked reserve for ground maintenance, nominal code 9035-910, of £25,008.

## TREE WORK SPECIFICATION FOR CHATSWORTH PARK – see maps 1-5 attached

Please provide a price to inspect the following trees and report back on their condition and recommendations for any required work or future management.

No.	Species	Height	Trunk Diameter	Life Stage	Price net of VAT
T74 Map 4	Hybrid black poplar ( <i>Populus x euramericana</i> )	12m	3 stems @ 1000mm est	Over-mature	
T75 Map 4	Common Horse Chestnut ( <i>Aesculus hippocastanum</i> )	10m	600mm est	Semi-mature	
T84 Map 4	Monterey pine ( <i>Pinus radiata</i> )	13m	1000mm est	Mature	
T198 Map 3	Holm oak ( <i>Quercus ilex</i> )	12m	320mm est	Semi-mature	
T390 Map 1	Austrian Pine ( <i>Pinus nigra ssp. Nigra</i> )	12m	400mm est	Semi-mature	
T391 Map 1	Austrian Pine ( <i>Pinus nigra ssp. Nigra</i> )	12m	400mm	Semi-mature	
T392 Map 1	Hybrid black poplar ( <i>Populus x euramericana</i> )	14m	500mm est	Semi-mature	
T393 Map 1	Sycamore ( <i>Acer pseudoplatanus</i> )	11m	2 stems @ 350mm est	Semi-mature	
T394 Map 1	Hybrid black poplar ( <i>Populus x euramericana</i> )	14m	2 stems @ 700mm est	Semi-mature	
T395 Map 1	Sycamore ( <i>Acer pseudoplatanus</i> )	10m	2 stems @ 400mm est	Semi-mature	
T396 Map 1	Sycamore ( <i>Acer pseudoplatanus</i> )	6m	250mm est	Semi-mature	
T397 Map 1	Sycamore ( <i>Acer pseudoplatanus</i> )	10m	350mm est	Semi-mature	

No.	Species	Height	Trunk Diameter	Life Stage	Price net of VAT
T404 Map 1	Austrian Pine ( <i>Pinus nigra ssp. Nigra</i> )	10m	450mm est	Semi-mature	
T418 Map 1	Austrian Pine * ( <i>Pinus nigra ssp. Nigra</i> )	12m	400mm est	Semi-mature	
T438 Map 2	Monterey pine ( <i>Pinus radiata</i> )	14m	600mm est	Mature	
T440 Map 2	Monterey pine ( <i>Pinus radiata</i> )	13m	500mm est	Semi-mature	
T450 Map 2	Monterey pine ( <i>Pinus radiata</i> )	12m	700mm est	Mature	
T469 Map 2	Monterey pine ( <i>Pinus radiata</i> )	14m	500mm est	Semi-mature	
T470 Map 2	Monterey pine ( <i>Pinus radiata</i> )	13m	400mm est	Semi-mature	
T471 Map 2	Monterey pine ( <i>Pinus radiata</i> )	12m	400mm est	Semi-mature	
T473 Map 2	Monterey pine ( <i>Pinus radiata</i> )	14m	700mm est	Mature	
T477 Map 2	Monterey pine ( <i>Pinus radiata</i> )	13m	800mm est	Mature	
T486 Map 2	Lombardy poplar ( <i>Populus nigra 'Italica'</i> )	12mm	2 stems @ 250mm est	Semi-mature	
N/A Map 2	Pine **			Mature	

\*Tree 418 is in a fenced off area and can be accessed through a gap near to Tree 410.

\*\*Tree N/A has not previously been inspected. It is a large pine tree located north of T406 and has recently failed.

**TREE WORK SPECIFICATION FOR THE COPSE - see map 5 attached**

No.	Species	Height	Trunk Diameter	Life Stage	Price net of VAT
G10 Map 5	Common Hawthorn ( <i>Crataegus monogyna</i> )	5m	Avg 5 stems @ 200mm est	Semi-mature	
G11 Map 5	Sycamore ( <i>Acer pseudoplatanus</i> )	5m	Max 100mm est	Young	
G12 Map 5	Bird cherry ( <i>Prunus padus</i> ), Sycamore ( <i>Acer pseudoplatanus</i> ), Holm oak ( <i>Quercus ilex</i> ) and Common Hawthorn ( <i>Crataegus monogyna</i> )	8m	Avg 300mm est	Semi-mature	

Company name .....

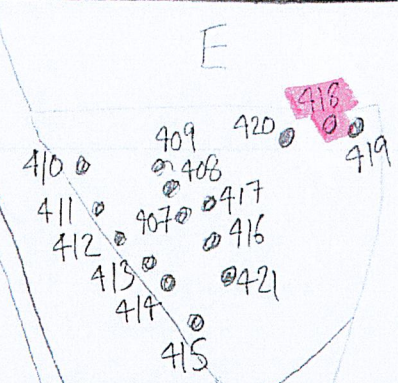
Signed by .....

Name & Position .....

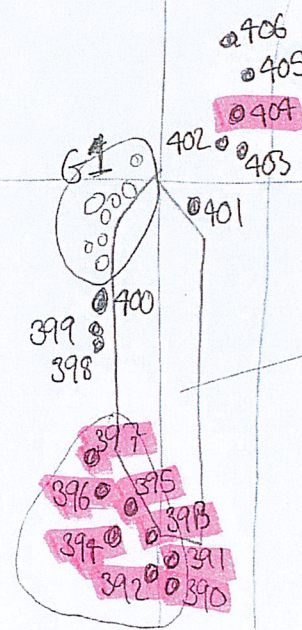
Date .....

Total price net of VAT £ .....

CHATSWORTH PARK  
TREE CONDITION SURVEY  
JAN 22 **MAP 1**



AMBLESIDE AVE



5

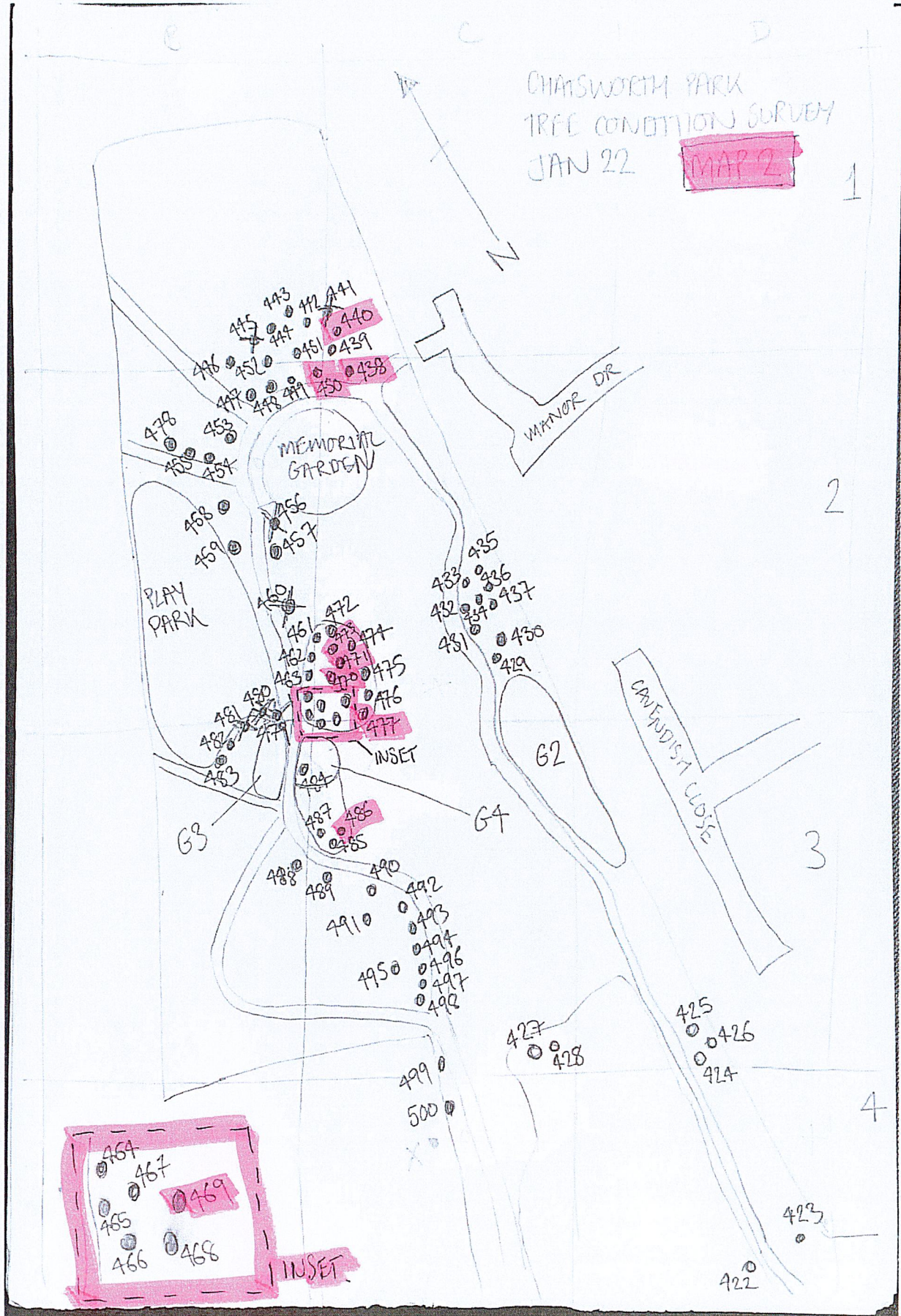
6

7

8

CHAISWORTH PARK  
TREE CONDITION SURVEY  
JAN 22

MAP 2





CHATSWORTH PARK  
TREE CONDITION SURVEY  
JAN 22

MAP 3

4

5

6

BRIDLEWAY

CAR PARK

CAFE

PARK AVE

DEAD  
STEM  
PINNAX

G7

G8

187  
188  
197  
198

190

195  
196

189

G5

193

G6

194

191

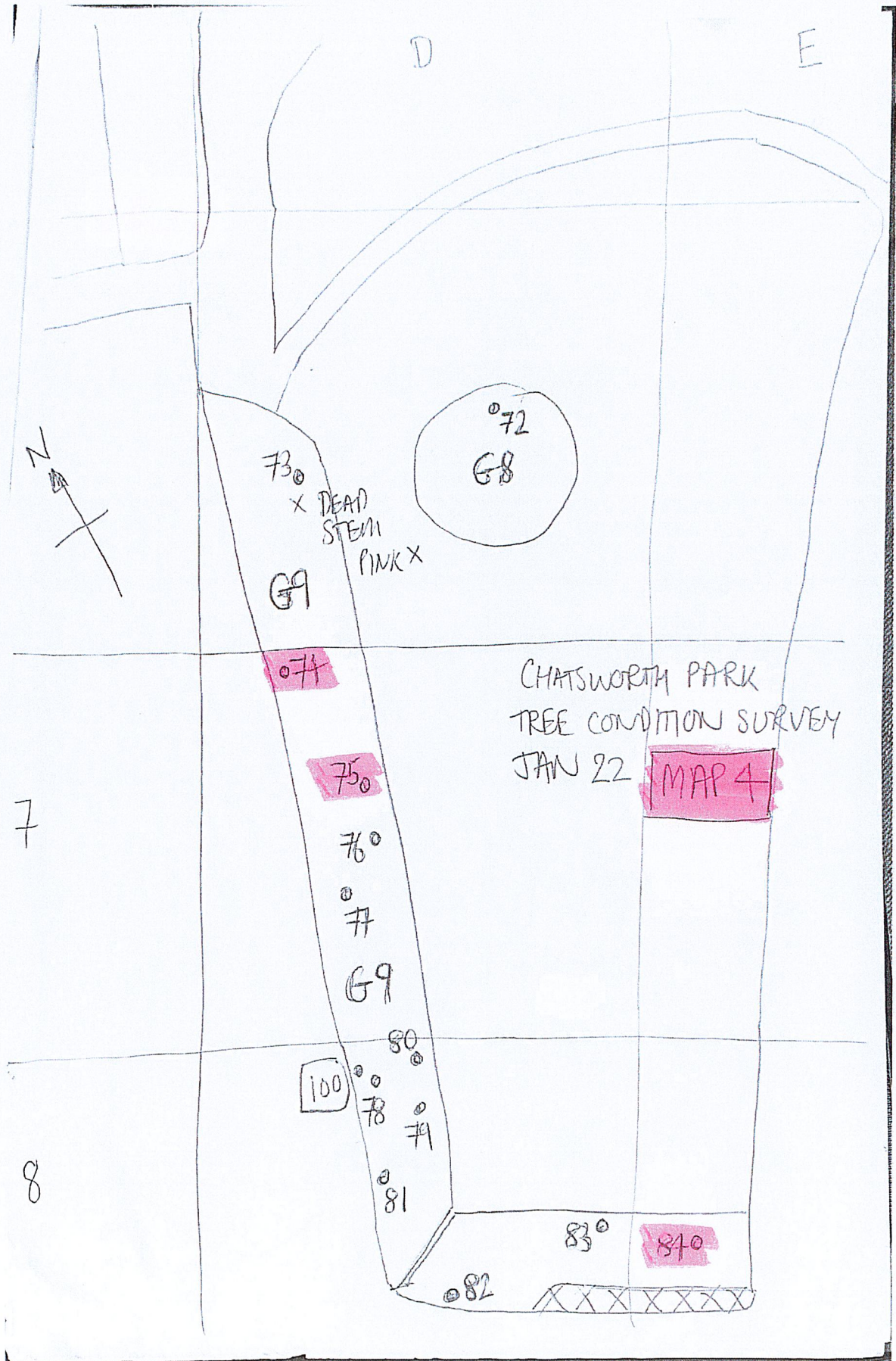
9

8

72

73

192



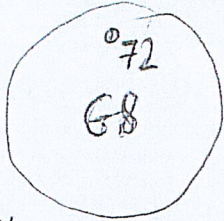
D

E



73°

X DEAD STEM PINK X



G9

74°

CHATSWORTH PARK  
TREE CONDITION SURVEY  
JAN 22

MAP 4

7

75°

76°

77°

G9

80°

100

78°

79°

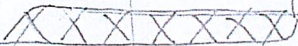
81°

8

83°

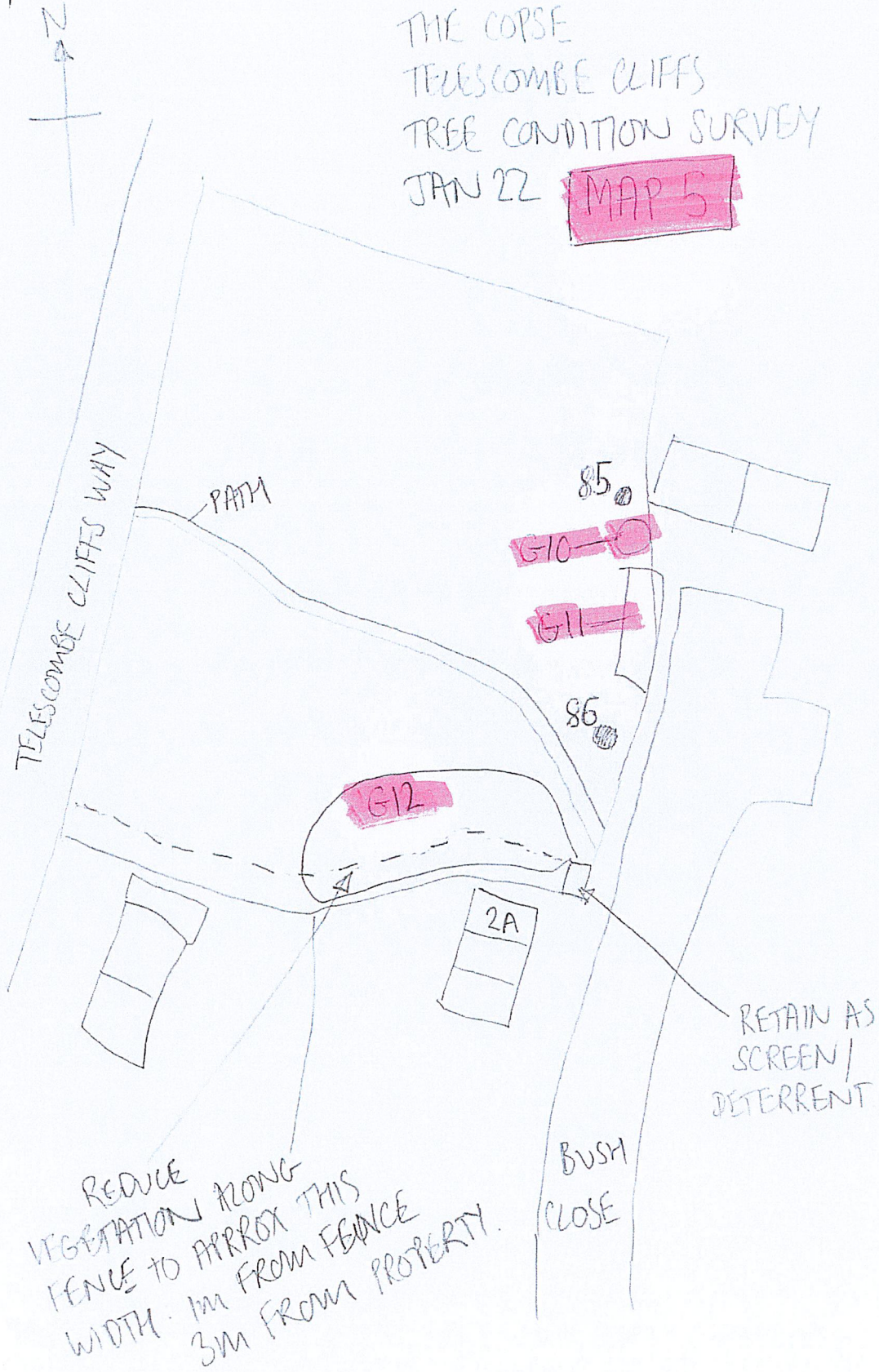
84°

82°



THE COPSE  
TELESCOMBE CLIFFS  
TREE CONDITION SURVEY  
JAN 22

MAP 5





<b>AGENDA ITEM</b>	21
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	Update on and agree portaloo increased hire charge and consider possible change of supplier

## **1. INTRODUCTION**

At the last Amenities & Civic Centre Committee meeting, I advised you under urgent matters of a complaint received from Wander Coffee regarding the portaloo emptying service. Apparently the issue of non-emptying had been ongoing for several weeks but had not previously been reported to us. The problem continued after that meeting and we had to follow up on several occasions with the supplier to ensure the unit was serviced. However, it appears to have improved recently.

## **2. INFORMATION**

We were subsequently informed by the supplier that they were applying a temporary £5 surcharge per visit due to rising fuel costs and also that the weekly hire charge was increasing by £2.20 a week to £46.20. I notified members by email last month of the increases.

We have agreed a renewal of the concession with Wander Coffee until the end of September 2026 at a rate of £44 per week. This fee covers our cost of hiring the portaloo and there is no provision within the agreement for any increase. It would therefore appear that the Council will need to absorb this additional £5 surcharge, as well as the £2.20 increased weekly hire cost until the renewal of the concession is undertaken from October.

I have approached a couple of other hire companies who cover our area. Sussex Toilets has declined to quote due to vandalism concerns, Local Toilet Hire have quoted £85 a week plus VAT and Toilets+ have quoted £45 a week with a £42.50 each way delivery and collection cost plus a £5 surcharge applicable on all toilet deliveries, including a weekly service of hand sanitiser and toilet roll replenishment and effluent removal & excluding VAT.

## **3. RECOMMENDATION**

It is recommended that the increase to £46.20 plus the £5 temporary surcharge be approved even though it will take us over budget at year end. Consideration should also be given as to whether we would like to look at an alternative supplier and an increase in the café concession weekly charge to cover the increase in the portaloo hire charge.

## **4. FINANCIAL IMPLICATIONS**

We have a budget of £2,300 for the café portaloo hire which covers the £44 weekly cost. With the increased hire cost of £2.20 this would take us over budget by approximately £100 at year end, as well as the temporary £5 weekly surcharge.



<b>AGENDA ITEM</b>	22
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Biana Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To ratify buggy walk activity in Chatsworth Park and consider another event from Walk Wheel Cycle Trust

## 1. INTRODUCTION

Walk Wheel Cycle Trust (WWCT), who are funded by East Sussex County Council, ran a free family-friendly promotional event in Chatsworth Park during the school easter holiday break, between 10am and 2pm on Wednesday 1<sup>st</sup> April. This was ratified at the last Committee meeting.

## 2. INFORMATION

WWCT contacted us again last month asking if the Town Council would also be willing for them to organise 4 buggy walks in Chatsworth Park. A copy of their risk assessment for this event was provided, and we had their insurance details from the event held at Easter. As WWCT wanted to run the event imminently, I emailed the Committee to ask if they would be happy for the events to take place, and if we would charge the £25 administration fee or waive it at our discretion, due to it being a community activity (as specified in the Terms & Conditions of the Park Use Policy). I received 5 positive responses in agreement to the event and to waive the fee and 4 non-responses. As this was a majority response, I informed WWCT and they have been running this event on Wednesday mornings between 1030am-1130am on 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup> May, with the last walk being due on 3<sup>rd</sup> June.

WWCT have since been in contact again to ask if they can run another event in Chatsworth Park, this time a Walking Bus for students at Telscombe Cliffs Academy. They would like to run this event on Thursday 19<sup>th</sup> June which is 'Clean Air Day', the UK's largest air pollution awareness campaign. A Walking Bus is a group of children and parents/carers walking to school together along a planned route with adult volunteers supervising, like a normal bus route with meeting points and stops along the way. WWCT advise that it is a fun, safe and social way to encourage children to walk to school while helping reduce traffic and congestion outside schools.

The Project Officer at WWCT would like to organise a meeting point in Chatsworth Park near one of the playgrounds before school time and then walk together to school. She has asked if Councillors could also take part to promote walking to school, active travel and road safety. She would also like to work with the school to share information in newsletters and help promote the event to families.

## 3. RECOMMENDATION

It is recommended that the Committee ratify the decision allowing WWCT to hold 4 buggy walks in Chatsworth Park, with the £25 administration fee being waived.

It is also recommended that we accept the request from WWCT to hold a walking bus event in Chatsworth Park on 19<sup>th</sup> June 2026, that we waive the £25 administration fee due to it being a community activity that promotes walking and that the Committee consider if they would like to volunteer to attend this event. If agreed, it is on the proviso that they provide a Risk Assessment for the event.

#### **4. ENVIRONMENTAL IMPACT**

These events are encouraging people to walk, which reduces emissions, requires no energy consumption, reduces infrastructure footprint and reduces noise pollution.

#### **5. FINANCIAL IMPLICATIONS**

We may decide to waive the £25 administration fee to support this community project.



<b>AGENDA ITEM</b>	23
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Bianca Buss, Amenities Officer
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To consider request from Develop Outdoors to update the nature trail in Chatsworth Park

## **1. INTRODUCTION**

Develop Outdoors have contacted the Town Council to ask if they could update the nature trail in Chatsworth Park. This was installed in 2022 with the help of Friendly Fox.

## **2. INFORMATION**

The improvements will include new interactive plaques along the trail, as well as the addition of several new insect features around the two ponds to enhance the educational and wildlife aspects of the area. They have also provided the attached picture for an example of the type of plaques they would like to install.

## **3. RECOMMENDATION**

I recommend that the Committee consider the request from Develop Outdoors. If it is decided to progress with this request, they have advised they can share further updates as the improvements progress.

## **4. ENVIRONMENTAL IMPACT**

The new plaques will encourage children to learn about the wildlife and environment in Chatsworth Park.

## **5. FINANCIAL IMPLICATIONS**

Develop Outdoors have successfully secured funding for this project, so there is no cost to the Town Council.



## Nature Trail Rubbing Post

A great way to engage children with the natural environment. A synthetic stone plaque, with a laser-etched motif is mounted on a green oak post. The designs include birds, insects, trees, plants and marine life or can be made to order. Rubbing works well with an HB pencil. Choose from the list below or contact us for bespoke designs. Plaques are available with Welsh text.

Green oak post 120mm x 120mm x 1.2m finished with sanded edges and 22.5 degree angled top. The plaque is 100mm x 100mm screwed on top.

Enhance your trail with a colourful A4 information panel incorporating a rubbing plaque. [See www.theacornworkshop.co.uk](http://www.theacornworkshop.co.uk) for price information.



### Birds

Barn Owl  
Black-headed Gull  
Blackbird  
Bluetit  
Brent Goose  
Buzzard  
Canada Goose  
Chaffinch  
Chicken  
Cirl Bunting  
Coot  
Cormorant  
Dartford Warbler  
Dipper  
Golden Eagle  
Goldfinch  
Great-spotted Woodpecker  
Great Tit  
Green Woodpecker  
Greylag Goose  
Heron  
Herring Gull  
House Sparrow  
Kestrel  
Kingfisher  
Lapwing  
Little egret  
Long-tailed Tit  
Magpie  
Mallard  
Moorhen  
Nuthatch  
Mute Swan  
Oystercatcher  
Peregrine Falcon  
Pheasant  
Pochard  
Raven  
Red Kite  
Robin  
Rook  
Skylark  
Songthrush  
Sparrowhawk  
Swallow  
Swift

Tawny Owl  
Treecreeper  
Wagtail  
Willow tit  
Woodcock  
Wood lark  
Wood Pigeon  
Wren

### Mammals

Badger  
Bank Vole  
Brown Long-eared Bat  
Beaver  
Bison  
Dormouse  
Fallow deer  
Fox  
Fox Track  
Greater Horseshoe Bat  
Grey Seal  
Grey Squirrel  
Harbour porpoise  
Hare  
Hedgehog  
Hedgehog Track  
Highland cow  
Horseshoe bat  
Mole  
Otter  
Pipistrelle Bat  
Rabbit  
Red Squirrel  
Roe Deer  
Roe Deer Track  
Seal - Grey or Common  
Stoat  
Water Vole  
Wood Mouse  
Yellow neck mouse

### Farm Animals

Chicken Footprint  
Cow  
Cow Footprint

Donkey  
Duck Footprint  
Goat  
Highland cow  
Horseshoe  
Pig Footprint  
Pony  
Sheep  
Sheep Footprint

### Plants

Bluebell  
Bracken  
Bracket Fungus  
Bramble  
Buttercup  
Cowslip  
Daffodil  
Daisy  
Foxglove  
Gorse  
Lichens  
Marram Grass  
Primrose  
Seaweed  
Star Moss  
Stinging Nettle  
Wood Anemone  
Yarrow

### Insects

Beetle  
Black oil beetle  
Brimstone  
Buff tip moth  
Bumble Bee  
Caterpillar  
Centipede  
Cinnebar moth  
Comma Butterfly  
Dragonfly  
Earthworm  
Elephant Hawk moth  
Emperor moth  
Gatekeeper  
Glow Worm  
Grasshopper  
Green tiger beetle

Hoverfly  
Ladybird  
Marbled white  
Mayfly  
Meadow Brown  
Peacock butterfly  
Pond Skater  
Red Admiral  
Six spot burnet  
Slug  
Solitary bee  
Snail  
Stag Beetle  
Wasp  
Woodlouse

### Reptiles, fish, amphibians etc

Adder  
Ammonite  
Bass  
Edible crab  
Flounder  
Freshwater shrimp  
Frog lifecycle (set of 4)  
Frog  
Froglet  
Frog spawn  
Grass Snake  
Hermit Crab  
Limpets  
Newt  
Salmon  
Sand lizard  
Sea Anemone  
Sea turtle  
Shore Crab  
Slow worm

Starfish  
Tadpoles  
Tadpole with legs

### Trees

Acorn  
Alder  
Ash  
Beech  
Cedar of Lebanon  
Cherry  
Elder  
Elm  
Field Maple  
Giant Redwood  
Gorse  
Hawthorn  
Hazel  
Holly  
Larch  
Lime  
Oak  
Pinecone  
Rowan  
Sapling  
Scots Pine  
Silver Birch  
Spruce  
Sycamore  
Whitebeam  
White oak  
Willow  
Yew

**07989 223 634**

[sales@theacornworkshop.co.uk](mailto:sales@theacornworkshop.co.uk)





<b>AGENDA ITEM</b>	24
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To ratify topography report for the Chatsworth Park café project

## 1. INTRODUCTION

At the Full Council meeting held on 10<sup>th</sup> December 2025, it was resolved to enter into the Service Level Agreement (SLA) with LDC for the project management of the café project and to proceed to the planning stage. This decision was made with the understanding that estimated costs of £40,000 would be incurred, while acknowledging that it remained uncertain whether the Council would have sufficient funds to progress to the construction phase. This position was pending the completion of architectural drawings, a topographical survey, an ecological assessment and the associated consultant work required to develop the project through to the planning application stage.

## 2. INFORMATION

Lewes District Council recently contacted me with details of quotes they had secured for a topographic survey which is needed to inform the design/location of the new café in Chatsworth Park.

They went to 3 companies for a fee proposal to carry out a topo survey and provide utility searches: Enka, Maltby Surveys and CadMap. Two responded with a quotation.

Enka's fee proposal of £1588 + VAT was the most competitively priced with the breakdown as follows:

- Topographical survey - £545 + vat
- Underground utility survey - £575 + vat
- Utility search records - £468 + vat

The quotation fitted within the budget of £2,000 set out in LDC's project order and the topo survey is pivotal to the architect drawing up options for possible locations.

As they wanted to proceed with the survey as soon as possible, I emailed members of the Amenities & Civic Centre Committee as the total was within their budget spending limit, to seek approval. As a majority confirmation was received, a purchase order was issued.

## 3. RECOMMENDATION

It is therefore recommended to ratify the approval made by a majority of the Amenities & Civic Centre Committee meeting to appoint Enka to carry out a topographical survey, underground utility survey and utility search.

#### **4. FINANCIAL IMPLICATIONS**

We have a budget for the café project of £3,500 under nominal code 4360-202 and an earmarked reserve of £35,501, nominal code 9040-910. We also have a budget of £8,000, nominal code 4368-202, for a PWLB loan for the café build.



<b>AGENDA ITEM</b>	25
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To note increase in litter bin emptying charge by Lewes District Council for Chatsworth Park and the playgrounds and agree how to progress

## 1. INTRODUCTION

As you may recall, last year the contractor who had been awarded Grounds Maintenance Contract 1 ceased trading without informing us. Part of the contract included emptying the 11 litter bins in Chatsworth Park and the 5 litter bins spread across our 3 playgrounds.

## 2. INFORMATION

After contact with Lewes District Council (LDC), they agreed to empty the bins at £3 per empty as an emergency temporary measure and it was subsequently agreed at full Council on 16<sup>th</sup> July 2025 to remove the litter bin emptying from the Contract and for LDC to undertake the emptying on a permanent basis at £3 per empty per bin, to which they agreed.

However, I have recently been notified of a price increase, effective from 1<sup>st</sup> July 2026, to £6.34 per bin per empty, an approximate 110% increase.

I queried the basis for this significant increase and was advised that the previous charge should have been £4 per week, with an agreed increase to £5.50 for 2025/26, which was unfortunately not implemented by LDC. A further increase has now been applied.

It is disappointing to note that the cost has more than doubled, particularly given that the price was only agreed last July at £3 per week.

A budget of £4,750 was set based on the £3 per empty cost plus a minor percentage increase for 2026/27.

The 11 litter bins in Chatsworth Park are emptied twice a week and the 5 litter bins across the 3 playgrounds are emptied twice from April to October and once from November to March. Based on the current cost for April to June and the revised cost from 1<sup>st</sup> July, the annual cost for 2026/27 will be £8,477 against the budget of £4,750.

## 3. RECOMMENDATION

It is recommended to consider how we want to proceed in view of the fact that the revised cost is extremely high.

## 4. ENVIRONMENTAL IMPACT

If waste is taken to landfills it contributes to air pollution, water and soil contamination and ultimately climate change.

## **5. FINANCIAL IMPLICATIONS**

The budget for joint litter/dog bin emptying, nominal code 4109-201, is £4,750. If we agree to the revised cost from LDC from 1<sup>st</sup> July 2026 to the end of March, we will have an overspend of £3,727.

In 2027/28, the annual cost would be £9,884 based on £6.34 per empty, but the charge may well increase again. The budget would therefore be set accordingly.



<b>AGENDA ITEM</b>	26
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To agree increased cost of outside litter bin collection at Civic Centre by Lewes District Council

## **1. INTRODUCTION**

Lewes District Council currently empties the outside litter bin in the Civic Centre car park on a weekly basis at an agreed cost of £3 per week (£156 per annum).

At the March Committee meeting, an increase in the weekly cost of trade waste collection at the Civic Centre by Lewes District Council (LDC) from 1<sup>st</sup> April was agreed, but no notification from them was received regarding an increase for the litter bin emptying. As a reminder the increased trade waste costs are as follows:-

Trade refuse 770 litre bin:- £18.35 per empty (weekly collection)  
Trace recycling (including glass) 240 litre bin - £4.59 per empty (fortnightly collection)  
Annual total £1,073.54 a year.

The budget covering trade waste collection also covers the cost of emptying the outside litter bin at the Civic Centre.

## **2. INFORMATION**

I have recently been notified of a price increase, effective from 1<sup>st</sup> July 2026, to £6.34 per week (£329.68 per annum), an approximate 110% increase.

I queried the basis for this significant increase and was advised that the previous charge should have been £4 per week, with an agreed increase to £5.50 for 2025/26, which was unfortunately not implemented by LDC. A further increase has now been applied.

It is disappointing to note that the cost has more than doubled, particularly given that the price was only agreed last July at £3 per week.

## **3. RECOMMENDATION**

It is recommended to agree the increased cost of £6.34 per empty on a weekly basis for emptying of the outside litter bin at the Civic Centre.

## **4. ENVIRONMENTAL IMPACT**

If waste is taken to landfills it contributes to air pollution, water and soil contamination and ultimately climate change.

## **5. FINANCIAL IMPLICATIONS**

The budget for refuse collection, nominal code 4406-301, for the 2026/27 financial year is £1,610. The annual cost for all the above refuse collection will be £1,403.22, so if we agree to the increased cost, we will remain within budget.



<b>AGENDA ITEM</b>	27
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To approve licence renewals for music, motion picture and the Civic Centre premises

## 1. INTRODUCTION

There are several licences that we need to cover the playing of music, films and tv programmes.

### a) Premises Licence – renewal date August

A premises licence is a permanent authorisation for a specific location, in this case the Civic Centre, to carry out 'licensable activities' under the Licensing Act 2003. The period runs from 18<sup>th</sup> August annually. Our licence covers us for the following:- sale by retail of alcohol; plays; films; live music; recorded music; anything of a similar description to that falling within the previous 2 items and provision of late-night refreshment. The hours covered are Monday to Sunday from 9am to 11pm.

### b) TheMusicLicence – renewal due June

PPL and *PRS for Music* are two separate collective management organisations. PPL collects and distributes money on behalf of performers and record companies for the use of their recorded music and *PRS for Music* collects and distributes money on behalf of songwriters, composers and music publishers, for the use of their musical compositions and lyrics. They both set their own tariffs, but for payment/renewal purposes, they are combined and there is one application for the TheMusicLicence. The period runs from September annually.

### c) Motion Picture Licence – renewal due September

An MPLC Blanket Licence is required to legally show movies and TV programmes within a public space.

## 2. INFORMATION

### a) Premises Licence

This licence is issued by Lewes District Council. The price for last year was £180 (no VAT applicable).

b) TheMusicLicence

The renewal cost last year was £732.14 plus VAT. It covers exercise classes playing music, and us playing music at bingo. As previously agreed, we are passing on the charge if exercise classes are playing music at a cost of £2 per class.

c) Motion Picture Licence

The renewal cost last year was £273.55 plus VAT.

### **3. RECOMMENDATION**

It is recommended that the above licences be renewed. Although the final cost is not yet known, it is anticipated that, unless there is a significant increase in pricing, the renewal cost will remain within the delegated authority limits of the Town Clerk and the Town Clerk/Committee Chair. Subject to this, it is recommended that the renewals proceed.

### **4. ENVIRONMENTAL IMPACT**

Music has been shown to improve mood and reduce stress.

### **5. FINANCIAL IMPLICATIONS**

The cost of the licences have been incorporated in the town entertainment/events budget, nominal code 4363-105, which has a budget of £1,500.



<b>AGENDA ITEM</b>	28
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To report clearance of gutters at the Civic Centre

### **1. INTRODUCTION**

The gutters at the Civic Centre are periodically cleaned.

### **2. INFORMATION**

As the gutters were getting full and had plants growing out in some areas, estimates were sought for their cleaning. One estimate was received from Brighton Gutter Cleaning. They have carried out clearance in the past and have proved reliable. The cost was £130 with no VAT applicable and I therefore authorised this under my delegated authority spending power.

### **3. RECOMMENDATION**

It is therefore recommended to note clearance of the gutters at the Civic Centre.

### **4. FINANCIAL IMPLICATIONS**

The budget for the Civic Centre internal/external works, nominal code 4419-301, is £5,650.



<b>AGENDA ITEM</b>	29
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	To consider bird proofing at the Civic Centre

## 1. INTRODUCTION

Several years ago we had bird proofing work carried out at the Civic Centre. This consisted of spikes being added to vulnerable areas such as window ledges and the telecoms equipment ducting.

## 2. INFORMATION

The works proved effective, but due to age some of the spikes have fallen off. Also, we are experiencing a problem with pigeons gathering above the front door which is leading to regular droppings around the windows and on the pathway leading to the front door.

We therefore sought estimates for renewed bird proofing works but have only received one estimate. They have recommended netting around the front tower area & above the main front door plus mesh and spikes in other areas – see appendix A.

## 3. RECOMMENDATION

It is recommended that bird proofing works are carried out at the Civic Centre.

## 4. ENVIRONMENTAL IMPACT

- Persistent pigeon droppings at the building entrance create unsanitary conditions and negatively affect the appearance of the public environment.
- Contact with pigeon droppings may present a public health risk, as droppings can contain bacteria and fungal spores that may cause illness, particularly where waste accumulates or becomes airborne when disturbed during cleaning.
- Regular cleaning increases water consumption and the use of cleaning chemicals and disinfectants.
- Wash-down activities may contribute to polluted runoff entering surface water drainage systems.
- Pigeon fouling can damage building materials over time, leading to additional maintenance and resource use.
- Ongoing clean-up requirements increase operational waste, staff time, and maintenance costs.
- Reducing pigeon activity at the entrance would support a cleaner, safer, and more sustainable environment for building users, visitors, and staff.

#### **4. FINANCIAL IMPLICATIONS**

We have a budget under nominal code 4419-301 for internal/external works of £5,650. While the cost is relatively high, I am of the view that the works are necessary and should proceed.

## APPENDIX A



Please see the below effected areas as discussed on site today:

### Above front entrance

Above the main entrance on the sloped roof is a well-protected area for pigeons to roost and nest away from harsh weather conditions. In this area there is a build-up of fouling where the two roofs meet and on the window ledges. The guttering below has a build-up of growth, which is likely caused by natural bird fouling which contains seeds and has been able to grow overtime. If left this can result in blocked gutters and internal water ingress. Please see the image attached showing where I recommend bird spikes are installed and 50mm black bird netting to provide protection against pest birds. As part of this service, accessible fouling will be removed along with growth in the guttering here. We will use a small, elevated platform to provide safe working access to our team of bird proofing professionals.

### Roadside lower undercroft

In this area there is a lower volume of pigeon fouling. Birds are active in this area as it is well protected due to the two roofs meeting. If the area above the front entrance is proofed, it is likely pigeons will be displaced to this area, therefore, proofing here is also recommended. Please find attached image showing where netting will be installed which will also incorporate window ledges being used by pigeons. Fouling will also be removed, and access will be achieved using the elevated platform.

### Carpark raised trunking

There have previously been gull spikes installed in this area. However, most of these have failed providing safe access for roosting to pest birds. On our visit today, there was a pigeon roosting here. This has resulted in a build-up of fouling on the fire escape. This is a slip hazard in the event of an evacuation. I recommend removal of all existing spikes on the trunking and re-installation of new pigeon spikes for longevity purposes. As part of this service, fouling will be removed from the fire escape staircase.

Also in this area, we found Starlings to be nesting in the base of the trunking where wiring enters the building. There are currently young in the nest. The young will fledge around June, making this the ideal time to carry out the works to prevent further nesting next year. We will install small gauge mesh here to prevent further access to songbirds. If you require the pigeon proofing to be completed sooner than the Starlings will fledge, this can be arranged and we can return at a later date to install small gauge mesh here.

Further along the trunking where the roof meets spikes have been installed at the base and from above. However, pigeons are still able to access for roosting and nesting. To fully protect this corner against pest birds I recommend the current spikes are removed and 50mm heavy-duty mesh is installed. This will create a physical barrier and stop any activity. The elevated platform will also be utilised in this area.

Taking the above into consideration:

I recommend all above works are carried out to protect these areas against pest birds.

The one-off fee for this work is £2,250+VAT

This includes labour, materials, access equipment, and safe disposal of hazardous waste.

I trust this is the information you require. If there is anything further I can do to assist, please do not hesitate to contact me.

With kind regards,

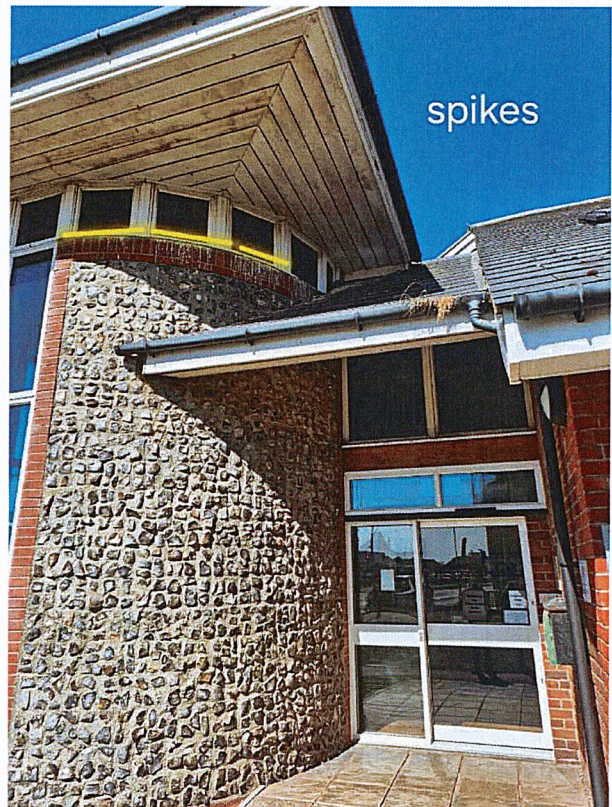
Sam

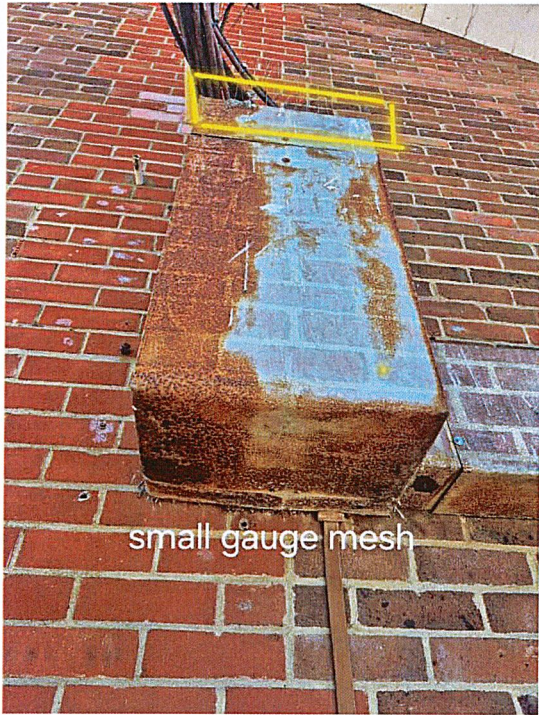
**Sam Boylett**

Mob: 07498 996 503

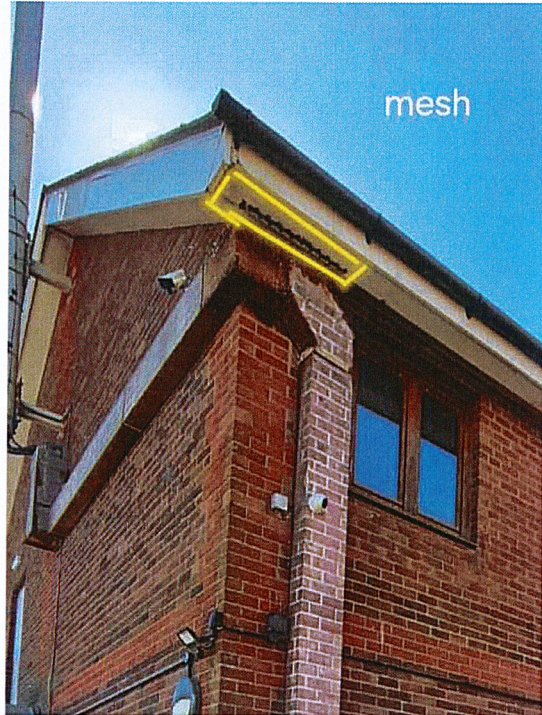
Tel: 020 8668 5477

Email: [sboylett@cleankill.co.uk](mailto:sboylett@cleankill.co.uk)

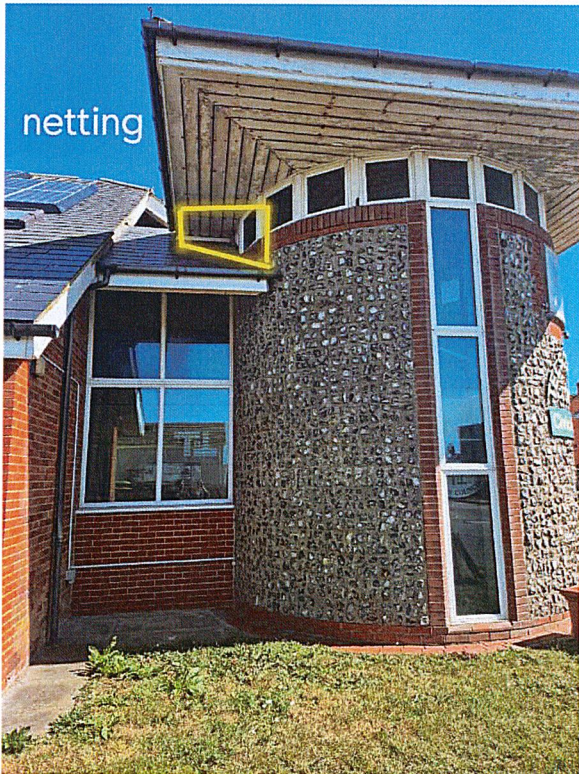




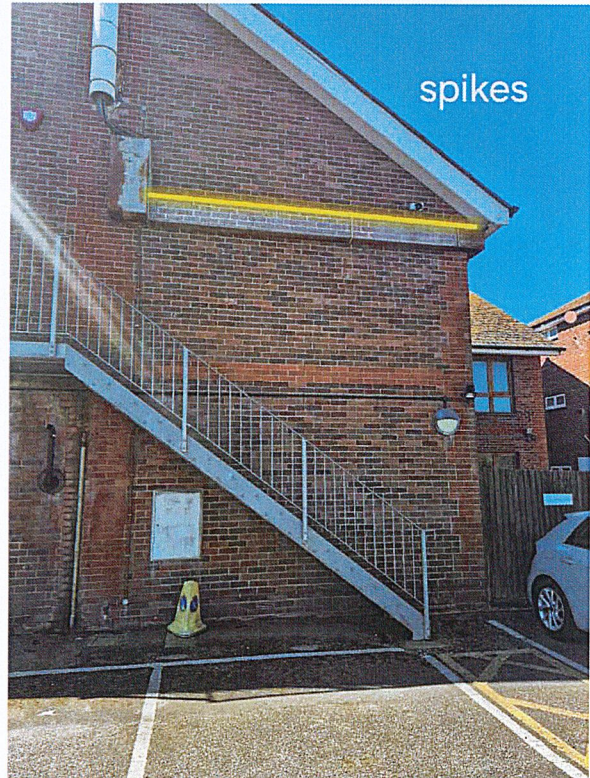
small gauge mesh



mesh



netting



spikes



<b>AGENDA ITEM</b>	30
<b>REPORT TO</b>	Amenities & Civic Centre Committee
<b>REPORT FROM</b>	Diana Joel, Admin Assistant
<b>MEETING DATE</b>	27 <sup>th</sup> May 2026
<b>SUBJECT</b>	Future events update

## 1. INTRODUCTION

Events are progressed through the working group and taken to meetings for consideration and ultimate agreement.

## 2. INFORMATION

The Mayor's end of term celebration was held on Saturday 9<sup>th</sup> May with guests being entertained by live music from Brent Jackson and Bloomin' Nora. The event was free but the raffle raised £82 for the Mayor's charity fund.

The Future Events Working Group met on 8th April and agreed the following:

### Summer Fayre – Saturday 11<sup>th</sup> July

- Sponsorship banners to be 3'x5', with holes to attach to the rope and the ground
- Hire a portaloos from Localtoilethire for £140+vat
- Use St John Ambulance for £215 and provide a gazebo
- Borrow PTC's 4mx4m gazebo for a £100 refundable damage deposit
- Charge £2 per child (not accompanying adult) or lone adult for animal handling
- Charge £2 per child for the science experiment – bookable and payable in advance of the experiment (animal handling 12-2:30pm; 2:30-3pm break; 3-3:45pm experiment)
- Councillors to collect money and wear name badges
- Decisions re dignitaries to invite to be made after new Mayor is agreed
- Posters would be put around Chatsworth Park with the timetable, rather than giving out programmes/flyers

### Night Walk In Chatsworth Park

The Admin Assistant advised that the Town Clerk thought that a test walk with a planned route should be undertaken and the walk would require marshals and a full risk assessment to be carried out. Concerns were raised due to poor visibility increasing accident risk due to trips, slips because of uneven ground/tree roots; possible anti-social behaviour - vulnerable participants (i.e., children or elderly); disturbing bats, birds, or protected species and damage to habitats and the resultant insurance implications. The Amenities Officer and Admin Assistant are to discuss this and bring back to next meeting

The next meeting is scheduled for 4<sup>th</sup> June, when events for the upcoming Mayoral year will be discussed and agreed.

### **3. RECOMMENDATION**

It is recommended to agree to the proposals put forward by the events working group, as highlighted above, and that any future costs will need to be taken back to Committee for consideration.

### **4. ENVIRONMENTAL IMPACT**

We have a no plastics policy in place so our stallholder guidance specifies that food and drink should be served in an eco-friendly way, such as cardboard, paper or bamboo, and that for health and safety reasons, glass containers are not used.

### **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.