



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the Amenities & Civic Centre Committee held at 7.30pm on Wednesday 27th May 2026 in Room 1 at Telscombe Civic Centre.

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

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

2117. TO APPOINT A VICE CHAIRMAN

Cllr Watts proposed Cllr Robinson to be appointed as Vice Chair of the Committee, seconded by Cllr Williamson and it was unanimously **agreed**.

2118. PUBLIC QUESTION TIME

There were no members of the public present.

2119. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Clarkson, Lawrie and Robinson who were away, Cllr Judd who had work commitments and Cllrs Gallagher and Sharkey, who were attending a Peacehaven Town Council meeting. These reasons for absence were accepted by the Committee.

2120. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr O'Connor declared a non-pecuniary interest in agenda item 19, as he is the Secretary and a Trustee of the Telscombe Green Space Volunteers and agenda item 25, as a cabinet member of Lewes District Council (LDC).

2121. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 25th MARCH 2026

It was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 25th March 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr O'Connor.

2122. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

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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2122. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
3.12.25	Min 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 & 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/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 carried out works on 6/5/2026.	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 to Committee members.	Complete
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

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2122. 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
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

Minute 2103 – Cllr O'Connor stated that he would like to go through the Management Plan next year prior to it coming to Committee, in case he would like to suggest any amendments himself. The Amenities Officer advised she could send it out approximately 6 weeks before the agenda is due, for Councillors to be given time to go through the lengthy document.

The rest of the action list was noted. Cllr O'Connor thanked the officers for their diligence in ensuring many items from the action list are completed within good time.

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2123. TO NOTE INCOME & EXPENDITURE FIGURES AT YEAR END 31st MARCH 2026 AND NEW YEAR FIGURES AT 1st APRIL 2026

The Town Clerk's report advised that the actual Amenities' year-end figures at 31st March 2026 were income of £6,729 (190.6%) and expenditure of £41,143 (58.4%). The Civic Centre figures at 31st March 2026 were income of £28,568 (106.3%) and expenditure of £30,169 (71.4%) as detailed on accompanying print-outs which also showed the actual budget and spend figures. An accompanying list also provided the income and expenditure for the new financial year at 1st April 2026. This was **noted** by the Committee.

2124. TO REVIEW/UPDATE THE BUSINESS PLAN

The Committee **noted** the Business Plan. It was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to remove the completed item from project number 3 and fully remove project number 5 (which is shown as completed) from the Plan.

2125. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The Committee **noted** the complaints. Cllr O'Connor asked if there was an update on complaint reference number TTC-26-102, which was listed as a broken tree branch over the pathway. He was advised that although a resident had reported the broken branch was over a pathway, it was to the side above high-rise vegetation. A tree surgeon had been contacted for their advice and they also clarified there was no risk of the branch falling onto a pathway. Nonetheless, a price had been provided for its removal and approved by the Town Clerk under her delegated spending authority.

2126. TO DECIDE HOW TO PROGRESS REGARDING THE SMALL GROUNDS MAINTENANCE CONTRACT 3

The report from the Town Clerk outlined the difficulties experienced with the current contractor who has been awarded the small works grounds maintenance contract. Works in April had not been carried out and the contractor had not yet provided their updated insurance details and scheduled works plan. The Town Clerk advised that she had not been able to contact the contractor and had therefore arranged for grass cutting at the Civic Centre to be carried out by an alternative contractor in April.

Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** that a) the Town Clerk issues a default notice to the current contractor for April, b) subsequent default notices are issued if works are still not carried out, c) that the contract be terminated if 3 default notices are issued as per the contract terms and conditions and d) prices are obtained for required works in the contract to be carried out on an ad-hoc basis up until 31st March 2027 when the contract ends.

2127. TO CONSIDER INCREASED COST OF WEEKLY PLAYGROUND INSPECTIONS AND FUTURE MANAGEMENT

The Committee considered the Amenities Officer's report. Lewes District Council (LDC) had notified the Town Council that they had reviewed their services and would be increasing the cost to undertake the weekly playground inspections from £15 per inspection per playground to £17.95 per inspection per playground. The Amenities Officer advised that costs had previously been obtained from playground companies, but the costs were much higher and that LDC had not increased the cost for the inspections for several years. The Town Clerk confirmed she had contacted an alternative company

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2127. To consider increased cost of weekly playground inspections and future management (Contd)

for a price but had not received a response to date. Taking all details into consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to agree to the increased weekly cost of £17.95 plus VAT per inspection per playground from LDC.

2128. TO CONSIDER WHETHER TO HAVE THE ANNUAL PLAY AREA INSPECTIONS ARRANGED BY LEWES DISTRICT COUNCIL

The Committee were advised that Lewes District Council (LDC) had contacted the Town Council to ask if we would like to be included within the annual play area inspections they are arranging with RoSPA. The costs provided were £67 plus VAT per site for the main inspection, £27.50 plus VAT per site for the Access Audit, £22.50 plus VAT per site for the Play Value Assessment and £12.50 plus VAT per site for the life expectancy. Due to financial implications with the increase to the weekly play inspections, it was proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that we agree for LDC to arrange just the main inspection of the three playgrounds at a total cost of £201 plus VAT.

2129. 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 (LDC) was provided, where it was noted that there was an increase in recent findings listed by the play inspector. Included within the report were several findings to damaged wet pour, including areas that were recently repaired by RTC Safety Surfaces Ltd. However, within RTC Safety Surfaces' Terms & Conditions, it specified that when carrying out patch and edging repairs, they could not guarantee the bond between old and new wet pour safety surfacing.

The Amenities Officer advised that she had also obtained a price of £195.85 plus VAT from Sutcliffe Play for a spare part for the damaged swing bracket to the group swing at Robert Kingan Playground. As this cost was within the Town Clerk's delegated spending authority, she had agreed for the part to be purchased. A Purchase Order was issued and the part subsequently replaced by Ace Landscapes.

The Amenities Officer provided comments from Cllr Gallagher, who was not present at the meeting, regarding the roundabout at Robert Kingan Playground. Cllr Gallagher felt that the roundabout is dangerous and the yellow metal poles could hit a child's head. She suggested that it be replaced with an inclusive roundabout and this was noted.

Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to note the most recent playground report, to note the purchase of a part for the group swing at Robert Kingan Playground and that the Amenities Officer contact RTC Safety Surfaces to advise that gapping to the wet pour repairs has started to appear approximately 8-12 weeks after works have been completed.

2130. TO CONSIDER ESTIMATE FOR PLAYGROUND REPAIRS

The Amenities Officer advised that she had contacted Playsafe Playgrounds for advice and an estimate to undertake repairs to 4 of their play equipment pieces in the playgrounds, with 3 out of 4 items showing as medium risk findings on the weekly play inspection reports. Playsafe Playgrounds provided

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2130. To consider estimate for playground repairs (Contd)

an estimate of £346 plus VAT to carry out the following; a) to replace and install a new fixing to the northeast post and tighten fixings to the southeast and southwest posts on the green tunnel at Chatsworth Park North playground, b) to replace a missing screw and tighten a loose fixing on the agility trail at Robert Kingan Playground, c) to fit a new seat on the see-saw at Robert Kingan Playground and d) to fit an additional supporting timber (free of charge) under the decking on the junior apparatus at Robert Kingan Playground. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the estimate of £346 plus VAT from Playsafe Playgrounds to carry out the repairs as listed above.

2131. TO CONSIDER ESTIMATE FOR REPAIRS OR REMOVAL OF THE DISC ROUNDABOUT AT CHATSWORTH PARK SOUTH PLAYGROUND

The Committee discussed the Amenities Officers report in detail advising that a member of the public had contacted the Town Council to advise that the disc roundabout at Chatsworth Park South playground was not working properly, and that they believed there was an issue with the bearings. The Amenities Officer took a video of the issue and sent this to Playsafe Playgrounds, who originally fitted the roundabout, for their advice. They confirmed that the bearings needed replacing and provided an estimate of £4,995 plus VAT. As this price was high, a second estimate was requested to remove the roundabout and they quoted £2,331 plus VAT. As the finding had not been specified on Lewes District Council's weekly play inspection report, the Amenities Officer contacted the play inspector for their advice. This was forwarded onto their specialist advisor, who also clarified that a new bearing would be required and has since been added the item to the weekly play inspection report as a low risk finding.

Committee members were advised that when the roundabout was installed in 2018, it was a refurbished piece of equipment. They were also informed that the current swing unit under the trees is near to its end of life. Repairs had recently been undertaken, but there were other issues that cannot be resolved such as tree roots under the equipment causing cracking to the flooring, bird droppings on the equipment from resting birds on tree branches above the equipment and potential rot damage to the posts under the surface level. If the disc roundabout were to be removed, the failing swing unit could also be removed and relocated in the position of the disc roundabout. If grant funding could not be sourced, our CIL funds could be used.

Taking the above into consideration, it was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** that investigations are made to look into installing a new swing unit with disabled access in the location where the roundabout is currently sited and that we ask Playsafe Playgrounds what they expect the life expectancy to be for the disc roundabout.

2132. TO CONSIDER REPAIR OR REPLACEMENT OF THE BALL WALL AT ROBERT KINGAN PLAYGROUND

The Amenities Officer's report provided an update regarding shrinking planks causing finger entrapment concerns to the ball wall at Robert Kingan Playground which was listed as a medium risk finding in both the annual and weekly playground inspection reports. Playsafe Playgrounds had previously provided a repair estimate of £1,567 plus VAT and a replacement estimate of £4,892 plus VAT and due to the high costs, Councillors requested that alternative quotes be obtained to either replace some of the timbers or totally remove the item. An estimate from Ace Landscapes had since been obtained for £154 plus VAT to fill in the gaps with wood filler and the Committee agreed this would only be a short-term fix.

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2132. To consider repair or replacement of the ball wall at Robert Kingan playground

Cllr Gallagher, who was not present at the meeting, had provided her comments to the Amenities Officer prior to the meeting stating that the ball wall was a popular piece of equipment within the playground. Cllr O'Connor was in agreement and felt that the item should stay. Following consideration, it was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** to obtain a new repair estimate from Playsafe Playgrounds, as their previous one had since expired, and if it is £2,000 plus VAT or under, it be accepted and a Purchase Order be issued.

2133. TO AGREE TO CUT BACK OF TREES BEHIND THE BALL WALL IN CHATSWORTH PARK

The report from the Amenities Officer was considered by the Committee. In October 2024, the Committee agreed for the ball wall in Chatsworth Park to be repainted by the previous artist due to the paint peeling off. This was due to be carried out in the summer of 2025, with vegetation behind the ball wall being cut back to enable the artist to seal all aspects of the ball wall before it could be painted. Despite a contractor being appointed, they failed to carry the work out during the drier months and the project was placed on hold until this summer.

Two new estimates have since been obtained to cut the vegetation back by 1.5 metres. Ace Landscapes had quoted £159 plus VAT and Aspen Treecare quoted £180 plus VAT. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the estimate of £159 plus VAT from Ace Landscapes and that we ask them to carry out these works within the next 3 months.

2134. TO CONSIDER ESTIMATES FOR WORKS AT THE MEMORY GARDEN IN CHATSWORTH PARK

At the last Committee meeting it was agreed to obtain estimates for repairs to the memory garden; replacing 8 damaged green oak sleepers with timber sleepers, replacing a seating plank on the picnic table and replacing a seating plank and back post to one of the benches. An estimate had been received and it was proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the estimate of £1,021 plus VAT from Ace Landscapes for the aforementioned repairs.

2135. AGREE WAY FORWARD REGARDING WOODCHIP PATHWAY PROJECT AT THE BOTTOM OF PIGS HILL IN CHATSWORTH PARK

An update with regards to the project at Pigs Hill was provided to the Committee. At the last meeting, it was agreed to ask the Telscombe Green Space volunteers (TGSV) to add wood chippings into the desire path starting from the entrance from Pigs Hill pathway for a short distance as a trial, and that we ask the TGSV's to add a natural edging border. The TGSV's asked that the Committee consider what natural edging they would like and how this could be secured.

The Committee considered a way forward and it was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** that the TGSV's to dig the path down 10cm as part of the preparation, starting from the flat area, and to use branches from the park as natural edging secured with wooden pegs. Cllr O'Connor advised he would investigate how to purchase or make wooden pegs to secure the natural edging and will bring his findings back to a future Committee meeting.

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2136. TO CONSIDER SPECIFICATION DOCUMENT FOR TREE INSPECTION SURVEY

The Committee discussed the Amenities Officers report. At February's meeting, Councillors were informed that the tree survey in 2024 had recommended re-inspection dates in 2025 and 2027 for 11 trees. It was therefore agreed for a specification document to be drawn up for a tree inspection to be carried out to 9 trees near to badger setts, 4 trees to be re-inspected in December 2025, 7 trees to be re-inspected in 2027 and to include the damaged pine tree near Chatsworth Park South playground.

The Amenities Officer contacted the Committee in April, regarding trees where works were due to be carried out within 1-2 years as of July 2024 and asked if they would like the 9 additional trees to be included within the specification document. A majority response was received and the trees were added to the specification document. Following consideration, it was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** to ratify the 9 trees being included within the specification, to accept the specification document and maps, and that they be sent out to contractors and be advertised on our website and social media pages for estimates.

2137. UPDATE ON AND AGREE PORTALOO INCREASED HIRE CHARGE AND CONSIDER POSSIBLE CHANGE OF SUPPLIER

The Committee considered the Town Clerk's report. Wander Coffee had previously informed the Town Council that the supplier who cleans the portaloos in Chatsworth Park had not been emptying the portaloos for several weeks. This has been followed up by Officers to ensure the unit is serviced and the service has recently improved. In addition, the supplier also informed the Town Council that they would apply a temporary £5 surcharge per visit due to rising fuel costs and that the weekly hire charge was also increasing by £2.20 a week.

The Town Clerk advised that she had approached other hire companies. We charge the café concession a fee of £44 per week which covers our cost of hiring the portaloos and there is no provision within the agreement for any increase. The concession agreement is not due for renewal until October so the Town Council have to absorb the cost until then. Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the increase of £2.20, total charge £46.20 per week, plus the £5 temporary surcharge imposed by the current supplier and that when the concession is renewed, we make contact with Wander Coffee to advise them of a price increase and ask if they would like us to investigate using an alternative company, although it is likely to be at a more expensive price.

2138. TO RATIFY BUGGY WALK ACTIVITY IN CHATSWORTH PARK AND CONSIDER ANOTHER EVENT FROM WALK WHEEL CYCLE TRUST

The Committee discussed the requests from Walk Wheel Cycle Trust (WWCT) for activities they wanted to run in Chatsworth Park. They initially contacted the Town Council in April to ask permission for them to organise 4 buggy walks on Wednesday mornings at 1030am-1130am starting on 13th May and a risk assessment was provided. Due to the short notice request, the Committee were asked via email if they were in agreement and if they wanted to charge the £25 administration fee or waive it at our discretion as it was a community activity. A majority positive response was received for the event and to waive the admin fee and WWCT were informed accordingly.

WWCT have since been in contact again to ask if they can run another event in Chatsworth Park.

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2138. To ratify buggy walk activity in Chatsworth Park and consider another event from Walk Wheel Cycle Trust (Contd)

They would like to run a Walking Bus for students at Telscombe Cliffs Academy on Thursday 9th June, which coincides with 'Clean Air Day'. They would like to meet at one of the playgrounds before school and walk to the school along a planned route.

Following consideration, it was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** to ratify the decision to allow WWCT to hold 4 buggy walks in Chatsworth Park with the £25 administration fee being waived, and to accept the second request to hold a walking bus event on 19th June, with the £25 administration fee being waived, on the proviso that they provide a Risk Assessment for the event.

2139. TO CONSIDER REQUEST FROM DEVELOP OUTDOORS TO UPDATE THE NATURE TRAIL IN CHATSWORTH PARK

Develop Outdoors had contacted the Town Council to ask if they could update the nature trail in Chatsworth Park. The improvements would include new interactive plaques and the addition of several new insect features around the ponds. Develop Outdoors have successfully secured funding for this proposed project update and it was proposed by Williamson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the request from Develop Outdoors. Cllr O'Connor thanked Develop Outdoors for updating the nature trail on behalf of all users within Chatsworth Park.

2140. TO RATIFY COST OF TOPOGRAPHY REPORT FOR THE CHATSWORTH PARK CAFÉ PROJECT

Lewes District Council (LDC) had advised that a topographical survey was required to inform the design/location of a possible new café in Chatsworth Park. They obtained estimates from 2 of the 3 companies they had contacted. Enka provided the most competitively price of £545 for the topographical survey, £575 for the underground utility survey and £468 for the utility search records, totalling £1,588 plus VAT. As they wished to proceed with the surveys as soon as possible, the Town Clerk emailed the Committee, and a majority positive response was received. A Purchase Order was issued and Cllr Williamson advised he has since seen the company in the park carrying out the underground survey. It was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to ratify the decision to appoint Enka to carry out the above-mentioned surveys at a price of £1,588 plus VAT.

2141. TO NOTE INCREASE IN LITTER BIN EMPTYING CHARGE BY LEWES DISTRICT COUNCIL FOR CHATSWORTH PARK AND THE PLAYGROUNDS AND AGREE HOW TO PROGRESS

The Committee discussed the report from the Town Clerk. Lewes District Council (LDC) had agreed last year to empty the 11 litter bins in Chatsworth Park and 5 litter bins in the 3 playgrounds at a cost of £3 per bin per empty. However, they have since notified the Town Council of a price increase effective from 1st July 2026, to £6.34 per bin per empty. The Town Clerk queried the high increase and was advised by LDC that they had mistakenly undercharged us and the cost should have initially been £4 per week, with an agreed increase to £5.50 for 2025/26 not being implemented.

An alternative cheaper price from another contractor had since been obtained and the Committee had been emailed the information, with a majority being in favour of the cheaper price.

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2141. To note increase in litter bin emptying charge by Lewes District Council for Chatsworth Park and the playgrounds and agree how to progress (Contd)

It was therefore proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the estimate of £4.50 per bin per empty from Ace Landscapes, starting from 1st July 2026 for the 11 litter bins in Chatsworth Park twice a week on a Monday and Friday and the 5 litter bins in the 3 playgrounds twice a week from April and October and once a week from November to March, noting that this will take us over budget by year end and that LDC be advised of cancellation.

2142. TO AGREE INCREASED COST OF OUTSIDE LITTER BIN COLLECTION AT CIVIC CENTRE BY LEWES DISTRICT COUNCIL

The Town Clerk's report advised that Lewes District Council had also notified the Town Council of a price increase, effective from 1st July 2026, for emptying the litter bin outside the Civic Centre. The current cost was £3 per empty and LDC's new price will be £6.34 per bin per empty. The Town Clerk queried the high increase and was advised by LDC that they had mistakenly undercharged us and the cost should have initially been £4 per week, with an agreed increase to £5.50 for 2025/26 not being implemented. The emptying of the litter bin outside the Civic Centre is covered within the budget for trade waste collection and it was therefore proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the increased cost of £6.34 per empty of the bin outside the Civic Centre on a weekly basis from LDC.

2143. TO APPROVE LICENCE RENEWALS FOR MUSIC, MOTION PICTURE AND THE CIVIC CENTRE PREMISES

There are 3 licences required to cover the playing of music, films and TV programmes as follows:- a) Premises Licence, b) TheMusicLicence and c) Motion Picture Licence. Although the final cost is not yet known, the 3 licences will need to be renewed. It was therefore proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** to approve the renewal of the 3 licences if they fall within the delegated spending authority limit of the Town Clerk and Committee Chair.

2144. TO REPORT CLEARANCE OF GUTTERS AT THE CIVIC CENTRE

The report from the Town Clerk advised that the gutters at the Civic Centre were getting full and estimates had been sought for their cleaning. As the cost fell within the Town Clerks spending authority, she authorised the work to be carried out by Brighton Gutter Cleaning at a cost of £130 no VAT applicable. This was **noted** by the Committee.

2145. TO CONSIDER BIRD PROOFING AT THE CIVIC CENTRE

The Committee considered bird proofing work at the Civic Centre, due to problems with pigeon droppings around the front entrance door and pathway. Some of the previously added spikes were missing from vulnerable areas and estimates had been sought for renewed and additional bird proofing works, and one estimate has been received. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the estimate from Cleankill at a cost of £2,250 plus VAT to install bird spikes and netting above the front entrance of the Civic Centre, netting to the roadside area and bird spikes and mesh to the car park area. The estimate included labour, materials, access equipment and safe disposal of hazardous waste.



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2146. FUTURE EVENTS

The Admin Assistant's report provided an update on the recent Mayor's end of term celebration and forthcoming summer fayre. It was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to agree to the proposals put forward by the events working group for the summer fayre as follows; a) portaloos to be hired at a cost of £140 plus VAT from Localtoilethire, b) St. John's Ambulance be used at a cost of £215 and a gazebo is provided by the Town Council, c) Peacehaven Town Council's 4mx4m gazebo be borrowed for a £100 refundable damage deposit, d) a £2 charge per child is applied for animal handling, e) a £2 charge per child is applied for the science experiment and this be booked and payable in advance, f) 3'x5' sponsorship banners be added, with holes to attach to the rope and ground, g) Councillor volunteers to collect money and wear name badges and h) posters to be put around Chatsworth Park with a timetable, rather than giving out programmes or flyers.

2147. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ADDING ON A FUTURE AGENDA

Cllr Williamson advised that although it had previously been agreed to currently keep the piano at the Civic Centre due to us not receiving any interest, he may have found a group who would like it. 'Piano Future' collect pianos and donate them to schools and other organisations. Cllr Williamson confirmed he would send a link to the Office to further investigate this as an option if necessary.

There being no further business the meeting closed at 8.32 pm.

Signed
Chairman

NB Next Committee meeting – Wednesday 29th July 2026, 7.30 pm