



# TELSCOMBE TOWN COUNCIL

To: Chairman and Members of the  
Amenities & Civic Centre Committee:-  
Cllrs C Clarkson, C Gallagher *Mayor*, D Judd, M Lawrie,  
L O'Connor *Chair*, C Robinson *Vice Chair*, I Sharkey  
N Watts *Deputy Mayor* & T Williamson

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22<sup>nd</sup> July 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 29<sup>th</sup> July 2026 at 7.30pm.**

Stella Newman  
Town Clerk/RFO

## AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions relevant to the Committee – maximum time allotted fifteen minutes
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To approve minutes of the meeting held on Wednesday 27<sup>th</sup> May 2026 – *see attached*
5. To note actions carried out or required from previous meetings and agree any further measures required – *see attached*
6. To note income and expenditure figures to 30<sup>th</sup> June 2026 – *see attached*
7. To review/update the Business Plan – *see attached*
8. To note amenities complaints since last meeting – *see attached*
9. Update on Officer inspections in Chatsworth Park as required in the Management Plan – *see attached*
10. Update on weekly playground inspection reports, agree any work required and possible further actions – *see attached*
11. To ratify Playsafe Playgrounds undertaking repair work to the ball wall at Robert Kingan Playground – *see attached*
12. To review grounds maintenance contracts with a view to putting out to tender – *see attached*
13. To note audit of park benches and tables in playgrounds and Chatsworth Park and agree any further actions – *see attached*
14. To consider extending Wander Coffee's concession – *see attached*
15. To consider way forward with potholes in Chatsworth Park car park – *see attached*
16. To consider Telscombe Green Space Volunteers' request to add a sign for the insect hotel, replace three other signs and plant wildflower seeds in Chatsworth Park – *see attached*
17. To consider Telscombe Green Space Volunteers' request to use a contractor to dig out the tree lined pathway area – *see attached*
18. To consider adding a water scrape in Chatsworth Park - *see attached*
19. To consider planting bulbs around the mini forest in Chatsworth Park – *see attached*
20. To note approval given by Town Clerk for Aspen Treecare to undertake works in Chatsworth Park – *see attached*
21. To consider costs for a tree inspection to be carried out in Chatsworth Park and the Copse – *see attached*
22. To agree electrical works required at the Civic Centre – *see attached*
23. Future events update and agree recommendations – *see attached*



# TELSCOMBE TOWN COUNCIL

24. 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 23<sup>rd</sup> September 2026*



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the Amenities & Civic Centre Committee held at 7.30pm on Wednesday 27<sup>th</sup> 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 25<sup>th</sup> MARCH 2026

It was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 25<sup>th</sup> 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.<br><i>New specification document has been drawn up.</i> | May 2026 |

# **TELSCOMBE TOWN COUNCIL**



## **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.<br><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/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 |

# TELSCOMBE TOWN COUNCIL



## 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<br><br>BB | Works by Hailsham Roadways have been completed to the 2 footpaths.<br>Estimates to be obtained to fill in potholes at Chatsworth Park car park.<br><i>Visited site in April and had been filled, but potholes have since returned, so will need to be progressed.</i> | Complete<br><br>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.

# TELSCOMBE TOWN COUNCIL



## **2123. TO NOTE INCOME & EXPENDITURE FIGURES AT YEAR END 31<sup>st</sup> MARCH 2026 AND NEW YEAR FIGURES AT 1<sup>st</sup> APRIL 2026**

The Town Clerk's report advised that the actual Amenities' year-end figures at 31<sup>st</sup> March 2026 were income of £6,729 (190.6%) and expenditure of £41,143 (58.4%). The Civic Centre figures at 31<sup>st</sup> 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 1<sup>st</sup> 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 31<sup>st</sup> 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

# TELSCOMBE TOWN COUNCIL



## **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

# TELSCOMBE TOWN COUNCIL



## 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.

# TELSCOMBE TOWN COUNCIL



## **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.

# TELSCOMBE TOWN COUNCIL



## 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, but the prices obtained were more expensive. 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, totalling charge £46.20 per week, plus the £5 temporary surcharge 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 13<sup>th</sup> 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.

# TELSCOMBE TOWN COUNCIL



## **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 9<sup>th</sup> 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 19<sup>th</sup> 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 1<sup>st</sup> 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.

# TELSCOMBE TOWN COUNCIL



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

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 1<sup>st</sup> 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.

## **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 1<sup>st</sup> 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.

# TELSCOMBE TOWN COUNCIL



## 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 29<sup>th</sup> July 2026, 7.30 pm*

## Agenda Item 5 - To note actions carried out or required from previous meetings and agree any further measures required

### Action List for Amenities & Civic Centre meeting on 29<sup>th</sup> July 2026:-

| 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.<br><i>Meeting took place in April &amp; additional information to be obtained and another meeting to be convened shortly</i>                                                                                                      | Sept 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 all repairs.                                                                                                                                                                                                                                                                  | Complete            |
| 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.                                                                                                                                                          | Sep 2026            |
| 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           | Estimates have been obtained to fill in potholes at Chatsworth Park car park.                                                                                                                                                                                                                                 | See new agenda item |
| 25.3.26         | Min 2107, p 4565 – To consider estimate from Ace Landscapes for playground repairs                                                                                           | BB           | Ace Landscapes have carried out all repairs.                                                                                                                                                                                                                                                                  | Complete            |
| 27.5.26         | Min 2124, p 4604 – To review/update the Business Plan                                                                                                                        | SN           | The requested amendments have been made to the Business Plan.                                                                                                                                                                                                                                                 | Complete            |
| 27.5.26         | Min 2126, p 4604 – To decide how to progress regarding the small grounds maintenance contract 3                                                                              | SN           | SN to start default process and if works still not carried out, prices to be obtained for ad-hoc items in the contract. SN contacted Countrywide re works not being undertaken. Countrywide subsequently met with SN & BB and have started undertaking contract work. No default notice was therefore issued. | Complete            |
| 27.5.26         | Min 2127, p 4604-5 – To consider inc cost of weekly playground inspections and future management                                                                             | BB           | A Purchase Order has been issued and sent to Lewes District Council.                                                                                                                                                                                                                                          | Complete            |

Action List for Amenities & Civic Centre meeting on 29<sup>th</sup> July 2026 (Contd):-

| Date of Meeting | Issue Detail                                                                                                              | Action Owner | Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Due Date                 |
|-----------------|---------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 27.5.26         | Min 2128, p 4605 – To consider whether to have the annual play inspections arranged by Lewes District Council             | BB           | A Purchase Order has been issued and sent to Lewes District Council.                                                                                                                                                                                                                                                                                                                                                                                                     | Complete                 |
| 27.5.26         | Min 2129, p 4605 – Update on weekly playground inspection reports, agree any work required and possible further actions   | BB           | RTC Safety Surfaces have responded to our email regarding cracks to patch works carried out.                                                                                                                                                                                                                                                                                                                                                                             | See new agenda item      |
| 27.5.26         | Min 2130, p 4605-6 – To consider estimate for playground repairs                                                          | BB           | Playsafe have completed the repairs.                                                                                                                                                                                                                                                                                                                                                                                                                                     | Complete                 |
| 27.5.26         | Min 2131, p 4606 – To consider estimate for repairs or removal of the disc roundabout in Chatsworth Park South Playground | BB<br><br>BB | Playsafe Playgrounds have confirmed it is difficult to give an exact life expectancy but expect the disc roundabout to be fully functional for approx.. 2-5 years, with minor repairs required during this period.<br><br>Contact has been made with several playground companies to install a new swing unit with disabled access in the location where the roundabout is currently sited. Estimates are being received and this will be considered at the next meeting | Complete<br><br>Sep 2026 |
| 27.5.26         | Min 2132, p 4606-7 – To consider repair or replacement of the ball wall at Robert Kingan Playground                       | BB           | Price has been obtained from Playsafe Playgrounds and a Purchase Order has been issued.                                                                                                                                                                                                                                                                                                                                                                                  | See new agenda item      |
| 27.5.26         | Min 2133, p 4607 – To agree to cut back of trees behind the ball wall in Chatsworth Park                                  | BB           | Works have been carried out.                                                                                                                                                                                                                                                                                                                                                                                                                                             | Complete                 |
| 27.5.26         | Min 2134, p 4607 – To consider estimates for works at the memory garden in Chatsworth Park                                | BB           | Works have been carried out.                                                                                                                                                                                                                                                                                                                                                                                                                                             | Complete                 |
| 27.5.26         | Min 2135, p 4607 – Agree way forward regarding woodchip pathway project at the bottom of Pigs Hill in Chatsworth Park     | LOC          | Cllr O'Connor has made wooden pegs to secure the natural edging, although the ground was too hard to make the path.                                                                                                                                                                                                                                                                                                                                                      | See new agenda item      |
| 27.5.26         | Min 2136, p 4608 – To consider specification for tree inspection survey                                                   | BB           | Estimates have been received and will be taken to this meeting for consideration.                                                                                                                                                                                                                                                                                                                                                                                        | See new agenda item      |

Action List for Amenities & Civic Centre meeting on 29<sup>th</sup> July 2026 (Contd):-

| Date of Meeting | Issue Detail                                                                                                                                                     | Action Owner | Update                                                                                                                     | Due Date            |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------|---------------------|
| 27.5.26         | Min 2137, p 4608 – Update on and agree portaloo increased hire charge and consider possible change of supplier                                                   | BB           | It was agreed to pay increased cost.<br>Wander Coffee's concession is up for renewal.                                      | See new agenda item |
| 27.5.26         | Min 2138, p 4608-9 – To ratify buggy walk activity in Chatsworth Park and consider another event from Walk Wheel Cycle Trust                                     | BB           | WWCT held their walking bus event on 19 <sup>th</sup> June.                                                                | Complete            |
| 27.5.26         | Min 2139, p 4609 – To consider request from Develop Outdoors to update the nature trail in Chatsworth Park                                                       | BB           | Develop Outdoors have been informed that the Committee agreed to their request to update the nature trail.                 | Complete            |
| 27.5.26         | Min 2141, p 4609-10 – To note increase in litter bin emptying charge by Lewes District Council for Chatsworth Park and the playgrounds and agree how to progress | SN           | Ace Landscapes have been instructed to empty bins in Chatsworth Park and the three playgrounds as of 1 <sup>st</sup> July. | Complete            |
| 27.5.26         | Min 2143, p 4610 – To approve licence renewals for Music, Motion Picture and the Civic Centre premises                                                           | SN           | It was agreed to approve the licence renewals & SN to pay if they fall within her delegated spending authority.            | Complete            |
| 27.5.26         | Min 2145, p 4610 – To consider bird proofing at the Civic Centre                                                                                                 | SN           | Cleankill have carried out bird proofing to the Civic Centre.                                                              | Complete            |
| 27.5.26         | Min 2147, p 4611 – Urgent Matter (Piano Future)                                                                                                                  | TW           | Cllr Williamson sent over contact details for Piano Future but they charge £150 to collect, so this was not progressed     | Complete            |

|                     |                                                                      |
|---------------------|----------------------------------------------------------------------|
| <b>AGENDA ITEM</b>  | 6                                                                    |
| <b>REPORT TO</b>    | Amenities & Civic Centre Committee                                   |
| <b>REPORT FROM</b>  | Stella Newman, Town Clerk/RFO                                        |
| <b>MEETING DATE</b> | 29 <sup>th</sup> July 2026                                           |
| <b>SUBJECT</b>      | To note income and expenditure figures to 30 <sup>th</sup> June 2026 |

## **1. INFORMATION**

Appendix 1 attached, printed from our accounting package, sets out income and expenditure to 30<sup>th</sup> June 2026. Bracketed figures denote prior year expenditure to be paid in the new year. Earmarked reserve figures have also been included for information.

## **2. INFORMATION**

The overall actual figures to 30<sup>th</sup> June 2026 are as follows:-

Amenities – Income £1,762.00  
Expenditure £6,128.00

Civic Centre – Income £8,441.00  
Expenditure £10,046.00

### **Budget Variances:-**

Explanations for main differences are as follows. Income nominal codes begin with a '1' and expenditure nominal codes begin with a '4':-

### **Amenities**

#### **Expenditure (201):-**

4106 Works Contract 3 – this is still showing a credit relating to the previous financial year's work undertaken by Countrywide. Invoices were incorrect and we have finally managed to sort this with them and amended invoices have been received which will be paid this month.

### **Civic Centre Committee**

#### **Expenditure (301):-**

4412 Water & Sewage – the invoice for the whole year has been received and paid. No other expenditure is therefore due from this budget line for this financial year.

### **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 Committee meeting.

Month No: 3

## Committee Report

|                                                        | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|--------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| <b><u>Amenities</u></b>                                |                       |                        |                       |                          |                          |                    |         |
| <b><u>105 Town Events</u></b>                          |                       |                        |                       |                          |                          |                    |         |
| 1001 Income Summer Fayre                               | (15)                  | 1,015                  | 1,000                 | (15)                     |                          |                    | 101.5%  |
| 1054 Income entertainment                              | 15                    | 15                     | 100                   | 85                       |                          |                    | 15.0%   |
| Town Events :- Income                                  | 0                     | 1,030                  | 1,100                 | 70                       |                          |                    | 93.6%   |
| 4361 Summer fayre                                      | 0                     | 220                    | 1,000                 | 780                      |                          | 780                | 22.0%   |
| 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                    | 0                     | 220                    | 2,600                 | 2,380                    | 0                        | 2,380              | 8.5%    |
| Net Income over Expenditure                            | 0                     | 810                    | (1,500)               | (2,310)                  |                          |                    |         |
| <b><u>201 Parks, Open Spaces/Playgrounds</u></b>       |                       |                        |                       |                          |                          |                    |         |
| 4098 Playground equip. replacement                     | 0                     | 1,260                  | 10,000                | 8,740                    |                          | 8,740              | 12.6%   |
| 4100 Playgrounds spare parts/repair                    | 827                   | 879                    | 2,000                 | 1,121                    |                          | 1,121              | 44.0%   |
| 4101 Grounds maintenance                               | 1,610                 | 897                    | 15,050                | 14,153                   |                          | 14,153             | 6.0%    |
| 4104 Works contract 1, playgrounds                     | 984                   | 2,002                  | 11,750                | 9,748                    |                          | 9,748              | 17.0%   |
| 4105 Works contract 2 -trees/hedges                    | 75                    | 285                    | 6,000                 | 5,715                    |                          | 5,715              | 4.8%    |
| 4106 Works contract 3 - small works                    | 35                    | (660)                  | 2,500                 | 3,160                    |                          | 3,160              | (26.4%) |
| 4107 Playground inspections                            | 467                   | 857                    | 3,000                 | 2,143                    |                          | 2,143              | 28.6%   |
| 4109 Joint litter/dog bin emptying                     | 0                     | 0                      | 4,750                 | 4,750                    |                          | 4,750              | 0.0%    |
| Parks, Open Spaces/Playgrounds :- Indirect Expenditure | 3,998                 | 5,521                  | 55,050                | 49,529                   | 0                        | 49,529             | 10.0%   |
| Net Expenditure                                        | (3,998)               | (5,521)                | (55,050)              | (49,529)                 |                          |                    |         |
| <b><u>202 Amenities General</u></b>                    |                       |                        |                       |                          |                          |                    |         |
| 1062 Income memorial benches                           | 0                     | 0                      | 1,300                 | 1,300                    |                          |                    | 0.0%    |
| 1063 Income memory garden plaques                      | 80                    | 160                    | 200                   | 40                       |                          |                    | 80.0%   |
| 1066 Cafe concession                                   | 220                   | 572                    | 2,300                 | 1,728                    |                          |                    | 24.9%   |
| Amenities General :- Income                            | 300                   | 732                    | 3,800                 | 3,068                    |                          |                    | 19.3%   |
| 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                               | 0                     | 388                    | 2,300                 | 1,912                    |                          | 1,912              | 16.9%   |
| Amenities General :- Indirect Expenditure              | 0                     | 388                    | 17,050                | 16,662                   | 0                        | 16,662             | 2.3%    |
| Net Income over Expenditure                            | 300                   | 344                    | (13,250)              | (13,594)                 |                          |                    |         |

16/07/2026

15:39

# **Telscombe Town Council**

## **Detailed Income & Expenditure by Budget Heading 30/06/2026**

**Month No: 3**

### **Committee Report**

|                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| <b>Amenities :- Income</b>            | <b>300</b>            | <b>1,762</b>           | <b>4,900</b>          | <b>3,138</b>             |                          |                    | <b>36.0%</b> |
| <b>Expenditure</b>                    | <b>3,998</b>          | <b>6,128</b>           | <b>74,700</b>         | <b>68,572</b>            | <b>0</b>                 | <b>68,572</b>      | <b>8.2%</b>  |
| <b>Movement to/(from) Gen Reserve</b> | <b>(3,698)</b>        | <b>(4,366)</b>         | <b>(69,800)</b>       | <b>(65,434)</b>          |                          |                    |              |

Continued over page

16/07/2026

## Telscombe Town Council

15:39

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2026

Month No: 3

## Committee Report

|                                        | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|----------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| <b><u>Civic Centre</u></b>             |                       |                        |                       |                          |                          |                    |         |
| 301 Civic Building                     |                       |                        |                       |                          |                          |                    |         |
| 1000 Income Civic Centre -room hire    | 1,211                 | 4,128                  | 15,000                | 10,872                   |                          |                    | 27.5%   |
| 1002 Income - C Centre FIT payments    | 2,528                 | 2,528                  | 5,500                 | 2,972                    |                          |                    | 46.0%   |
| 1003 Income - C Centre mast rental     | 1,653                 | 1,653                  | 6,613                 | 4,960                    |                          |                    | 25.0%   |
| 1005 Income music licence              | 52                    | 132                    | 300                   | 168                      |                          |                    | 44.0%   |
| Civic Building :- Income               | 5,444                 | 8,441                  | 27,413                | 18,972                   |                          |                    | 30.8%   |
| 4402 Consumable supplies               | 245                   | 303                    | 900                   | 597                      |                          | 597                | 33.7%   |
| 4403 Equipment maintenance             | 1,067                 | 1,337                  | 2,310                 | 973                      |                          | 973                | 57.9%   |
| 4406 Refuse collection                 | 353                   | 514                    | 1,610                 | 1,096                    |                          | 1,096              | 31.9%   |
| 4407 Equipment                         | 0                     | 47                     | 1,210                 | 1,163                    |                          | 1,163              | 3.9%    |
| 4411 Rates                             | 1,280                 | 3,840                  | 16,000                | 12,161                   |                          | 12,161             | 24.0%   |
| 4412 Water and sewage                  | 0                     | 3,461                  | 3,475                 | 14                       |                          | 14                 | 99.6%   |
| 4413 Electricity                       | 67                    | 132                    | 4,000                 | 3,868                    |                          | 3,868              | 3.3%    |
| 4414 Gas                               | 81                    | 282                    | 5,000                 | 4,718                    |                          | 4,718              | 5.6%    |
| 4417 Kitchen appliances                | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%    |
| 4418 Solar panels                      | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%    |
| 4419 Internal/external works           | 0                     | 130                    | 5,650                 | 5,520                    |                          | 5,520              | 2.3%    |
| Civic Building :- Indirect Expenditure | 3,092                 | 10,046                 | 41,155                | 31,109                   | 0                        | 31,109             | 24.4%   |
| Net Income over Expenditure            | 2,352                 | (1,605)                | (13,742)              | (12,137)                 |                          |                    |         |
| Civic Centre :- Income                 | 5,444                 | 8,441                  | 27,413                | 18,972                   |                          |                    | 30.8%   |
| Expenditure                            | 3,092                 | 10,046                 | 41,155                | 31,109                   | 0                        | 31,109             | 24.4%   |
| Movement to/(from) Gen Reserve         | 2,352                 | (1,605)                | (13,742)              | (12,137)                 |                          |                    |         |

16/07/2026

## Telscombe Town Council

15:39

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2026

Month No: 3

## Committee Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|

Earmarked Reserves910 Earmarked Reserves

|                                    |   |       |         |         |  |         |       |
|------------------------------------|---|-------|---------|---------|--|---------|-------|
| 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 | 165   | 1,810   | 1,645   |  | 1,645   | 9.1%  |
| 9033 Telephones                    | 0 | 0     | 2,750   | 2,750   |  | 2,750   | 0.0%  |
| 9035 Grounds maintenance           | 0 | 7,803 | 25,008  | 17,205  |  | 17,205  | 31.2% |
| 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 | 1,588 | 35,501  | 33,913  |  | 33,913  | 4.5%  |
| 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 | 310   | 5,655   | 5,345   |  | 5,345   | 5.5%  |
| 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%  |

|                                            |   |       |         |         |   |         |      |
|--------------------------------------------|---|-------|---------|---------|---|---------|------|
| Earmarked Reserves :- Indirect Expenditure | 0 | 9,866 | 379,006 | 369,140 | 0 | 369,140 | 2.6% |
|--------------------------------------------|---|-------|---------|---------|---|---------|------|

**Net Expenditure**

|   |         |           |           |
|---|---------|-----------|-----------|
| 0 | (9,866) | (379,006) | (369,140) |
|---|---------|-----------|-----------|

**Earmarked Reserves :- Income**

|   |   |   |   |  |  |      |
|---|---|---|---|--|--|------|
| 0 | 0 | 0 | 0 |  |  | 0.0% |
|---|---|---|---|--|--|------|

**Expenditure**

|   |       |         |         |   |         |      |
|---|-------|---------|---------|---|---------|------|
| 0 | 9,866 | 379,006 | 369,140 | 0 | 369,140 | 2.6% |
|---|-------|---------|---------|---|---------|------|

**Movement to/(from) Gen Reserve**

|   |         |           |           |
|---|---------|-----------|-----------|
| 0 | (9,866) | (379,006) | (369,140) |
|---|---------|-----------|-----------|

|                     |                                    |
|---------------------|------------------------------------|
| <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> | 29 <sup>th</sup> July 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 2.8 dated 4<sup>th</sup> June 2026. At the last meeting, it was agreed to remove the completed item from project number 3 (mini forest project in Chatsworth Park) and fully remove project number 5 (new Council contracts – contract specification to pay the living wage to employees), both of which have been actioned.

## **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.

PART 2 of the business plan sets out a programme of work to be carried out between the dates shown including intervals of review and projected delivery dates adopted at Full Council. PART 1 working group Notes

| Project                | Objective                              | Committee                     | Project Delivery Date |
|------------------------|----------------------------------------|-------------------------------|-----------------------|
| Value for money review | A review of council services and costs | All Committees & full Council | Ongoing               |

## SECTION I - AMENITIES & CIVIC CENTRE COMMITTEE

|   | Project                                | Objective                                                                                  | Activity                                                                                                                                                                                                       | Responsible Person | Key Review Dates | Committee | Project Delivery Date |
|---|----------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-----------|-----------------------|
| 1 | Tree Survey                            | To survey the trees in Chatsworth Park and the Copse.                                      | Arrange annual tree survey and report to be taken to A/CC committee meeting. Bat roost survey carried out – 10 trees identified as having bat roost potential. Bat boxes have been fitted throughout the park. | AO, TC             | Yearly           | ACC       | Ongoing               |
| 2 | Tree Works                             | Tree works to continue as required by the survey reports in Chatsworth Park and the Copse. | Once report on trees received, take to ACC Committee to agree works to be undertaken.                                                                                                                          | AO, TC             | Yearly           | ACC       | Ongoing               |
| 3 | Mini Forest Project in Chatsworth Park | To plant a mini forest in line with the Miyawaki Method                                    | Saplings planted - to be watered regularly & maintained.                                                                                                                                                       | CC & volunteers    |                  |           | Ongoing               |

|         |             |         |         |
|---------|-------------|---------|---------|
| 2023-24 | 2024 - 2025 | 2025-26 | 2026-27 |
|---------|-------------|---------|---------|

|   |                                                                                                                                                                               |                                                                                   |                                                                                                                                                                                                                                                                                                                            |                           |           |          |          |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------|----------|----------|
| 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 removed from contracts & arranged separately. 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 Café in Chatsworth Park Project</b>                                                                                                                                    | Examine the feasibility of building a new café in Chatsworth Park                 | Working group set up. Agreed at committee to trial a café concession to test market. Concession started April 2021 & reviewed 6 monthly in April & September. Additional Cllrs & staff joined working group to take project forward. LDC & EBC assisting with project delivery – SLA agreed.<br><b>BUDGET IMPLICATIONS</b> | AO & TC                   | Ongoing   | ACC      | Ongoing  |
|   |                                                                                                                                                                               |                                                                                   |                                                                                                                                                                                                                                                                                                                            |                           | Ongoing   |          | Ongoing  |
| 6 | <b>Climate Change Emergency - Activity for ACC and FC</b>                                                                                                                     | Declare Climate Emergency.                                                        | Deliver a number of initiatives through the committee system. Proposed Tree Planting scheme with residents unable to proceed                                                                                                                                                                                               | TC & AO                   |           | ACC & FC | Complete |

|   |                                               |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |                                        |        |                                        |
|---|-----------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------------------------------|--------|----------------------------------------|
|   |                                               | Aim for TTC to become carbon neutral by 2030. | due to underground services & 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. Advertise the solar panels savings in CO2 and clean energy generation in newsletter. Explore the opportunities to provide EV charging point(s) at Civic Centre. Civic Centre now a Water Refill point.<br><b>BUDGET IMPLICATIONS</b><br>Single Use Plastics Policy adopted at Council meeting on 16.9.20. Policy revised & adopted at full Council Sept '23. | CR    | Ongoing<br><br>On hold<br><br>3 yearly | ACC    | Ongoing<br><br>Complete<br><br>Ongoing |
| 7 | Active Travel – cycles and walkways           | Safe walking/shared pathways                  | In consultation with residents, look at active travel and cycle/walkways across Chatsworth Park.<br><b>BUDGET IMPLICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | AO    | Yearly                                 | ACC    | n/a                                    |
| 8 | Chatsworth Park and The Copse Management Plan | To provide clear guidelines for               | Draft Management Plan and Boundary Policy agreed at ACC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | AO/CC | Yearly                                 | ACC/FC | Ongoing                                |

|         |             |         |         |
|---------|-------------|---------|---------|
| 2023-24 | 2024 - 2025 | 2025-26 | 2026-27 |
|---------|-------------|---------|---------|

|    |                                  |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                     |                  |           |                   |                                         |
|----|----------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|-------------------|-----------------------------------------|
|    |                                  | park management.                                                               | in Sept '21 & adopted at full Council in Nov '21.<br>Monitor plan & ensure carrying out required actions. Take Ecological Report into consideration when decision making.                                                                                                                                                                                                                           |                  |           |                   |                                         |
| 9  | Youth Services                   | Look at expanding opportunities to provide youth services support in the Towns | Joint project was agreed with PeacehavenTC & ESCC at The Joff. TTC agreed funding at full Council for 24/25 & revised SLA was signed by all parties, invoice received from ESCC and payment made.<br>New SLA agreed & signed by TC for 2025/26, invoice received & paid.<br>To include budget for future years – budget for 2026/27 financial year has been included.<br><b>BUDGET IMPLICATIONS</b> | TC & CR          |           | ACC               | Complete<br><br>Complete<br><br>Ongoing |
| 11 | Civic Centre Sustainability      | Explore ways of cost reduction                                                 | Net Zero Working Group set up – reports to go to ACC meetings quarterly.<br><b>BUDGET IMPLICATIONS</b>                                                                                                                                                                                                                                                                                              | ACC              | Ongoing   | Working group/ACC | Ongoing                                 |
| 12 | Civic Centre room hire/marketing | To maximise income from room hire                                              | Working group to discuss & report back to Committee.                                                                                                                                                                                                                                                                                                                                                | Officers & Cllrs | July 2026 | ACC               | Ongoing                                 |

|         |             |         |         |
|---------|-------------|---------|---------|
| 2023-24 | 2024 - 2025 | 2025-26 | 2026-27 |
|---------|-------------|---------|---------|

|    |                              |                                      |                                                          |                  |        |     |         |
|----|------------------------------|--------------------------------------|----------------------------------------------------------|------------------|--------|-----|---------|
| 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
- CC – Cllr Clarkson
- DJ – Cllr Judd
- CR – Cllr Robinson
- ACC – Amenities & Civic Centre Committee
- P&H – Planning & Highways Committee
- Policy & Resources Committee
- FC - Full Council
- NDP - Neighbourhood Plan
- TTC - Telscombe Town Council
- PHTC - Peacehaven Town Council
- LDC - Lewes District Council



|                     |                                                 |
|---------------------|-------------------------------------------------|
| <b>AGENDA ITEM</b>  | 8                                               |
| <b>REPORT TO</b>    | Amenities & Civic Centre Committee              |
| <b>REPORT FROM</b>  | Bianca Buss, Amenities Officer                  |
| <b>MEETING DATE</b> | 29 <sup>th</sup> July 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-26-089 | 21.04.2026    | 27.05.2026    | Chatsworth Park South Playground | Playground equipment  | The roundabout is not moving.                                                                                                       | Ongoing        |
| 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.                        | Completed      |
| 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. | Completed      |
| TTC-26-112 | 26.05.2026    | 29.07.2026    | Chatsworth Park                  | Anti-social behaviour | Resident reported that Chatsworth Park is being used to race mopeds and a fire was lit during the warm weather.                     | Completed      |
| TTC-26-117 | 28.05.2026    | 29.07.2026    | Memory Garden                    | Vegetation            | Resident asked if one of the shrubs can be cut back as it is encroaching onto the pathway and a rose bush.                          | Completed      |
| TTC-26-120 | 27.05.2026    | 29.07.2026    | Chatsworth Park                  | Anti-social behaviour | Some wooden pallets and a bench had been set on fire within a group of trees behind the wildflower mound in Chatsworth Park.        | Completed      |
| TTC-26-121 | 29.05.2026    | 29.07.2026    | Chatsworth Park                  | Fly tipping           | A buggy has been left in a group of trees between Pigs Hill and the car park.                                                       | Completed      |
| TTC-26-125 | 01.06.2026    | 29.07.2026    | Copse                            | Vegetation            | Vegetation from the Copse is growing up to the residents fence line and over their property.                                        | Completed      |
| TTC-26-126 | 01.06.2026    | 29.07.2026    | Memory Garden                    | Anti-social behaviour | Post no 81 has been knocked out of the ground.                                                                                      | Completed      |
| TTC-26-127 | 01.06.2026    | 29.07.2026    | Memory Garden                    | Anti-social behaviour | Post no 81 has been knocked out of the ground.                                                                                      | Completed      |
| TTC-26-128 | 01.06.2026    | 29.07.2026    | Chatsworth Park South Playground | Playground equipment  | Two rubber tiles under the junior swing unit have been removed.                                                                     | Completed      |
| TTC-26-132 | 08.06.2026    | 29.07.2026    | Chatsworth Park                  | Trees                 | Sapling tree by Pigs Hill has snapped over the weekend.                                                                             | Ongoing        |
| TTC-26-134 | 11.06.2026    | 29.07.2026    | Chatsworth Park                  | Trees                 | A tree branch has broken on the east side of the park, inbetween the two ponds.                                                     | Completed      |
| TTC-26-136 | 13.06.2026    | 29.07.2026    | Chatsworth Park                  | Trees                 | Tree branches are overhanging their property.                                                                                       | Ongoing        |
| TTC-26-137 | 14.06.2026    | 29.07.2026    | Chatsworth Park North Playground | Playground equipment  | Roundabout in playground is not working.                                                                                            | Completed      |
| TTC-26-140 | 15.06.2026    | 29.07.2026    | Chatsworth Park                  | Trees                 | Tree branches are overhanging their garden.                                                                                         | Ongoing        |
| TTC-26-145 | 21.06.2026    | 29.07.2026    | Memory Garden                    | Vegetation            | Resident asked if one of the shrubs can be cut back as it is encroaching onto the pathway and a rose bush.                          | Completed      |

| Ref No     | Date received | Taken to A&CC | Area                             | Category              | Nature of complaint                                                                                                    | Current status |
|------------|---------------|---------------|----------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------|----------------|
| TTC-26-147 | 22.06.2026    | 29.07.2026    | Robert Kingan Playground         | Anti-social behaviour | Glass shards have been left at the basketball area within the playground.                                              | Completed      |
| TTC-26-155 | 30.06.2026    | 29.07.2026    | Memory Garden                    | Anti-social behaviour | A plaque has been torn off one of the sleepers at the Memory Garden.                                                   | Completed      |
| TTC-26-160 | 02.07.2026    | 29.07.2026    | Civic Centre                     | Car park              | Sussex Police Driving School asked if they could park one of their vehicles in the Civic Centre evenings and weekends. | Completed      |
| TTC-26-162 | 30.06.2026    | 29.07.2026    | Chatsworth Park                  | Trees                 | A dead tree branch is hanging over properties on LDC land at Central Avenue.                                           | Ongoing        |
| TTC-26-168 | 08.07.2026    | 29.07.2026    | Chatsworth Park                  | Anti-social behaviour | Someone tried to light a fire in Chatsworth Park near to the boundaries of properties at Cavendish Close.              | Completed      |
| TTC-26-179 | 16.07.2026    | 29.07.2026    | Chatsworth Park                  | Bench                 | A perch bench has been removed in the park - located near to one of the goal posts.                                    | Completed      |
| TTC-26-180 | 20.07.2026    | 29.07.2026    | Chatsworth Park North Playground | Anti-social behaviour | Two bins in the playground are damaged - one has been removed and the other has no cover.                              | Ongoing        |

|                     |                                                                                     |
|---------------------|-------------------------------------------------------------------------------------|
| <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> | 29 <sup>th</sup> July 2026                                                          |
| <b>SUBJECT</b>      | Update on Officer inspections in Chatsworth Park as required in the Management Plan |

## 1. INTRODUCTION

Inspections detailed in the Management Plan have been carried out in Chatsworth Park.

## 2. INFORMATION

The inspections undertaken are as follows:

### Zone 1



The annual inspection reported no ivy growing on the pathway adjacent to Kirby Drive. Although this is the first year it has spread out from underneath the trees.

### Bird & Bat Boxes

I have undertaken an annual inspection of the bird and bat boxes in Chatsworth Park.

Bat box number 5, bordering houses at Cavendish Close, is missing. Bat box number 4, located next to the Forest School area, is slightly damaged at the back. Please see photo below of the damage to bat box number 4:



Bird Box number 1, located next to the junior swing unit at Chatsworth Park South, is missing. There is also some damage to two other bird boxes (please see photos below):



Bird Box number 2, behind Chatsworth Park South, has a slightly damaged top



Bird Box number 3, bordering houses at Central Avenue, is rotting by the bird entry hole

The Telscombe Green Space Volunteers (TGSV) have asked if this Committee would consider allowing the group to install additional bird boxes in Chatsworth Park. The TGSV do not yet know the total number of boxes they would like to install nor their locations. They would like to supply wood parts to local schools, for them to build the boxes to be placed in the park.

### 3. RECOMMENDATION

I recommend the following actions:

- To note the ivy inspection and to monitor again at the end of summer, to ensure it does not grow into the pathway.

- To ask the TGSV if they would be able to install two new bat boxes in Chatsworth Park that relate to missing and damaged ones.
- To consider the request from the TGSV to install additional bird boxes in Chatsworth Park, including replacing the 1 missing and 2 damaged boxes. The number and location of the boxes can be considered at a future meeting.
- To consider the TGSV request to raise funds to purchase bird boxes.

#### **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**

There may be a minimal cost to add two new bat boxes in Chatsworth Park. The TGSV are investigating ways to raise funds for the bird boxes, which may include a Go Fund Me page to allow people to donate.

|                     |                                                                                                      |
|---------------------|------------------------------------------------------------------------------------------------------|
| <b>AGENDA ITEM</b>  | 10                                                                                                   |
| <b>REPORT TO</b>    | Amenities & Civic Centre                                                                             |
| <b>REPORT FROM</b>  | Bianca Buss, Amenities Officer                                                                       |
| <b>MEETING DATE</b> | 29 <sup>th</sup> July 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 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. We have 57 findings, 7 of which are medium risk.

There is a low risk finding of cracks to the two junior swing seats at Robert Kingan Playground. I have been monitoring these over the last 12 months and feel they are now at a level where they should be replaced. Sutcliffe Play provided the attached estimate of £203.84 plus VAT for the two swings and delivery. As this cost was within the Town Clerk's delegated spending authority, she agreed to purchase the swings and a Purchase Order was issued. We have since received the swings and we will investigate costs to have these fitted shortly.

There are a few items that we will need to obtain estimates for repair, and this is currently being put together. 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.

At the last Committee meeting, Councillors were informed that several findings had been added to the playground inspection report relating to cracking and gaps to the wet pour. As agreed, I contacted RTC Safety Surfaces concerning areas where they carried out patch works. They responded and advised they are unable to guarantee the repairs for any specific period of time. They stated there are several factors that can affect whether the adhesive bonds successfully, including dirt, algae, mould and differing rates of expansion and contraction between materials.

RTC Safety Surfaces have offered to revisit the area and cut the sections back further in the hope of achieving a better bond. However, there is no guarantee there would be a different outcome. If the repair has not held already, they feel it is likely that any further repair may also be unsuccessful. In addition, the wet pour gapping has become worse, with the gaps both increasing in width and length. We should therefore be mindful that the risk levels may increase and/or full replacement may be required within the next 12-24 months.

### **3. RECOMMENDATION**

It is recommended to note the most recent playground inspection report and to note purchase of two swing seats at Robert Kingan playground at a cost of £203.84 plus VAT.

It is also recommended to note the response from RTC Safety Surfaces and that at this stage, no further works are carried out to the wet pour, but that when the next budget is due, that additional funds are added the playground budget headings for future replacement.

### **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**

We have £1,121 remaining in the playground spare parts/repairs budget (nominal code 4100-201) and £8,740 remaining in the budget for playground equipment replacement (nominal code 4098-201), which is usually transferred to the earmarked reserve at year end. These figures are as at 30<sup>th</sup> June and do not take account of any other authorised purchases.

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



design  
make  
play

**SutcliffePlay**

| Code                  | Description | Qty | TOTAL |
|-----------------------|-------------|-----|-------|
|                       |             |     |       |
|                       |             |     |       |
| Grand Total excl. VAT |             |     | £0.00 |



|                     |                                                                                                      |
|---------------------|------------------------------------------------------------------------------------------------------|
| <b>AGENDA ITEM</b>  | 11                                                                                                   |
| <b>REPORT TO</b>    | Amenities & Civic Centre                                                                             |
| <b>REPORT FROM</b>  | Bianca Buss, Amenities Officer                                                                       |
| <b>MEETING DATE</b> | 29 <sup>th</sup> July 2026                                                                           |
| <b>SUBJECT</b>      | To ratify Playsafe Playgrounds to undertake repair work to the ball wall at Robert Kingan Playground |

## **1. INTRODUCTION**

The annual and weekly playground inspection reports identified a medium-risk issue with the ball wall at Robert Kingan playground, where shrinking planks were creating a finger entrapment risk. Estimates had previously been obtained to repair or replace the ball wall from Playsafe Playgrounds and Ace Landscapes. At the last Committee meeting, Councillors agreed to obtain a new estimate to repair the ball wall from Playsafe Playgrounds, as their previous estimate of £1,567 plus VAT had since expired. If the new estimate was £2,000 plus VAT or under, the Committee agreed that this should be accepted and a new Purchase Order be issued.

## **2. INFORMATION**

I contacted Playsafe Playgrounds for a new price and they provided the attached estimate of £1,872 plus VAT. As this was under the previously agreed limit by the Committee, we issued a Purchase Order for them to undertake the works. Playsafe Playgrounds have informed us that there will be a delay in them carrying out the repairs due to their workload, but that they will action this as soon as they have the staff available.

## **3. RECOMMENDATION**

It is recommended to ratify Playsafe Playgrounds undertaking repair of the ball wall at Robert Kingan playground in the sum of £1,872 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**

We have £1,121 remaining in the playground spare parts/repairs budget (nominal code 4100-201) and £8,740 remaining in the budget for playground equipment replacement (nominal code 4098-201), which is usually transferred to the earmarked reserve at year end. These figures are as at 30<sup>th</sup> June and do not take account of any other authorised purchases.

The earmarked reserve for park/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: 04026 ( R1 )

03/06/2026

QUOTATION – Remedial works

### Quotation Summary Sheet to Supply and fit

#### Robert Kingan Playground – Rebound wall

Remove existing timber boarding from support posts and return to our workshop

Infill existing fixing holes

Edge plane all boards to ensure straight and true edge

Return boards to site and refit to support posts with replacement fixings

Supply and fit 145 x 33mm rear vertical support strips to reduce further warping of timber



---

**Quote Total =      £1,872.00 + VAT**

---

#### **Site Setup**

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

Provide 2.0m high 'Heras' fencing to perimeter of working area c/w signage

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® C007815

|                     |                                                                              |
|---------------------|------------------------------------------------------------------------------|
| <b>AGENDA ITEM</b>  | 12                                                                           |
| <b>REPORT TO</b>    | Amenities & Civic Centre Committee                                           |
| <b>REPORT FROM</b>  | Stella Newman, Town Clerk & RFO                                              |
| <b>MEETING DATE</b> | 29 <sup>th</sup> July 2026                                                   |
| <b>SUBJECT</b>      | To review grounds maintenance contracts with a view to putting out to tender |

## **1. INTRODUCTION**

The Council has 3 grounds maintenance contracts, Contract 1 for Chatsworth Park and the playgrounds; Contract 2 for hedge and tree cutting and Contract 3 for small works. All 3 contracts will finish at the end of March 2027.

## **2. INFORMATION**

Contract 1 was re-tendered last year due to the contractor undertaking the work going into administration and Contract 2 was re-tendered for the start of the final year commencing April 2026 as the contract was terminated due to default notices being issued. The contractor undertaking Contract 3 failed to start works when due in April this year and subsequently in May, so it was agreed at the last meeting to start the default process. They were therefore given 7 days to undertake the work. The contractor subsequently met with Bianca Buss, Amenities Officer and myself and work commenced in June. Unfortunately, however, the work undertaken was of a poor quality, but they returned and re-did the work.

Bianca Buss and myself have reviewed the 3 contracts in detail. A few minor wording amendments were made and for Robert Kingan playground, an item 'to reduce the height of the tree branches on the northern side of the playground, making sure the BT cables are cleared' was removed. This was only to be undertaken once a year and it was felt that a price for this could be sought as and when required.

## **3. RECOMMENDATION**

It is therefore recommended that the 3 draft tender documents attached are agreed and put out to tender, with the closing date to be agreed. These will then be taken to the full Council meeting on 11<sup>th</sup> November for consideration.

## **4. FINANCIAL IMPLICATIONS**

In view of the potential amounts involved, procedures under No 5 Procurement in our Financial Regulations should be followed. Regulation 5.4 does not apply as the current threshold is £207,720 including VAT. It is not anticipated that prices will exceed £60,000 as described in Regulation 5.6, but as this is not definitely known, I recommend proceeding with the requirements of Regulation 5.6 and tender documents will be advertised on the central Find a Tender platform.

If the tenders are agreed at the Council meeting on 11<sup>th</sup> November, it will allow us to accurately set budgets for the 2027/28 financial year.



# TELSCOMBE TOWN COUNCIL



## **Grounds Maintenance Tender for Contract 1**

Chatsworth Park and Playgrounds

*3 year contract to commence 1<sup>st</sup> April 2027 to 31<sup>st</sup> March 2030*

## **Introduction**

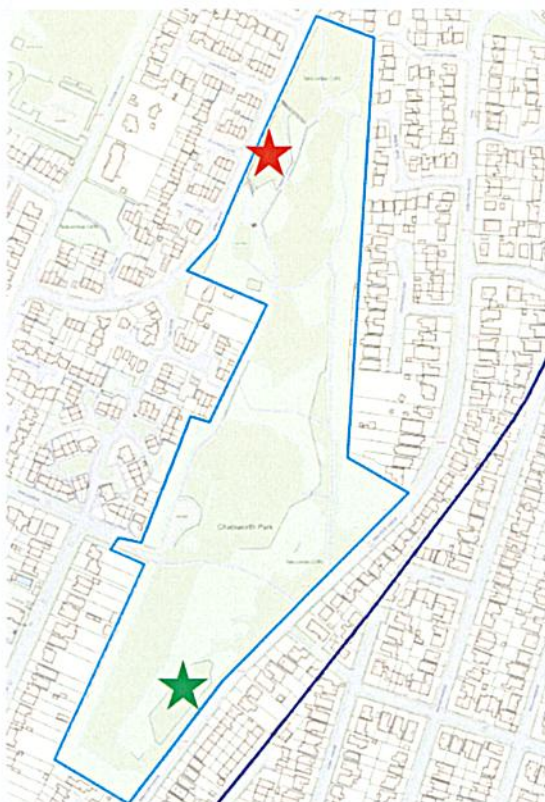
The attractiveness of our public realm has a direct influence on the success of our campaigns to promote culture and leisure, improve people's health, reduce crime and anti-social behaviour, tackle climate change, and attract visitors, new residents and inward investment into our Town. It's important, therefore, that green spaces are maintained well and we're able to measure our success in achieving quality open spaces and real customer satisfaction.

Whilst the specification sets clear standards for the maintenance service, we are introducing an inspection system which will provide a mechanism to measure and monitor how well those standards are being achieved. The Town Council may ask users of the park for feedback via consultations or via working groups.

## **General Aims of the Town**

- To provide good quality and well cared for open spaces that all members of our town are able to enjoy.
- To ensure that each individual site is well cared for, left clean and tidy and provides a good image for Telscombe and East Saltdean.
- We want our chosen service providers to provide a high quality of grounds maintenance that is carried out with professionalism and pride. In return, we will award a 3 year contract with an option for the work to be extended by a further year.

## Specification of Works: Chatsworth Park, Telscombe Cliffs



Chatsworth Park (edged in blue on map) is an elongated open space located between Ambleside Avenue to the east, and Central Avenue/Kirby Drive to the west. It covers approximately 69,000m<sup>2</sup> in total and consists of mainly grassland, but incorporates two playgrounds, areas of landscaping and a memory garden. The park is bordered by a variety of mature trees that act as a buffer between the park and the nearby houses.

For the purposes of this contract we have separated the park into three areas:-

Chatsworth Park - all grass land between Ambleside Avenue and Kirby Drive, memory garden, landscaped areas and car park.

Chatsworth South Playground ★  
Located west side at Ambleside Ave.

Chatsworth North Playground ★  
Located east side at Kirby Drive.

| Chatsworth Park                                                                                                                                                                                                   | Quantity | Frequency                                         | Cost per visit | Cost P.A. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------|----------------|-----------|
| Carry out grass cutting of all areas of Chatsworth Park (edged blue on map), except wildflower areas CP2, CP3, CP4 and CP5 as detailed later in this contract – 1 <sup>st</sup> April to 31 <sup>st</sup> October | 7        | 1 per month – at least 21 days in between         | £              | £         |
| Carry out grass cutting of all areas of Chatsworth Park (edged blue on map), except wildflower areas CP2, CP3, CP4 and CP5 as detailed later in this contract – Dec & Feb                                         | 2        | 1 in December & 1 in February                     | £              | £         |
| Strim around all pathways & steps to define a clear edge – 1 <sup>st</sup> April to 31 <sup>st</sup> October                                                                                                      | 7        | 1 per month – at least 21 days in between         | £              | £         |
| Clear leaves and debris from all paths throughout park – 1 <sup>st</sup> April to 31 <sup>st</sup> March                                                                                                          | 9        | April, June, Aug, Oct, Nov, Dec, Jan, Feb & March | £              | £         |
| <b>Page sub total - c/f</b>                                                                                                                                                                                       |          |                                                   |                | <b>£</b>  |

| Chatsworth Park - Contd                                                                                      | Quantity | Frequency                            | Cost per visit | Cost P.A. |
|--------------------------------------------------------------------------------------------------------------|----------|--------------------------------------|----------------|-----------|
| <b>Chatsworth Park sub-total b/f</b>                                                                         |          |                                      |                | £         |
| Litter pick entire park - 1 <sup>st</sup> April to 31 <sup>st</sup> March. Rubbish to be bagged and removed. | 12       | 1 per month, minimum 21 days between | £              | £         |
| <b>Chatsworth Park annual sub-total</b>                                                                      |          |                                      |                | £         |

|                                                                                                                                                                                   |   |                                           |   |   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------|---|---|
| <b>Chatsworth Park Memory Garden</b>                                                                                                                                              |   |                                           |   |   |
| Cut grass & strim around path & posts of memory garden – arisings to be removed - 1 <sup>st</sup> April to 31 <sup>st</sup> October (area CP1 below, shown with blue star on map) | 7 | Once a month – minimum 21 days in between | £ | £ |
| Spray paving slabs around memory garden with weed killer (area CP1 below )                                                                                                        | 2 | Spring & Autumn                           | £ | £ |
| Cut back plants and vegetation from edge of pathway & remove weeds                                                                                                                | 2 | Spring & Autumn                           | £ | £ |
| <b>Chatsworth Park memory garden annual sub-total</b>                                                                                                                             |   |                                           |   | £ |

### Area CP1 (Chatsworth Park – Memory Garden)

What3words: [///flow-n.estuaries.reunion](https://www.what3words.com/flow-n.estuaries.reunion)



| <b>Chatsworth Park – wildflower area off Kirby Drive</b>                                                                                                                                      | <b>Quantity</b> | <b>Frequency</b>                          | <b>Cost per visit</b> | <b>Cost P.A.</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------|-----------------------|------------------|
| Carry out 1 metre border cut between hedge and the wildflower section bordering Kirby Drive, 1 <sup>st</sup> April to 31 <sup>st</sup> October (area CP2 below, marked with blue line on map) | 7               | 1 per month – at least 21 days in between | £                     | £                |
| Carry out 1 metre border cut between hedge and the wildflower section bordering Kirby Drive – December and February (area CP2 below)                                                          | 2               | 1 in December & 1 in February             | £                     | £                |
| <b>Chatsworth Park – wildflower area off Kirby Drive annual sub-total</b>                                                                                                                     |                 |                                           |                       | £                |

#### Area CP2 (Chatsworth Park – wildflower section bordering Kirby Drive)

What3words: ///desk.call.nightcap



| <b>Chatsworth Park – wildflower area off Manor Drive</b>                                                                                                                           | <b>Quantity</b> | <b>Frequency</b>                          | <b>Cost per visit</b> | <b>Cost P.A.</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------|-----------------------|------------------|
| Carry out 1 metre border cut around the wildflower section bordering Manor Drive – 1 <sup>st</sup> April – 31 <sup>st</sup> October (area CP3 below, marked with blue line on map) | 7               | 1 per month – at least 21 days in between | £                     | £                |
| Carry out 1 metre border cut around the wildflower section bordering Manor Drive – December and February (area CP3 below)                                                          | 2               | 1 in December & 1 in February             | £                     | £                |
| <b>Wildflower area off Manor Drive annual sub-total</b>                                                                                                                            |                 |                                           |                       | £                |

### Area CP3 (Chatsworth Park – wildflower section bordering Manor Drive)

What3words: ///victory.developed.dumpling



| <b>Chatsworth Park – Wildflower area off Ambleside Avenue</b>                                                                                                                                         | <b>Quantity</b> | <b>Frequency</b>                          | <b>Cost per visit</b> | <b>Cost P.A.</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------|-----------------------|------------------|
| Carry out 1 metre border cut around the wildflower section bordering Ambleside Avenue & pathway – 1 <sup>st</sup> April – 31 <sup>st</sup> October (area CP4 below, marked with blue triangle on map) | 7               | 1 per month – at least 21 days in between | £                     | £                |
| Carry out 1 metre border cut around the wildflower section bordering Ambleside Avenue & pathway – December and February (area CP4 below)                                                              | 2               | 1 in December & 1 in February             | £                     | £                |
| <b>Chatsworth Park – wildflower area off Ambleside Avenue annual sub-total</b>                                                                                                                        |                 |                                           |                       | £                |

#### Area CP4 (Chatsworth Park – wildflower section bordering Ambleside Avenue)

What3words: ///hairpin.thread.define



| Chatsworth Park –<br>Wildflower area outside<br>Chatsworth South<br>playground, Ambleside<br>Avenue                                                                      | Quantity | Frequency                                          | Cost<br>per visit | Cost<br>P.A. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------|-------------------|--------------|
| Carry out 1 metre border cut<br>around the wildflower section –<br>1 <sup>st</sup> April – 31 <sup>st</sup> October (area<br>CP5 below, marked with blue<br>line on map) | 7        | 1 per month –<br>at least 21<br>days in<br>between | £                 | £            |
| Carry out 1 metre border cut<br>around the wildflower section –<br>December and February (area<br>CP5 below)                                                             | 2        | 1 in December<br>& 1 in February                   | £                 | £            |
| <b>Chatsworth Park – wild-<br/>flower area outside<br/>Chatsworth South<br/>playground, Amb Avenue<br/>annual sub-total</b>                                              |          |                                                    |                   | £            |

**Area CP5 (Chatsworth Park – wildflower section outside Chatsworth South playground, Ambleside Avenue)**

What3words: ///crisis.newlywed.chairing



Ambleside Avenue



## Specification of Works: Chatsworth South Playground, Telscombe Cliffs



Chatsworth South Playground is located on the east side of the park off Ambleside Avenue, Telscombe Cliffs. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular with local residents and is used throughout the year. The playground measures approximately 1500m<sup>2</sup>.

| <b>Chatsworth South Playground</b>                                                                                 | <b>Quantity</b> | <b>Frequency</b>                                       | <b>Cost per visit</b> | <b>Cost P.A.</b> |
|--------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------|-----------------------|------------------|
| Carry out grass cutting – 1 <sup>st</sup> April to 31 <sup>st</sup> October.                                       | 7               | 1 per month – at least 21 days between cuts            | £                     | £                |
| Full litter pick – 1 <sup>st</sup> April to 31 <sup>st</sup> March. Rubbish to be bagged and removed.              | 52              | 1 per week – Monday (or a day later if Mon is a BH).   | £                     | £                |
| Additional full litter pick – 1 <sup>st</sup> April to 31 <sup>st</sup> October. Rubbish to be bagged and removed. | 31              | 1 per week – Friday (or a day earlier if Fri is a BH). | £                     | £                |
| Sweep entire playground area – remove debris, twigs and leaves – 1 <sup>st</sup> April to 31 <sup>st</sup> March.  | 12              | 1 per month – at least 21 days between                 | £                     | £                |
| Jet wash wet pour surfacing to prevent build-up of moss                                                            | 2               | October & February                                     | £                     | £                |
| Clean bird droppings from the round group swing seat and 2 other normal swing seats at north end of playground     | 52              | 1 per week – Monday                                    | £                     | £                |
| Fill in gapping between wetpour & trampolines and infant play area equipment with soil/turf                        | 1               | September/ October                                     | £                     | £                |
| <b>Page annual sub-total – c/f</b>                                                                                 |                 |                                                        |                       | <b>£</b>         |

| Chatsworth South Playground (Contd)                                                                                                                | Quantity | Frequency               | Cost per visit | Cost P.A. |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|----------------|-----------|
| <b>Page sub-total – balance b/f</b>                                                                                                                |          |                         |                | £         |
| Cut back nettles and brambles by 1.5m on west side of playground perimeter adjacent to green metal fencing (area CP6 below, marked in blue on map) | 3        | Spring, Summer & Autumn | £              | £         |
| <b>Chatsworth South Playground annual sub-total</b>                                                                                                |          |                         |                | £         |

#### Area CP6 (Chatsworth South Playground – nettles along west perimeter)

What3words: ///exam.hazy.tops



## Specification of Works: Chatsworth North Playground, Telscombe Cliffs



Chatsworth North Playground is located to the northwest of the park and is situated next to Kirby Drive, Telscombe Cliffs. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular with local residents and is used throughout the year. The playground measures approximately 1500m<sup>2</sup>.

| <b>Chatsworth North Playground</b>                                                                                 | <b>Quantity</b> | <b>Frequency</b>                                      | <b>Cost per visit</b> | <b>Cost P.A.</b> |
|--------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------|-----------------------|------------------|
| Carry out grass cutting – 1 <sup>st</sup> April to 31 <sup>st</sup> October.                                       | 7               | 1 per month – at least 21 days inbetween              | £                     | £                |
| Full litter pick – 1 <sup>st</sup> April to 31 <sup>st</sup> March. Rubbish to be bagged and removed.              | 52              | 1 per week – Monday (or a day later if Mon is a BH)   | £                     | £                |
| Additional full litter pick – 1 <sup>st</sup> April to 31 <sup>st</sup> October. Rubbish to be bagged and removed. | 31              | 1 per week – Friday (or a day earlier if Fri is a BH) | £                     | £                |
| Sweep entire playground area – remove debris, twigs and leaves – 1 <sup>st</sup> April – 31 <sup>st</sup> March.   | 12              | 1 per month – at least 21 days between                | £                     | £                |
| Jet wash wet pour surfacing and pathways to remove/ prevent build-up of moss                                       | 2               | October & February                                    | £                     | £                |
| <b>Chatsworth North Playground annual sub-total</b>                                                                |                 |                                                       |                       | <b>£</b>         |

## Specification of Works: Robert Kingan Playground, East Saltdean

Robert Kingan playground is located next to Bannings Vale in East Saltdean. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular with local residents and is used throughout the year. The playground measures approximately 2300m<sup>2</sup>.



| Robert Kingan Playground                                                                                           | Quantity | Frequency                                             | Cost per visit | Cost P.A. |
|--------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------|----------------|-----------|
| Carry out grass cutting – 1 <sup>st</sup> April to 31 <sup>st</sup> October.                                       | 7        | 1 per month – at least 21 days between cuts           | £              | £         |
| Full litter pick – 1 <sup>st</sup> April to 31 <sup>st</sup> March. Rubbish to be bagged and removed.              | 52       | 1 per week – Monday (or a day later if Mon is a BH)   | £              | £         |
| Additional full litter pick – 1 <sup>st</sup> April to 31 <sup>st</sup> October. Rubbish to be bagged and removed. | 31       | 1 per week – Friday (or a day earlier if Fri is a BH) | £              | £         |
| Sweep entire playground area - remove debris, twigs and leaves – 1 <sup>st</sup> April – 31 <sup>st</sup> March.   | 12       | 1 per month – at least 21 days between                | £              | £         |
| Jet wash wet pour surfacing to prevent build-up of moss                                                            | 2        | October & February                                    | £              | £         |
| <b>Robert Kingan playground annual sub-total</b>                                                                   |          |                                                       |                | £         |
| <b>Overall annual contract total</b>                                                                               |          | <b>£ plus VAT</b>                                     |                |           |
| <b>Overall contract total 3 year period</b>                                                                        |          | <b>£ plus VAT</b>                                     |                |           |

Is the net cost subject to addition of VAT \*Yes/No

*\*Delete as appropriate*

Signed

Date

Name

On behalf of

---

## **Grass Cutting**

### **General**

The grass cutting season is from 1st April to 31<sup>st</sup> October. The schedule of works is set out in this contract. The Contractor is to follow and adhere to approved mowing schedules, completing one area before moving onto the next.

Areas where mowers cannot cut and/or around obstacles (e.g. playground equipment, hedges, bins, etc.), are to be cut by strimmer to obtain a uniform appearance over the whole area.

### **Machinery**

The machinery being used is to be of an appropriate standard, type and size for the area being cut. The machinery will be in good working order and had regular services.

All persons operating machinery will have been properly trained, competent in its use and abide by the strict Health and Safety Regulations in force at the time.

### **Liability**

The Contractor is liable for any damage to property, persons or animals caused by their operatives or equipment and is required to make good any such damage. They will be held responsible for any claims for compensation arising from their actions or omissions.

In the case of trees, hedges or shrubs, if any damage affects their future viability they will be replaced by the Contractor at their own expense, with suitable sized replacements planted when it is most likely to take.

In the case of damage to walls, masonry, cars or windows, the contractor is to make good any damage using qualified and experienced tradesmen informing the Council of the action undertaken and ensuring continued liaison with all relevant persons.

### **Height of Grass**

During growing season the maximum height of grass should be 80mm and the minimum should be 40mm. The maximum height identified is the highest permitted length that the grass is allowed to grow to. Any grass beyond this level will be deemed to be a "default in performance"

### Grass Seeding

The Contractor will be required to sow grass seed to enable a good quality grass area to be obtained if they have damaged an area. The Contractor will notify the Council of any damage caused.

Sowing will usually be undertaken during spring/autumn and will only be undertaken if ground conditions are suitable. The Contractor will be responsible for all costs.

The Contractor will be responsible for the maintenance of new grass until it is established and incorporated into the contract.

### All paths

The areas of hard surfaces within the specification are to be kept weed and moss free at all times. All debris must be removed from site and taken to an authorised disposal site. Eco-friendly herbicides will be supplied and applied by the Contractor in accordance with regulations.

### Litter

Prior to mowing/strimming, the Contractor is to inspect the site and ensure all litter, branches and other debris is removed to an approved disposal site. Any litter/debris mown over is to be cleared by the Contractor before leaving the site. Failure to do so will be considered a "default" of the contract.

The Contractor shall at all times have due regard to the Environmental Protection Act 1990, Code of Practice on litter and refuse, Control of Waste regulation 1992, Registration of Waste Carriers and Waste duty of care code of practice.

### Grass cuttings

Any grass cuttings falling onto adjacent hard surfaced areas shall be swept/blown back onto the grassed area at the time of cutting.

### Edging

Where possible edges will be sharply cut and defined particularly around pathways.

### Frequency

Any additional cuts will be agreed prior to cutting, and charged for at the same rate inserted in the specification. Similarly, any reduction in the number of cuts will be deducted at the rate inserted in the *specification*.

### Inclement weather

In very wet conditions with the agreement of the Council, grass cutting should cease until conditions allow operations to continue without damage to the ground surface. Any damage arising from failure to cease operations must be fully reinstated at the Contractor's own expense and the Council's satisfaction.

If inclement weather has prevented the Contractor from mowing, they must resume as soon as the conditions allow and the Contractor will be expected to provide any additional resources needed to catch up any lost time.

## **The Contract**

### **Liability of the Contractor**

The Contractor shall indemnify and keep indemnified the Town Council against injury or death, loss/damage to property, default or negligence.

### **Insurance**

The Contractor will be responsible for ensuring that full Public Liability & Employers Liability insurance is in place throughout the contract period against any injury or death and loss of or damage to any property arising out of the Contractor's work in association with this contract.

The Contractor is to ensure that the insurance complies with the Employers Liability (Compulsory) Insurance Act 1969 and all other applicable regulations.

### **Customer Services**

The Contractor will ensure that all work is undertaken in the interest of the general public and their safety. Contractors should ensure that staff remain well-mannered and polite at all times when working in public areas and any complaints from members of the public should be referred to the Town Council.

If the Town Council receive any complaints direct, they will forward the concerns to the contractor and request a full response within 14 days.

### **Default in Performance**

If following an inspection the Contractor has failed to perform any part of the contracted services to the Council's satisfaction, or has not had due consideration to public care, then the Town Council will provide a written notice setting out and requiring the Contractor to remedy the problems within a given time frame. If the problem is not remedied within that time, then the Town Council will decide whether or not to issue a default notice.

Should a Contractor be given three or more default notices inside six months, the Council will terminate the contract with immediate effect.

### **Notices**

Each party must give six months written notice for termination of the contract, unless three default notices have been received (as set out above).

### **Arbitration**

All disputes between the parties shall be referred to an external independent arbitrator. The costs for the arbitrator to be shared equally between both parties.

## Contract

The Council seeks to appoint a Contractor for a 3 year period from 1<sup>st</sup> April 2027 to 31<sup>st</sup> March 2030

The contract is written under English Law and any quotes provided will be taken as a fixed price.

Once the tender has been submitted all prices will be valid for 90 days while the Council undertakes the appointment of a Contractor. It is intended to finalise the contract by the end of 2026 with a view of work commencing on 1<sup>st</sup> April 2027.

## Contractor Requirement

The successful Contractor will provide the following documents annually to the Council:

- Public Liability & Employers Liability Insurance certificates
- Environmental Management Certification if applicable
- Environmental Policy
- Health & Safety Policy
- Risk Assessment
- Safe working statements
- Equipment Inventory

We also ask that the Contractor provides a weekly report with photos of the work undertaken where required.

## How to Complete Quote

There are two copies of this document. Please fill in the cost per visit, cost per annum and overall contract cost in the tables above. Return one of the copies in the envelope provided by **xx** marked Private & Confidential to:

Mrs Stella Newman, Town Clerk  
Telscombe Civic Centre  
360 South Coast Road  
Telscombe Cliffs  
E Sussex  
BN10 7ES

Please also include the documentation detailed in the 'Contractor Requirement' above, any other information you think is relevant to the quote, as well as details of 2 referees.

*Shortlisted tenders will go to a full Council meeting on 11<sup>th</sup> November 2026 with a view to confirming Contractors by the end of 2026.*



# TELSCOMBE TOWN COUNCIL



## **Grounds Maintenance Tender for Contract 2**

Hedge & Tree Cutting

*3 year contract to commence 1<sup>st</sup> April 2027 to 31<sup>st</sup> March 2030*

## **Introduction**

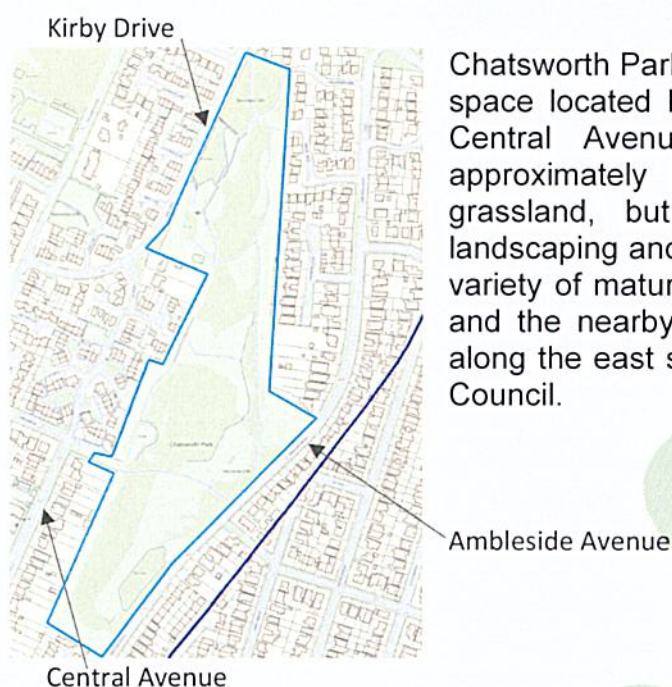
The attractiveness of our public realm has a direct influence on the success of our campaigns to promote culture and leisure, improve people's health, reduce crime and anti-social behaviour, tackle climate change, and attract visitors, new residents and inward investment into our Town. It's important, therefore, that green spaces are maintained well and we're able to measure our success in achieving quality open spaces and real customer satisfaction.

Whilst the specification sets clear standards for the maintenance service, we are introducing an inspection system which will provide a mechanism to measure and monitor how well those standards are being achieved. The Town Council may ask users of the park for feedback via consultations or via working groups.

## **General Aims of the Town**

- To provide good quality and well cared for open spaces that all members of our town are able to enjoy.
- To ensure that each individual site is well cared for, left clean and tidy and provides a good image for Telscombe and East Saltdean.
- We want our chosen service providers to provide a high quality of grounds maintenance that is carried out with professionalism and pride. In return, we will award a three-year contract.

## Specification of Works: Chatsworth Park, Telscombe Cliffs

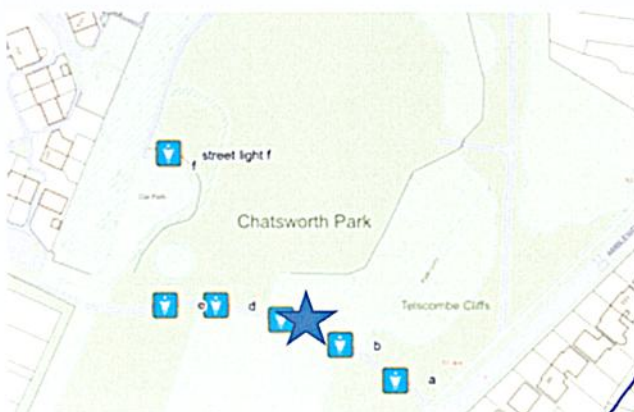


Chatsworth Park (edged in blue on map) is an elongated open space located between Ambleside Avenue to the east, and Central Avenue/Kirby Drive to the west. It covers approximately 69,000m<sup>2</sup> in total and consists of mainly grassland, but incorporates two playgrounds, areas of landscaping and a memory garden. The park is bordered by a variety of mature trees that act as a buffer between the park and the nearby houses. The grass verge, hedge and trees along the east side of Kirby Drive are all owned by the Town Council.

| Chatsworth Park                                                                                                                                                                                  | Quantity | Frequency                      | Net cost per visit | Net Cost P.A. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------|--------------------|---------------|
| Cut back any overhanging or overgrowing hedges/ trees/ dead-wood and all types of vegetation including gorse etc by 1m back from <u>ALL</u> pathways in the entire park area and remove arisings | 3        | April, July and late September | £                  | £             |
| Cut back tree branches along pathway at Pigs Hill and cut back vegetation by 1m around the street lights (see area CP1 below) and remove arisings                                                | 3        | April, July and late September | £                  | £             |

### Area CP1 (Chatsworth Park – Pigs Hill)

What3words: ///scribble.drilling.vaccines



| Chatsworth Park                                                                                                                                                                                | Quantity | Frequency                      | Net cost per visit | Net Cost P.A. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------|--------------------|---------------|
| Cut back any overhanging or overgrowing hedges/ trees/ dead-wood and all types of vegetation including gorse etc by 1m on Ambleside Ave (see area CP2, sections 1-3 below) and remove arisings | 3        | April, July and late September | £                  | £             |

#### Area CP2 (Chatsworth Park – Ambleside Avenue)

Section 1 – between 54 Ambleside Avenue to hibernacula

What3words: ///covertly.perfected.ripples



Section 2 – between Pigs Hill and Chatsworth Park South playground

What3words: ///broom.zinc.bikes



## Area CP2 (Chatsworth Park – Ambleside Avenue) Contd

Section 3 – between Chatsworth Park South Playground and Chatsworth Close

What3words: ///scan.voltage.relies

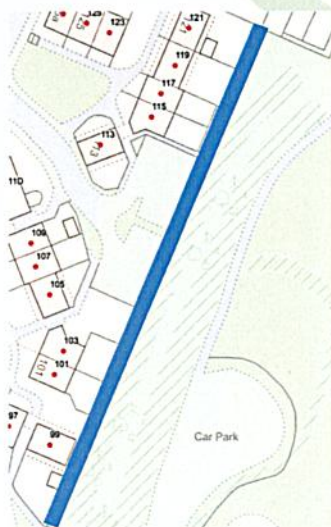


\*\*\*\*\*

| Chatsworth Park                                                                                                                                                                                                                   | Quantity | Frequency          | Net cost per visit | Net cost P.A. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------|--------------------|---------------|
| Cut back any overhanging or overgrowing hedges/ trees/ deadwood and all types of vegetation including gorse etc by 1m from fence line of house no's 99 – 121 Central Avenue (see blue line in area CP3 below) and remove arisings | 1        | November/ December | £                  | £             |

## Area CP3 (Chatsworth Park – Central Avenue)

What3words: ///radiates.train.jumbo



| Chatsworth Park                                                                                                                      | Quantity | Frequency          | Net cost per visit | Net cost P.A. |
|--------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------|--------------------|---------------|
| Cut back any overhanging tree branches 1m from fence line of houses no's 8 and 9 Bridle Way (see area CP4 below) and remove arisings | 1        | November/ December | £                  | £             |

#### Area CP4 (Chatsworth Park – Bridle Way)

What3words: ///mistaken.remarked.factoring



\*\*\*\*\*

| Chatsworth Park                                                                                                                                                                                                                 | Quantity | Frequency          | Net cost per visit | Net cost P.A. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------|--------------------|---------------|
| Cut back any overhanging or overgrowing hedges/ trees/ dead-wood & all types of vegetation including gorse etc by 1m from fence line of house no's 12 and 14 Manor Drive (see blue stars in area CP5 below) and remove arisings | 1        | November/ December | £                  | £             |

#### Area CP5 (Chatsworth Park – Manor Drive)

What3words: ///appealing.nimbly.sundial (14 Manor Drive)



| Chatsworth Park                                                                                                                                                        | Quantity | Frequency         | Net cost per visit | Net cost P.A. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------|--------------------|---------------|
| Cut back tree branches & all other types of vegetation (brambles etc) by 1.5m along roadside in Kirby Drive (see area CP6, sections 1 and 2 below) and remove arisings | 2        | Spring and Autumn | £                  | £             |

#### Area CP6 (Chatsworth Park – Kirby Drive)

Section 1 – top of park next to pathway

What3words: ///guilding.butlers.punctual



Section 2 – from south of Chatsworth Park North playground to 27 Kirby Drive

What3words: ///tensions.reading.negotiators



| Chatsworth Park                                                                                                                   | Quantity | Frequency               | Net cost per visit | Net cost P.A. |
|-----------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|--------------------|---------------|
| *Cut hedge back at Chatsworth Park North Playground including top and sides and remove arisings (see blue line in area CP7 below) | 3        | Spring, Summer & Autumn | £                  | £             |

Area CP7 (Chatsworth Park – Chatsworth Park North playground, Kirby Drive)

What3words: ///covertly.mops.hourglass



### Hedges

The Contractor shall maintain all hedges ensuring that they do not overhang pavements or pathways. Their height and width should ensure that no visual or actual obstructions are caused to motorists or pedestrians. Hedges should be cut back to ensure that gateways and other accesses are free from obstruction and that their appearance is neat, tidy and weed free.

**\*The contractor will need to carry out a Risk Assessment prior to undertaking any works, making sure there are no nesting birds.**

All arisings are to be removed and disposed of at an approved disposal site.

| Chatsworth Park                                                                                                                                                                            | Quantity | Frequency          | Net cost per visit | Net cost P.A. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------|--------------------|---------------|
| Cut back any overhanging or overgrowing hedges/ trees/ deadwood and all types of vegetation including gorse etc. by 1m from fence line of 27 Kirby Drive (see blue line in area CP8 below) | 1        | November/ December | £                  | £             |

Area CP8 (Chatsworth Park – bordering 27 Kirby Drive)

What3words: ///deal.acrobat.pimples



|                               |            |
|-------------------------------|------------|
| Chatsworth Park net sub-total | £ plus VAT |
|-------------------------------|------------|

### Specification of Works - Ashurst Avenue, East Saltdean

The eastern side of Ashurst Avenue sits alongside Telscombe Tye. It is a steeply graded bank with three access pathways which provide residents with access to the Tye. The bank is predominantly overgrown with brambles and gorse and provides a buffer between the Tye and residential houses.



| Ashurst Avenue                                                                                                                                                                                                                 | Quantity | Frequency                       | Net cost per visit | Net cost P.A. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------|--------------------|---------------|
| Cut back 1m from roadside brambles, gorse, branches and all other vegetation and remove arisings. Start by pathway leading up to Tye - opposite No 7 Ashurst Av to junction of Bevendean Av – see blue line on map above       | 3        | April, July and late September  | £                  | £             |
| Cut back brambles, gorse and all other vegetation from either side of the access pathways leading from the roadway to the Tye by 1m – arisings to be removed (see area AA1 on next page)                                       | 4        | April, June, August and October | £                  | £             |
| Spray weeds between steps with weed killer (see area AA1 on next page) <ul style="list-style-type: none"> <li>a) With environmentally friendly weed killer or</li> <li>b) Alternative to weed killer (please state)</li> </ul> | 2        | Spring and Autumn               | £                  | £             |
| <b>ASHURST AVE NET SUB TOTAL</b>                                                                                                                                                                                               | <b>£</b> | <b>Plus VAT</b>                 |                    |               |

## Area AA1 (Ashurst Avenue)

Section 1 – access path opposite 127 Bevendean Avenue

What3words: ///convey.lots.goggle



Section 2 – access path opposite 65 Ashurst Avenue

What3words: ///tapes.brick.strutting



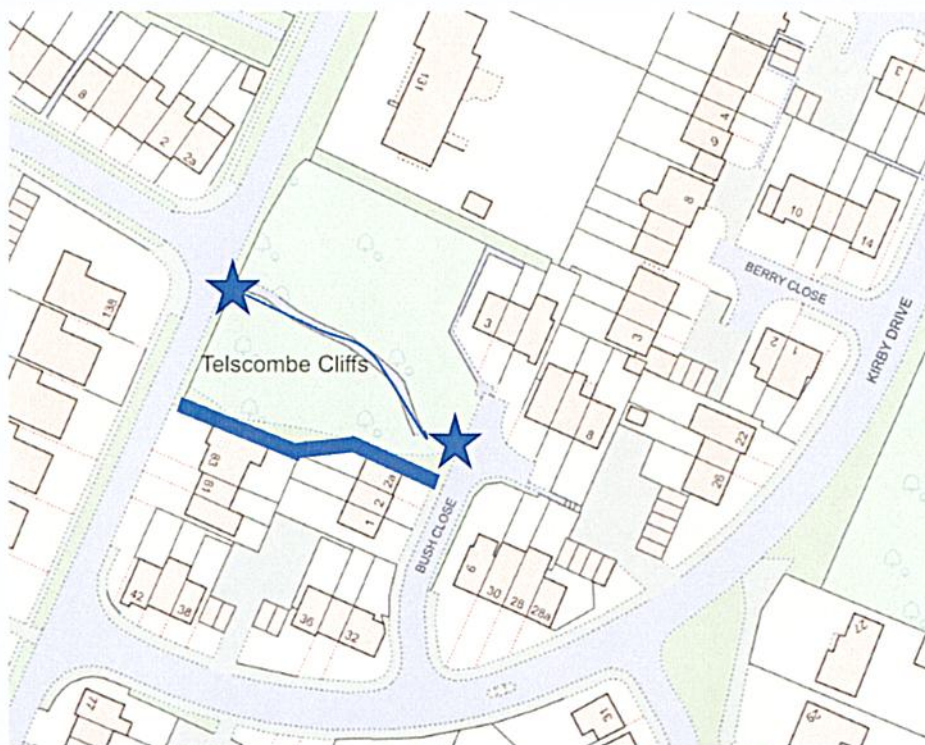
Section 3 – access path opposite 7 Ashurst Avenue

What3words: ///drones.lawfully.vipers



## Specification of Works - The Copse, Telscombe Cliffs

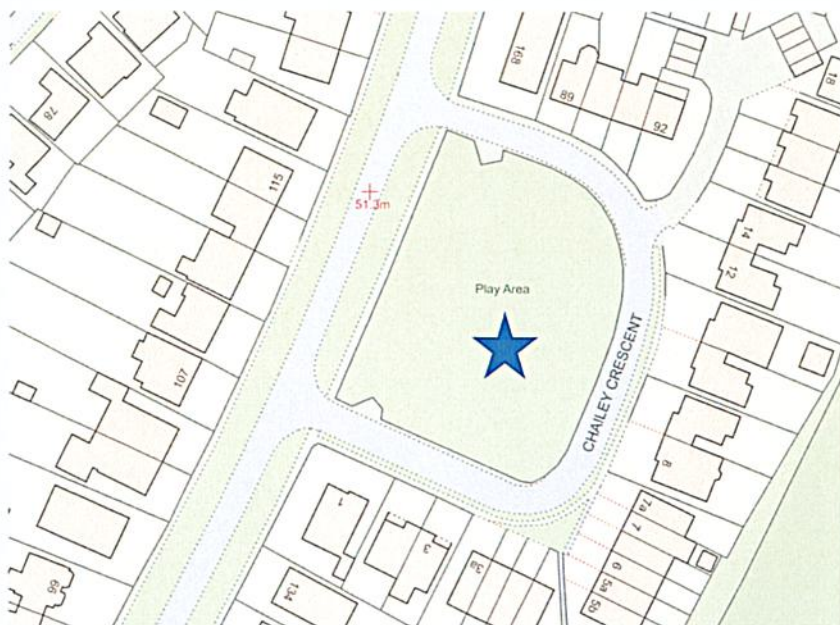
The Copse is a delightful wooded area covered by a Tree Preservation Order. It has a footpath running through it from Bush Close to Telscombe Cliffs Way. The vegetation needs to be cut back from the footpath and boundary edges.



| The Copse                                                                                                                                                                                                                                 | Quantity | Frequency         | Net cost per visit | Net cost P.A. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------|--------------------|---------------|
| Cut back any brambles and all types of vegetation by 1m both sides of the footpath running through The Copse and either side of each entry/exit point at Bush Close and Telscombe Cliffs Way – see thin blue line and stars on map above. | 2        | April & September | £                  | £             |
| Cut back any brambles & vegetation to the southern boundary, bordering 2, 2a Bush Close and 83 Telscombe Cliffs Way, by 2m – see thick blue line on map above.                                                                            | 1        | September         | £                  | £             |
| <b>THE COPSE NET SUB TOTAL</b>                                                                                                                                                                                                            |          | £                 | <b>Plus VAT</b>    |               |

If any tree branches need cutting back, please do not cut and advise TTC as all the trees are subject to a TPO.

## Specification of Works - Robert Kingan Playground, East Saltdean



Robert Kingan Playground is located off Bannings Vale in East Saltdean. The playground has a range of multi-play equipment catering for children up to the age of 12. The playground is popular and is used all year around. The playground measures approximately 2300m<sup>2</sup>.

| Robert Kingan playground                                                                                                                               | Quantity | Frequency               | Cost per visit  | Cost P.A |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------|-----------------|----------|
| *Hedge cut, to include all sides and top - ensure notice board is visible and accessible at all times – arisings to be removed                         | 3        | Spring, Summer & Autumn | £               | £        |
| Cut back any overhanging tree branches, deadwood, brambles, vegetation, etc up to 3m tall from both highway surrounding playground & inside playground | 2        | Spring & Autumn         | £               | £        |
| <b>ROBERT KINGAN SUB TOTAL</b>                                                                                                                         |          | £                       | <b>Plus VAT</b> |          |

### Hedges

The Contractor shall maintain all hedges ensuring that they do not overhang pavements or pathways. Their height and width should ensure that no visual or actual obstructions are caused to motorists or pedestrians. Hedges where necessary should be cut back to ensure that gateways and other accesses are free from obstruction and that their appearance is neat, tidy and weed free.

**\*The contractor will need to carry out a Risk Assessment prior to undertaking any works, making sure there are no nesting birds.**

All arisings are to be removed and disposed of at an approved disposal site.

|                                             |                      |
|---------------------------------------------|----------------------|
| <b>Overall annual contract total</b>        | <b>£    plus VAT</b> |
| <b>Overall contract total 3 year period</b> | <b>£    plus VAT</b> |

**Is the net cost subject to addition of VAT - \*YES/NO**

***\*Delete as appropriate***

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**On behalf of** \_\_\_\_\_

### **Hedge/Tree Cutting**

The Contractor is responsible for the removal of all cut vegetation (arising) from the site and its lawful disposal at a licensed or registered waste disposal facility.

All work will be in accordance with the guidelines for safe practice indicated by the FISA guides which are applicable.

It is the Contractor's responsibility to ensure their workforce adheres to all standards, and any other relevant governing bodies' safety guidelines and completed checklists on operators should be provided to the Council on request. Details of all guides may be obtained from [www.hse.gov.uk](http://www.hse.gov.uk)

The successful Contractor will hold current and relevant certification for all machinery used on Telscombe Town Council land.

### **TTC First Aid Policy:**

The successful bidder and staff will need to be first aid trained from a qualified training company and have a first aid kit on site at all times.

### **Pre-Commencement**

A site meeting must take place between the Contractor and Telscombe Town Council prior to contract work commencing to identify work to be undertaken.

The risks associated with this operation will be identified by the Contractor and appropriate controls to minimise identified risks will be recorded. The responsibilities of those on site associated with the operation will also be identified and recorded. The Contractor must provide Telscombe Town Council with site safety rules, emergency plan, pollution control plan and method statement prior to commencement of work.

#### Sub-contracting arrangements

Where the supplier proposes to use one or more sub-contractors to deliver some or all of the requirements, they will first need to obtain Telscombe Town Council approval.

### **The Contract**

#### Liability of the Contractor

The Contractor shall indemnify and keep indemnified the Town Council against injury or death, loss/damage to property, default or negligence.

#### Insurance

The Contractor will be responsible for ensuring that full Public Liability & Employers Liability insurance is in place throughout the contract period against any injury or death and loss of or damage to any property arising out of the Contractor's work in association with this contract.

The Contractor is to ensure that the insurance complies with the Employers Liability (Compulsory) Insurance Act 1969 and all other applicable regulations.

#### Customer Services

The Contractor will ensure that all work is undertaken in the interest of the general public and their safety. Contractors should ensure that staff remain well-mannered and polite at all times when working in public areas and any complaints from members of the public should be referred to the Town Council.

If the Town Council receive any complaints direct, they will forward the concerns to the contractor and request a full response within 14 days.

#### Default in Performance

If following an inspection, the Contractor has failed to perform any part of the contracted services to the Council's satisfaction or has not had due consideration to public care, then the Town Council will provide a written notice setting out and requiring the Contractor to remedy the problems within a given time frame. If the problem is not remedied within that time, then the Town Council will decide whether or not to issue a default notice.

Should a Contractor be given three or more default notices inside six months, the Council will terminate the contract with immediate effect.

### Notice

Each party must give six months written notice for termination of the contract, unless three default notices have been received (as set out above).

### Arbitration

All disputes between the parties shall be referred to an external independent arbitrator. The costs for the arbitrator to be shared equally between both parties.

---

### Contract

The Council seeks to appoint a Contractor for a period of three years from 1<sup>st</sup> April 2027 to 31<sup>st</sup> March 2030.

The contract is written under English Law and any quotes provided will be taken as a fixed price.

Once the tender has been submitted all prices will be valid for 90 days while the Council undertakes the appointment of a Contractor. It is intended to finalise the contract at the end of 2026 with a view of work commencing on 1<sup>st</sup> April 2027.

### Contractor Requirement

The successful Contractor will provide the following documents annually to the Council:

- Public Liability & Employers Liability Insurance certificates
- Environmental Management Certification if applicable
- Waste Disposal Certificate
- Health & Safety Policy
- Risk Assessment
- Safe working statements
- Equipment Inventory

The Contractor is required to submit a monthly report, including photographic evidence of works completed, to enable reconciliation with invoices submitted for payment.

### How to Complete Quote

There are two copies of this document. Please fill in the cost per visit, cost per annum and overall contract cost in the tables above. Return one of the copies in the envelope provided by **xx** marked Private & Confidential to:

Mrs Stella Newman, Town Clerk  
Telscombe Civic Centre  
360 South Coast Road  
Telscombe Cliffs  
E Sussex  
BN10 7ES

Please also include the documentation detailed in the 'Contractor Requirement' above, any other information you think is relevant to the quote, as well as details of 2 referees.

*Shortlisted tenders will go to a full Council meeting on 11<sup>th</sup> November 2026 with a view to confirming Contractors by the end of 2026.*



# TELSCOMBE TOWN COUNCIL



## **Grounds Maintenance Tender for Contract 3**

Small Works

*3 year contract to commence 1<sup>st</sup> April 2027 to 31<sup>st</sup> March 2030*

## **Introduction**

The attractiveness of our public realm has a direct influence on the success of our campaigns to promote culture and leisure, improve people's health, reduce crime and anti-social behaviour, tackle climate change, and attract visitors, new residents and inward investment into our Town. It's important, therefore, that green spaces are maintained well and we're able to measure our success in achieving quality open spaces and real customer satisfaction.

Whilst the specification sets clear standards for the maintenance service, we are introducing an inspection system which will provide a mechanism to measure and monitor how well those standards are being achieved. The Town Council may ask users of the park for feedback via consultations or via working groups.

## **General Aims of the Town**

- To provide good quality and well cared for open spaces that all members of our town are able to enjoy.
- To ensure that each individual site is well cared for, left clean and tidy and provides a good image for Telscombe and East Saltdean.
- We want our chosen service providers to provide a high quality of grounds maintenance that is carried out with professionalism and pride. In return, we will award a three-year contract.

## Specification of Works: Telscombe Civic Centre



Telscombe Civic Centre is the principle public meeting space for town events and is located on a busy thoroughfare, the A259. It is therefore important that the Civic Centre has a good standard of appearance and contractors should take into account any additional work needed to achieve and maintain this standard.

| <b>Telscombe Civic Centre</b>                                                                                                                                                        | <b>Quantity</b> | <b>Frequency</b>                         | <b>Cost per visit</b> | <b>Cost P.A.</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------|-----------------------|------------------|
| Carry out grass cutting to front, side & under hedge in car park – 1 <sup>st</sup> April to 31 <sup>st</sup> October – arisings to be removed (area CC1 – see location on next page) | 7               | 1 per month – minimum 14 days in between | £                     | £                |
| Carry out additional grass cutting                                                                                                                                                   | 2               | December & February                      | £                     | £                |
| Cut edges of the grass back in line with the pavement – 1 <sup>st</sup> April to 31 <sup>st</sup> October – arisings to be removed (areas CC1 & CC2 – see locations on next page)    | 7               | 1 per month – minimum 14 days in between | £                     | £                |
| Cut edges of the grass back in line with the pavement                                                                                                                                | 2               | December & February                      | £                     | £                |
| *Cut sides and top of hedge in car park – arisings to be removed (area CC2 – see location on next page)                                                                              | 2               | Spring and Autumn                        | £                     | £                |

*\*See over page*

|                                                                                                                                             |   |                   |   |   |
|---------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------|---|---|
| Spray weeds in car park and remove moss<br>a) With environmentally friendly weed killer, or<br>b) Alternative to weed killer (please state) | 2 | Spring and Autumn | £ | £ |
| <b>SUB TOTAL</b>                                                                                                                            |   |                   |   |   |

### Hedges

The Contractor shall maintain all hedges ensuring that they do not overhang pavements or pathways. Their height and width should ensure that no visual or actual obstructions are caused to motorists or pedestrians. Hedges should be cut back to ensure that gateways and other accesses are free from obstruction and that their appearance is neat, tidy and weed free.

**\*The contractor will need to carry out a Risk Assessment prior to undertaking any works, making sure there are no nesting birds.**

### Area CC1 (Civic Centre – grass areas)

What3words: ///songbird.yacht.adjusted



## Area CC2 (Civic Centre – hedge & car park)

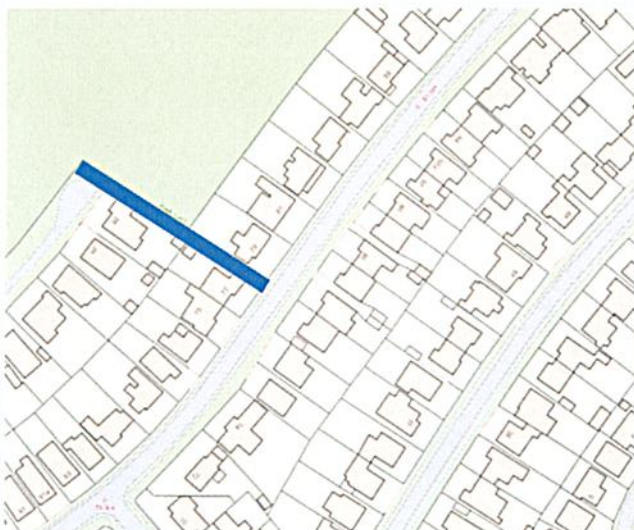
What3words: ///rekindle.prude.sketching



## Specification of Works: Twitten 1

Twitten 1 falls between 77 Rodmell Avenue and 28 Homebush Avenue in East Saltdean

What3words: ///housework.croutons.marginal



| Twitten 1                                                                            | Quantity | Frequency                                         | Cost per visit | Cost P.A. |
|--------------------------------------------------------------------------------------|----------|---------------------------------------------------|----------------|-----------|
| Carry out grass cutting –<br>1 <sup>st</sup> April to 31 <sup>st</sup> October       | 7        | 1 per month –<br>minimum 14<br>days in<br>between | £              | £         |
| Cut back any over-hanging<br>hedges/branches/deadwood –<br>arisings to be removed    | 2        | Spring and<br>Autumn                              | £              | £         |
| Full litter pick of the site –<br>1 <sup>st</sup> April to 28 <sup>th</sup> February | 6        | 1 every other<br>month                            | £              | £         |
| <b>SUB TOTAL</b>                                                                     |          |                                                   |                | <b>£</b>  |

## Specification of Works: Twitten 2

Twitten 2 runs between 106 Rodmell Avenue and 59 Cissbury Crescent in East Saltdean

What3words: ///cooks.months.emotional



| Twitten 2                                                                         | Quantity | Frequency                                | Cost per visit | Cost P.A. |
|-----------------------------------------------------------------------------------|----------|------------------------------------------|----------------|-----------|
| Carry out grass cutting – 1 <sup>st</sup> April to 31 <sup>st</sup> October       | 7        | 1 per month – minimum 14 days in between | £              | £         |
| Cut back any over-hanging hedges/branches/deadwood – arisings to be removed       | 2        | Spring and Autumn                        | £              | £         |
| Full litter pick of the site – 1 <sup>st</sup> April to 28 <sup>th</sup> February | 6        | 1 every other month                      | £              | £         |
| <b>SUB TOTAL</b>                                                                  |          |                                          |                | £         |

### Specification of Works: Twitten 3

Twitten 3 runs between 58 Cissbury Crescent and 15 Findon Avenue in East Saltdean

What3words: ///freedom.rips.talkative



| Twitten 1                                                                         | Quantity | Frequency                                | Cost per visit | Cost P.A. |
|-----------------------------------------------------------------------------------|----------|------------------------------------------|----------------|-----------|
| Carry out grass cutting – 1 <sup>st</sup> April to 31 <sup>st</sup> October       | 7        | 1 per month – minimum 14 days in between | £              | £         |
| Cut back any over-hanging hedges/branches/deadwood – arisings to be removed       | 2        | Spring and Autumn                        | £              | £         |
| Full litter pick of the site – 1 <sup>st</sup> April to 28 <sup>th</sup> February | 6        | 1 every other month                      | £              | £         |
| <b>SUB TOTAL</b>                                                                  |          |                                          |                | £         |

#### Specification of Works: Twitten 4

Twitten 4 runs between 42 Findon Avenue and 62 Northwood Avenue in East Saltdean

What3words: ///retail.stunner.bulge



| Twitten 4                                                                         | Quantity | Frequency                                | Cost per visit | Cost P.A. |
|-----------------------------------------------------------------------------------|----------|------------------------------------------|----------------|-----------|
| Carry out grass cutting – 1 <sup>st</sup> April to 31 <sup>st</sup> October       | 7        | 1 per month – minimum 14 days in between | £              | £         |
| Cut back any over-hanging hedges/branches/deadwood – arisings to be removed       | 2        | Spring and Autumn                        | £              | £         |
| Full litter pick of the site – 1 <sup>st</sup> April to 28 <sup>th</sup> February | 6        | 1 every other month                      | £              | £         |
| <b>SUB TOTAL</b>                                                                  |          |                                          |                | <b>£</b>  |

## Specification of Works: Twittens 5 & 6

Twittens 5 and 6 are mid-way along Bannings Vale, East Saltdean. Twitten 5 runs between 128 Bannings Vale to 77 Ashurst Avenue and Twitten 6 runs between 98 Bannings Vale and 47 Ashurst Avenue

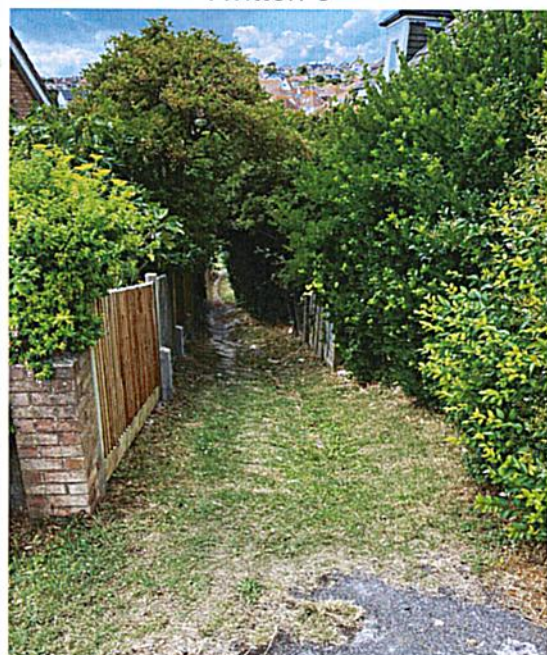


Twitten 5



What3words: ///realm.peanut.infringe

Twitten 6



What3words: ///rust.quote.crops

| <b>Twittens 5 &amp; 6</b>                                                            | <b>Quantity</b> | <b>Frequency</b>                                  | <b>Cost per visit</b> | <b>Cost P.A.</b> |
|--------------------------------------------------------------------------------------|-----------------|---------------------------------------------------|-----------------------|------------------|
| Carry out grass cutting –<br>1 <sup>st</sup> April to 31 <sup>st</sup> October       | 7               | 1 per month –<br>minimum 14<br>days in<br>between | £                     | £                |
| Cut back any over-hanging<br>hedges/branches/deadwood –<br>arisings to be removed    | 2               | Spring and<br>Autumn                              | £                     | £                |
| Full litter pick of the site –<br>1 <sup>st</sup> April to 28 <sup>th</sup> February | 6               | 1 every other<br>month                            | £                     | £                |
| <b>SUB TOTAL</b>                                                                     |                 |                                                   |                       | £                |

### Specification of Works: Twitten 7

Twitten 7 is located between Fairlight Avenue in the west to Telscombe Cliffs Way in the east of Telscombe Cliffs

What3words: ///waking.darts.activity



| Twitten 7                                                                         | Quantity | Frequency                                | Cost per visit | Cost P.A. |
|-----------------------------------------------------------------------------------|----------|------------------------------------------|----------------|-----------|
| Carry out grass cutting – 1 <sup>st</sup> April to 31 <sup>st</sup> October       | 7        | 1 per month – minimum 14 days in between | £              | £         |
| Cut back any over-hanging hedges/branches/deadwood – arisings to be removed       | 2        | Spring and Autumn                        | £              | £         |
| Full litter pick of the site – 1 <sup>st</sup> April to 28 <sup>th</sup> February | 6        | 1 every other month                      | £              | £         |
| <b>SUB TOTAL</b>                                                                  |          |                                          |                | £         |

### Specification of Works: Gorham Way grass verge, Telscombe Cliffs

To the west of Gorham Way is Telscombe Tye, a large area of common land enclosed by fencing. Between the fencing and the roadway is a strip of land approximately 0.5m in width that extends the length of the road. This is the grass area in question which needs cutting.

What3words: ///visitor.skinny.vintages



| <u>Gorham Way Grass Verge</u>              | Quantity | Frequency           | Cost per visit | Cost P.A. |
|--------------------------------------------|----------|---------------------|----------------|-----------|
| Carry out grass cutting – April to October | 4        | 1 every other month | £              | £         |
| <b>SUB TOTAL</b>                           |          |                     |                | £         |

|                                             |                   |
|---------------------------------------------|-------------------|
| <b>Overall annual contract total</b>        | <b>£ plus VAT</b> |
| <b>Overall contract total 3 year period</b> | <b>£ plus VAT</b> |

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

On behalf of \_\_\_\_\_

## Grass Cutting

### General

The grass cutting season is from 1st April to 31<sup>st</sup> October. The schedule of works is set out in this contract. The Contractor is to follow and adhere to approved mowing schedules, completing one area before moving onto the next.

Areas where mowers cannot cut (e.g. hedges, bins, etc.), are to be cut by strimmer to obtain a uniform appearance over the whole area.

### Machinery

The machinery being used is to be of an appropriate standard, type and size for the area being cut. The machinery will be in good working order and had regular services.

All persons operating machinery will have been properly trained, competent in its use and abide by the strict Health and Safety Regulations in force at the time.

### Liability

The Contractor is liable for any damage to property, persons or animals caused by their operatives or equipment and is required to make good any such damage. They will be held responsible for any claims for compensation arising from their actions or omissions.

In the case of trees, hedges or shrubs, if any damage affects their future viability they will be replaced by the Contractor at their own expense, with suitable sized replacements planted when it is most likely to take.

In the case of damage to walls, masonry, cars or windows, the contractor is to make good any damage using qualified and experienced tradesmen informing the Council of the action undertaken and ensuring continued liaison with all relevant persons.

### Height of Grass

During growing season the maximum height of grass should be 80mm and the minimum should be 40mm. The maximum height identified is the highest permitted length that the grass is allowed to grow to. Any grass beyond this level will be deemed to be a "default in performance".

### Grass Seeding

The Contractor will be required to sow grass seed to enable a good quality grass area to be obtained if they have damaged an area. The Contractor will notify the Council of any damage caused.

Sowing will usually be undertaken during spring/autumn and will only be undertaken if ground conditions are suitable. The Contractor will be responsible for all costs.

The Contractor will be responsible for the maintenance of new grass until it is established and incorporated into the contract.

### All paths

The areas of hard surfaces within the specification are to be kept weed and moss free at all times. All debris must be removed from site and taken to an authorised disposal site. Eco-friendly herbicides will be supplied and applied by the Contractor in accordance with regulations.

### Litter

Prior to mowing/strimming, the Contractor is to inspect the site and ensure all litter, branches, and other debris is removed to an approved disposal site. Any litter/debris mown over is to be cleared by the Contractor before leaving the site. Failure to do so will be considered a "default" of the contract.

The Contractor shall at all times have due regard to the Environmental Protection Act 1990, Code of Practice on litter and refuse, Control of Waste regulation 1992, Registration of Waste Carriers and Waste duty of care code of practice.

### Grass cuttings

Grass cuttings are to be removed from site at the Civic Centre. Any grass cuttings falling onto adjacent hard surfaced areas shall be swept/blown back onto the grassed area at the time of cutting.

### Edging

Where possible edges will be sharply cut and defined particularly around pathways.

### Frequency

Any additional cuts will be agreed prior to cutting, and charged for at the same rate inserted in the specification. Similarly, any reduction in the number of cuts will be deducted at the rate inserted in the specification.

### Inclement weather

In very wet conditions with the agreement of the Council, grass cutting should cease until conditions allow operations to continue without damage to the ground surface. Any damage arising from failure to cease operations must be fully reinstated at the Contractor's own expense and the Council's satisfaction.

If inclement weather has prevented the Contractor from mowing, they must resume as soon as the conditions allow and the Contractor will be expected to provide any additional resources needed to catch up any lost time.

## **The Contract**

### **Liability of the Contractor**

The Contractor shall indemnify and keep indemnified the Town Council against injury or death, loss/damage to property, default or negligence.

### **Insurance**

The Contractor will be responsible for ensuring that full Public Liability & Employers Liability insurance is in place throughout the contract period against any injury or death and loss of or damage to any property arising out of the Contractor's work in association with this contract.

The Contractor is to ensure that the insurance complies with the Employers Liability (Compulsory) Insurance Act 1969 and all other applicable regulations.

### **Customer Services**

The Contractor will ensure that all work is undertaken in the interest of the general public and their safety. Contractors should ensure that staff remain well-mannered and polite at all times when working in public areas and any complaints from members of the public should be referred to the Town Council.

If the Town Council receive any complaints direct, they will forward the concerns to the contractor and request a full response within 14 days.

### **Default in Performance**

If following an inspection the Contractor has failed to perform any part of the contracted services to the Council's satisfaction, or has not had due consideration to public care, then the Town Council will provide a written notice setting out and requiring the Contractor to remedy the problems within a given time frame. If the problem is not remedied within that time frame, then the Town Council will decide whether or not to issue a default notice.

Should a Contractor be given three or more default notices inside six months, the Council will terminate the contract with immediate effect.

### **Notice**

Each party must give six months written notice for termination of the contract, unless three default notices have been received (as set out above).

### **Arbitration**

All disputes between the parties shall be referred to an external independent arbitrator. The costs for the arbitrator to be shared equally between both parties.

## Contract

The Council seeks to appoint a Contractor for a period of three years from 1<sup>st</sup> April 2027 to 31<sup>st</sup> March 2030.

The contract is written under English Law and any quotes provided will be taken as a fixed price.

Once the tender has been submitted all prices will be valid for 90 days while the Council undertakes the appointment of a Contractor. It is intended to finalise the contract by the end of 2026 with a view to work commencing on 1<sup>st</sup> April 2027.

## Contractor Requirement

The successful Contractor will provide the following documents annually to the Council:

- Public Liability & Employers Liability Insurance certificates
- Environmental Management Certification if applicable
- Environmental Policy
- Health & Safety Policy
- Risk Assessment
- Safe working statements
- Equipment Inventory

We also ask that the Contractor provides a weekly report with photos of the work undertaken where required.

---

## How to Complete Quote

There are two copies of this document. Please fill in the cost per visit, cost per annum and overall contract cost in the tables above. Return one of the copies in the envelope provided by **xx** marked Private & Confidential to:

Mrs Stella Newman, Town Clerk  
Telscombe Civic Centre  
360 South Coast Road  
Telscombe Cliffs  
E Sussex  
BN10 7ES

Please also include the documentation detailed in the 'Contractor Requirement' above, any other information you think is relevant to the quote, as well as details of 2 referees.

*Shortlisted tenders will go to a full Council meeting on 11<sup>th</sup> November 2026 with a view to confirming Contractors by the end of 2026.*

|                     |                                                                                                             |
|---------------------|-------------------------------------------------------------------------------------------------------------|
| <b>AGENDA ITEM</b>  | 13                                                                                                          |
| <b>REPORT TO</b>    | Amenities & Civic Centre Committee                                                                          |
| <b>REPORT FROM</b>  | Biana Buss, Amenities Officer                                                                               |
| <b>MEETING DATE</b> | 29 <sup>th</sup> July 2026                                                                                  |
| <b>SUBJECT</b>      | To note audit of benches and picnic tables in playgrounds and Chatsworth Park and agree any further actions |

## 1. INTRODUCTION

I have carried out an audit of the picnic tables and benches located within Chatsworth Park and the three Town Council owned playgrounds.

## 2. INFORMATION

I have provided my findings on the attached spreadsheet – appendix A. For Chatsworth Park, I have also provided a map confirming where each picnic table or bench is located – appendix B.

There are a total of 35 benches/tables across the 4 areas. My findings in appendix A show:

- 15 require repairing
- 12 do not require any further action
- 4 need monitoring
- 2 require removing and/or possible replacement
- 1 has since been removed from Chatsworth Park
- 1 is due to be repaired by a volunteer

Photos of the 2 tables I believe need removing are shown below:

Table 25 in Chatsworth South playground has a small hole in the top plank, both seating planks are loose, the table is loose in the ground and there is strimmer damage



Table 33 in Robert Kingan playground is covered in bird droppings and has a rotting top plank. In winter, it attracts a lot of algae as it is in a shaded area. It is difficult to remove the bird droppings from the wood.



The report also shows that perch bench 13 was rotting at the ends, there were cracks, was loose in the ground, and there was strimmer damage to the bottom of the posts. However, this was recently vandalised and pulled out from its position and one of the Town Council caretakers has removed it from Chatsworth Park.



Before



After

The benches and tables I recommend for repairs will vary in price. Other items such as filling in animal holes and cutting back vegetation around benches will be minimal costs, but there will be others, such as replacing seating planks, that will be more expensive.

### 3. RECOMMENDATION

I recommended the following:

- We obtain estimates for the repair of those benches/tables highlighted in the attached report
- Consideration be given for either removal or replacement of the two tables (number 25 and 33) at Chatsworth Park South and Robert Kingan Playground

- Consideration be given for replacement of the perch bench number 13 in Chatsworth Park and if it is decided not to replace the bench, that we have the area filled with soil to make safe.
- I continue to monitor the benches and tables within the park.

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

If we purchase plastic benches and tables, we should look to use plastic materials which are hard wearing, easier to clean and last longer.

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

We only have a budget of £1,250 for seats and notice boards, nominal code 4351-202.

Bench repairs could be taken from the grounds maintenance budget, nominal code 4101-201. As of 30<sup>th</sup> June, we have £14,153 in this budget which does not take account of any other works agreed. We also have £17,205 in an earmarked reserve, nominal code 9035-910.

# Appendix A

| Location                                                                          | Seat number | Original Purchase Date If Known | Last inspection date | Notes                                                                                                                                                                         |
|-----------------------------------------------------------------------------------|-------------|---------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chatsworth Park -</b>                                                          |             |                                 |                      |                                                                                                                                                                               |
| Earth Anchors 1.5m Surrey recycled plastic seat - memorial seat for J Whittington | 1           | June 2025                       | 23.04.2026           | No concerns                                                                                                                                                                   |
| 1 backless bench - Playdale Ellerside                                             | 2           |                                 | 23.04.2026           | Perch bench<br>Vegetation is growing over the bench and needs cutting back. Slight strimmer damage.                                                                           |
| 1 Freshwater style bench (not on asset register) - Stretton                       | 3           |                                 | 05.03.2026           | TRA bench at memory garden<br>No concerns                                                                                                                                     |
| TRA Bench memory garden (not on asset register)                                   | 4           |                                 | 05.03.2026           | Seahaven Branch of RSSG at memory garden<br>Repaired June 2026                                                                                                                |
| 1x wheelchair access 2.1m picnic bench from Earth Anchors                         | 5           |                                 | 22.06.2026           | Table next to the memory garden<br>Repaired June 2026                                                                                                                         |
| 1 backless bench - Playdale Ellerside                                             | 6           |                                 | 28.04.2026           | Perch bench<br>Slightly rotting at ends and loose in ground. Re-monitor in 6 months time.                                                                                     |
| Earth Anchors 1.5m Surrey recycled plastic seat - memorial seat for M Sidwell     | 7           | June 2025                       | 24.04.2026           | No concerns                                                                                                                                                                   |
| Earth Anchors 1.5m Surrey recycled plastic seat - memorial seat for D Bishop      | 8           | June 2025                       | 23.04.2026           | No concerns                                                                                                                                                                   |
| 1 Freshwater bench - Stretton                                                     | 9           | at June 09                      | 23.04.2026           | There is an animal hole in front of the bench that needs filling in. 3 out of 4 screw heads are missing and need replacing. Both seating planks are loose and one is rotting. |
| 1 backless bench - Playdale Ellerside                                             | 10          |                                 | 20.04.2026           | Perch bench<br>The bench is rotting/separating at one end and is coming away in the middle of the bench. Suggest wood filler is used to repair.                               |

|                                                                                                                                  |    |               |                          |                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------|----|---------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Freshwater style bench 'In celebration of the diamond jubilee of Telscombe Town Council 1929 - 1989' - Stretton                | 11 |               | 23.04.2026               | There is a crack to one of the seating posts which has previously been filled with wood filler but has come away. All 4 screw heads are missing and need replacing. There is a small crack to the bottom of a concrete leg. One of the planks is loose. Suggest we obtain estimates for repair. |
| 1 backless bench - Playdale Ellerside                                                                                            | 12 | Mar-25        | 17.04.2026               | New plastic perch bench<br>No concerns                                                                                                                                                                                                                                                          |
| 1 backless bench - Playdale Ellerside                                                                                            | 13 |               | 17.04.2026<br>16.07.2026 | Perch bench<br>Bench is rotting, loose and there are cracks and strimmer damage. Suggest we remove/replace.<br><i>Bench removed from ground 16/07/2026. This has been removed from the park by our caretaker.</i>                                                                               |
| Chatsworth Park - 1 x wheelchair access 2.1 m picnic table plus fixing kit from Earth Anchors (on flat grass next to car park)   | 14 | May 2021      | 17.04.2026               | There is an animal hole next to the bench that needs filling in. Graffiti is present but unable to remove on wood.                                                                                                                                                                              |
| 1 Surrey adult recycled accessible picnic table 1.5m in black from Earth Anchors (situated on lower flat grass area by car park) | 15 | 14.08.2024    | 17.04.2026               | No concerns                                                                                                                                                                                                                                                                                     |
| Lakeland Picnic table from Playdale in Chatsworth Park                                                                           | 16 | March 2025    | 17.04.2026               | There is an animal hole that needs filling in                                                                                                                                                                                                                                                   |
| Chatsworth Park - on mound at wildflower area off Ambleside Av                                                                   | 17 | Nov-10        | 17.04.2026               | Loose in ground. There is one loose connection between the seat and a back post.                                                                                                                                                                                                                |
| Wooden bench donated by SRA bottom of Pigs Hill                                                                                  | 18 | December 2024 | 23.04.2026               | Several back posts are missing. A volunteer has offered to repair these free of charge.                                                                                                                                                                                                         |

|                                                                                                                                                          |    |            |            |                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Rotary style bench adjacent to footpath through Pigs Hill 'presented by your local Rotary Club celebrating 100 years of service 1905 - 2005 - Stretton | 19 | at June 09 | 21.04.2026 | One of the seating planks is rotten and screws are loose.<br>Suggest we replace plank.                                                                                                                      |
| 1 backless bench - Playdale Ellerside                                                                                                                    | 20 |            | 20.04.2026 | Perch bench<br>Both ends are slightly rotting, some wood has come away from centre of bench. Suggest we use wood filler where possible.                                                                     |
| 1 backless bench - Playdale Ellerside                                                                                                                    | 21 |            | 08.04.2026 | Perch bench<br>Bench is rotting and there is strimmer damage to 1 leg.<br>Suggest it is monitored in 6 months time.                                                                                         |
| <b>SOUTHERN PLAYGROUND</b>                                                                                                                               |    |            |            |                                                                                                                                                                                                             |
| Low bench no back (near Muga Court) Ellerside bench - Playdale                                                                                           | 22 |            | 14.04.2026 | Loose back post. Needs fixing.                                                                                                                                                                              |
| Low bench no back (next to infant swings) Ellerside bench - Playdale                                                                                     | 23 |            | 30.04.2026 | One plank is slightly bowing. Suggest I re-monitor in 6 months time.                                                                                                                                        |
| Picnic table (by springers) Cartmel                                                                                                                      | 24 |            | 30.04.2026 | Top plank is rotting and is loose, another top plank has a hole. There is a hole and cracks to the southern seating plank and cracks on the northern seating plank. Suggest we obtain estimates for repair. |
| Picnic table (by trampolines) Cartmel                                                                                                                    | 25 |            | 30.04.2026 | There is a hole on the top plank, both seating planks are loose, table is loose in the ground and bad strimmer damage. Look to repair or replace.                                                           |
| Broxap Land Picnic Bench BX31 2002 (near to hopscotch and opp agility trail)                                                                             | 26 | May 2018   | 30.04.2026 | No concerns                                                                                                                                                                                                 |
| Broxap Land Picnic Bench BX31 2002 (next to muga court)                                                                                                  | 27 | May 2018   | 16.07.2026 | Some slight cracks to the planks. Recommend I monitor in 6 months time.                                                                                                                                     |

|                                                                                                       |    |          |            |                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------|----|----------|------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>NORTHERN PLAYGROUND</b>                                                                            |    |          |            |                                                                                                                                       |
| Playsafe picnic table by agility trail                                                                | 28 | Aug 2019 | 08.05.2026 | No concerns                                                                                                                           |
| Playsafe picnic table by swings                                                                       | 29 | Aug 2019 | 08.05.2026 | There is a hole in one of the top planks. Recommend this is filled in with wood filler.                                               |
| <b>ROBERT KINGAN playground-</b>                                                                      |    |          |            |                                                                                                                                       |
| Playdale Rustland bench (nearest to northern double yellow gate)                                      | 30 |          | 30.04.2026 | Large amount of strimmer damage - will need fixing.                                                                                   |
| Playdale Rustland bench (located north of playground, 2 bench nearest to northern double yellow gate) | 31 |          | 30.04.2026 | No concerns                                                                                                                           |
| Playdale Rustland bench (located west side of playground)                                             | 32 |          | 30.04.2026 | One loose seating plank. Suggest we obtain prices to tighten/repair.                                                                  |
| Seated picnic table - Playdale<br>Lakeland picnic table (south west of playground)                    | 33 |          | 30.04.2026 | One top plank is rotting and there is a lot of bird poo. As difficult to remove off wooden item, recommend we remove from playground. |
| Seated picnic table - Playdale<br>Lakeland picnic table (north of playground)                         | 34 |          | 30.04.2026 | No concerns                                                                                                                           |
| Memorial Bench                                                                                        | 35 |          | 30.04.2026 | Loose in ground. Suggest prices are obtained to secure into ground.                                                                   |



|                     |                                                                          |
|---------------------|--------------------------------------------------------------------------|
| <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> | 29 <sup>th</sup> July 2026                                               |
| <b>SUBJECT</b>      | To consider extending Wander Coffee's café concession in Chatsworth Park |

## **1. INTRODUCTION**

At the A&CC meeting on 4<sup>th</sup> February, it was agreed to extend Wander Coffee's concession until 30<sup>th</sup> September 2026, with the proviso they pay a fee of £44 per week.

## **2. INFORMATION**

Wander Coffee's concession is up for renewal from 1<sup>st</sup> October 2026.

In April we were informed that the portaloos supplier had increased their hire rate by £2.20 per week, to £46.20. They also informed us that they would be applying a temporary £5 fuel surcharge per visit due to rising fuel cost, however, they have not applied this surcharge to date. This was reported at May's Committee meeting. Councillors were also informed that the portaloos company were missing some of their weekly empties and not providing enough toiletry supplies. The Admin & Finance Assistant has had to contact the company weekly to ensure they empty the portaloos as they have not been carrying this work out on the given days.

## **3. RECOMMENDATION**

I recommend we invite Wander Coffee to extend their concession with the Town Council until 31<sup>st</sup> March 2027, but that we increase the weekly charge to £52, that a new agreement is signed, and we obtain estimates from other toilet hire companies.

## **4. ENVIRONMENTAL IMPACT**

Wander Coffee recycle as much as possible including cups and coffee grinds and their coffee machine is run by gas.

## **5. FINANCIAL IMPLICATIONS**

The income received from Wander Coffee helps us to cover the fee for the portaloos hire, but the cost increase in April meant that the Town Council have had to cover the additional amount. We currently do not incur any other expenditure relating to the café concession, nor do we receive any financial gain.

|                     |                                                                   |
|---------------------|-------------------------------------------------------------------|
| <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> | 29 <sup>th</sup> July 2026                                        |
| <b>SUBJECT</b>      | To consider way forward with potholes in Chatsworth Park car park |

## **1. INTRODUCTION**

At the Committee meeting in March, Councillors were informed that the potholes in Chatsworth Park car park had deteriorated. This was last carried out by G Webb Groundworks in June 2025 at a cost of £420 (no VAT applicable). We have also previously had these repaired by other contractors or filled in by volunteers. However, the potholes tend to return quickly and repairs need undertaking 6-12 months later.

## **2. INFORMATION**

I previously asked Hailsham Roadways to provide a price to fill in the potholes to the car park entrance and their estimate of £1,717.71 plus VAT, which included re-grading and rolling, was taken to March's Committee meeting. Hailsham Roadways advised this process would last longer than just filling the holes, but would expect it to take no more than 3 years before it returned to its current condition, although some potholes may begin to form sooner.

As this proposed work did not appear to alter from the previous works undertaken to fill the holes, it was agreed to obtain alternative estimates to fill in and re-grade the potholes at the entrance of the car park. However, when I visited the site in April, these had been filled so I did not progress this at the time. Unfortunately, the potholes have since returned and I have therefore contacted two companies for an estimate. One company has not responded but I have received an estimate from Ace Landscapes, who have quoted £512 plus VAT to clean out the loose material and supply and compact Type 1 MOT with cement (please see estimate attached). This work is similar to that undertaken by G Webb previously and will also not last for a long period of time as vehicles driving over it will break up the concrete.

## **3. RECOMMENDATION**

It is recommended to agree the estimate from Ace Landscapes in the sum of £512 plus VAT.

## **4. ENVIRONMENTAL IMPACT**

Fixing the potholes will encourage more car users to park in this designated space instead of the busy local roads. There has also been evidence that repairing potholes reduces car emissions.

## **5. FINANCIAL IMPLICATIONS**

The grounds maintenance budget for 2026/27, nominal code 4101-201, is £14,153 as of 30<sup>th</sup> June, which does not take account of any other work that has been agreed. We have £17,205 in its earmarked reserve, nominal code 9035-910.



ACE LANDSCAPES  
Unit 8  
Gross Industrial Estate  
Newhaven  
East Sussex  
BN9 0EH

Email: [accounts@acelandscapes.co.uk](mailto:accounts@acelandscapes.co.uk)  
Tel: 0333 772 3981

## Quote

## QT00232

Telscombe Town Council

**Site** Chatsworth Park  
**Reference** Car Park Potholes

**Date** 24 June 2026  
**Expiry Date** 24 August 2026  
**VAT Number** 492 5129 76

1. To clean out loose material within potholes.
2. To supply and compact Type1 mot with cement.

| Description                      | Quantity | Unit Price | Amount        |
|----------------------------------|----------|------------|---------------|
| Landscape Labour Hour Rate 2 men | 5        | 52.00      | 260.00        |
| Materials                        | 1        | 252.00     | 252.00        |
| Subtotal                         |          |            | 512.00        |
| Total 20% VAT                    |          |            | 102.40        |
| <b>Total GBP</b>                 |          |            | <b>614.40</b> |

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

|                     |                                                                                                                                                                   |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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> | 29 <sup>th</sup> July 2026                                                                                                                                        |
| <b>SUBJECT</b>      | To consider Telscombe Green Space Volunteers' request to add a sign for the insect hotel, replace three other signs and plant wildflower seeds in Chatsworth Park |

## 1. INTRODUCTION

The Telscombe Green Space Volunteers (TGSV) have requested this Committee consider the following items in Chatsworth Park:

- To consider adding a sign for the insect hotel
- To raise funds to replace three signs
- To raise funds to purchase wildflower seeds

## 2. INFORMATION

### To add a sign for the insect hotel

It was previously agreed by this Committee in March to allow the TGSV to install an insect hotel near to the top pond in Chatsworth Park. The TGSV have now asked if this Committee would consider allowing the group to add the attached sign to this location, which matches the style of the wildflower and habitat pile signs. They have the funds for this sign.

### Raise funds to replace three signs

The TGSV would like to raise funds to replace two wildflower verges and a habitat pile sign. Two signs were stolen and one was vandalised. The TGSV has already replaced these, and the group would use these funds to reimburse the monies spent and/or have funds available in the future if signs are damaged and lost.

### Raise funds to purchase wildflower seeds

The group would like to raise funds to purchase wildflower seeds to be planted in the wildflower areas in Chatsworth Park.

## 3. RECOMMENDATION

It is recommended to consider the requests from the TGSV to add a sign for the insect hotel, to raise funds for three replacement signs and to raise funds to purchase wildflower seeds.

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

The wildflower seeds will improve the biodiversity of the local area and the habitat for bees and butterflies.

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

The TGSV are considering setting up a Go Fund Me to allow people to donate.



# INSECT HOTEL

**This area is a habitat for pollinators.**

**Please do not touch or climb on  
this habitat.**



For more information, please contact  
Telscombe Town Council. 01273 589777



|                     |                                                                                                                  |
|---------------------|------------------------------------------------------------------------------------------------------------------|
| <b>AGENDA ITEM</b>  | 17                                                                                                               |
| <b>REPORT TO</b>    | Amenities & Civic Centre Committee                                                                               |
| <b>REPORT FROM</b>  | Stella Newman, Town Clerk & RFO                                                                                  |
| <b>MEETING DATE</b> | 29 <sup>th</sup> July 2026                                                                                       |
| <b>SUBJECT</b>      | To consider Telscombe Green Space Volunteers' request to use a contractor to dig out the tree lined pathway area |

## **1. INTRODUCTION**

We had asked the Telscombe Green Space Volunteers (TGSV) to progress with construction of the pathway. They were to start this at the last volunteer session, but unfortunately the ground was far too hard to dig out.

## **2. INFORMATION**

The TGSV's have subsequently requested permission to allow Ace Landscapes to use machinery to dig out the pathway area. The Council uses Ace Landscapes for grounds maintenance work and they currently have 2 contracts with ourselves.

## **3. RECOMMENDATION**

It is therefore recommended to consider allowing the contractor to use a digger to dig out the pathway area.

## **4. FINANCIAL IMPLICATIONS**

This work will be carried out under the remit of the TGSV's.

|                     |                                                      |
|---------------------|------------------------------------------------------|
| <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> | 29 <sup>th</sup> July 2026                           |
| <b>SUBJECT</b>      | To consider adding a water scrape in Chatsworth Park |

## **1. INTRODUCTION**

The Telscombe Green Space Volunteers (TGSV) have requested the Committee consider adding a water scrape in the exclusion zone within Chatsworth Park.

## **2. INFORMATION**

The water scrape would be a long and shallow ditch, approximately 2 metres wide and 6 metres long, no deeper than 45 centimetres at its deepest point. It would include a pond liner buried under the soil to give a natural look and to hold water. It is proposed to place this in the exclusion zone within the park, in the fenced wildlife area zone near to Ambleside Avenue. It would be located halfway between the fence and the badger sett entrances and would be created by the TGSV using hand tools. Water would assist badgers, foxes, birds and squirrels and may bring them within sight of park users.

## **3. RECOMMENDATION**

It is recommended to consider the request from the TGSV.

## **4. ENVIRONMENTAL IMPACT**

A water scrape would boost local biodiversity by supporting animals that live in the park.

## **5. FINANCIAL IMPLICATIONS**

The TGSV have advised that they will raise money for this project and there is no cost to the Town Council.

|                     |                                                                      |
|---------------------|----------------------------------------------------------------------|
| <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> | 29 <sup>th</sup> July 2026                                           |
| <b>SUBJECT</b>      | To consider planting bulbs around the mini forest in Chatsworth Park |

## **1. INTRODUCTION**

The Telscombe Green Space Volunteers (TGSV) have requested the Committee consider bulbs being planted around the mini forest in Chatsworth Park in November.

## **2. INFORMATION**

The proposal is to plant the following bulbs 50cm wide and 20m diameter around the mini forest:

- 870 Snowdrops around the outer edge
- 875 Bluebells split between 8-12 flowing drifts weaving through the middle of 115 Daffodils and 10-15 small clusters, irregularly spaced

This will provide an outer edge of snowdrops, a middle zone of bluebells and inner edge (nearest the trees) of wild daffodils. This will create a colourful white, blue and yellow flowering area from January to May. Any spare bulbs can be planted in other areas where they would survive.

## **3. RECOMMENDATION**

It is recommended to consider the request from the TGSV, and if so, to allow them to seek funding.

## **4. ENVIRONMENTAL IMPACT**

The bulbs will provide nectar and pollen for pollinators emerging in early spring when other food sources are scarce.

## **5. FINANCIAL IMPLICATIONS**

The TGSV have advised they would look for sources of funds, if agreed by this Committee.

|                     |                                                                                               |
|---------------------|-----------------------------------------------------------------------------------------------|
| <b>AGENDA ITEM</b>  | 20                                                                                            |
| <b>REPORT TO</b>    | Amenities & Civic Centre                                                                      |
| <b>REPORT FROM</b>  | Bianca Buss, Amenities Officer                                                                |
| <b>MEETING DATE</b> | 29 <sup>th</sup> July 2026                                                                    |
| <b>SUBJECT</b>      | To note approval given by Town Clerk for Aspen Treecare to undertake works in Chatsworth Park |

## 1. INTRODUCTION

The Town Council were recently notified of torn/broken tree branches in Chatsworth Park. Details are as follows:

- In May, a resident reported a torn/broken branch on tree 425 located between a footpath and houses backing onto the park from Cavendish Close
- In June, a resident reported a torn/broken tree branch located on a footpath east of the park, between the northern pond and tree 425 as specified above (what3words location is ///supposed.absorbing.wallet)
- In July, Cllr O'Connor reported a dead tree branch from the park overhanging a resident's garden (on Lewes District Council land) at the top of Central Avenue

## 2. INFORMATION

I contacted Aspen Treecare for estimates and they provided email prices as follows:

- For the torn/broken branch on tree 425, Aspen Treecare quoted £150 plus VAT
- For the torn/broken tree branch south of the most northern pond, Aspen Treecare quoted £130 plus VAT
- For the dead tree branch overhanging a resident's garden, Aspen Treecare quoted £130 plus VAT

As two of the branches were near to footpaths and one was overhanging a resident's garden, I asked the Town Clerk if she would approve these estimates under her delegated spending authority and she agreed for the work to be carried out. Purchase Orders were therefore issued to Aspen Treecare and works have been completed for the two torn/broken branches overhanging the footpaths. Works to the tree branch overhanging a resident's garden is due to be carried out imminently.

## 3. RECOMMENDATION

It is recommended to note the approval given by the Town Clerk under her delegated authority for Aspen Treecare to carry out the works totalling £410 plus VAT.

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

The contractor used is local and emissions are minimal.

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

As at 30<sup>th</sup> June we have £14,153 in the grounds maintenance budget, nominal code 4101-201 and £17,205 in an earmarked reserve, nominal code 9035-910. These figures do not take account of any other work that has been authorised.

|                     |                                                                                            |
|---------------------|--------------------------------------------------------------------------------------------|
| <b>AGENDA ITEM</b>  | 21                                                                                         |
| <b>REPORT TO</b>    | Amenities & Civic Centre Committee                                                         |
| <b>REPORT FROM</b>  | Bianca Buss, Amenities Officer                                                             |
| <b>MEETING DATE</b> | 29 <sup>th</sup> July 2026                                                                 |
| <b>SUBJECT</b>      | To consider costs for a tree inspection to be carried out in Chatsworth Park and the Copse |

## **1. INTRODUCTION**

At the last Committee meeting, Councillors were provided with a summary of the last tree survey undertaken. Repairs to 9 trees were put on hold as these were potentially near live badger setts. Once an ecologist assessed the two areas, the contractor was asked if the costs would remain the same, but unfortunately their new estimate was nearly double their original price. As 2 years had passed since the previous report was issued and the report had recommended re-inspection dates in 2025-2027, Councillors agreed that the attached specification document and maps for a tree inspection, totalling 24 trees and 3 groups of trees, be sent out to contractors.

## **2. INFORMATION**

I contacted several contractors to ask if they would submit a quotation and advertised the specification document on social media and our website. Estimates were provided by 3 companies, as follows:

- Aspen Treecare have quoted £500 plus VAT to inspect and provide a report with recommendations and guidance for future management of all the trees and tree groups specified.
- EH Treecare have quoted £850 plus VAT to undertake an inspection and provide a report as per the specification document.
- DW Trees have quoted £495 no VAT applicable to undertake a tree condition survey of specific trees, provide recommendations for remedial works, and prepare a report with guidance for the future management of the Town Council's trees in relation to public health and safety in accordance with the supplied information.

## **3. RECOMMENDATION**

It is recommended we ask Aspen Treecare to undertake the tree survey for continuity.

## **4. ENVIRONMENTAL IMPACT**

Tree surveys help decide on the management of our green spaces and how best to maintain the local environment.

## **5. FINANCIAL IMPLICATIONS**

As at 30<sup>th</sup> June, we have £14,153 in the general grounds maintenance budget, nominal code 4101-201 and £17,205 in an earmarked reserve, nominal code 9035-910. These figures do not take account of any other work that has been authorised.

|                     |                                                     |
|---------------------|-----------------------------------------------------|
| <b>AGENDA ITEM</b>  | 22                                                  |
| <b>REPORT TO</b>    | Amenities & Civic Centre Committee                  |
| <b>REPORT FROM</b>  | Stella Newman, Town Clerk & RFO                     |
| <b>MEETING DATE</b> | 29 <sup>th</sup> July 2026                          |
| <b>SUBJECT</b>      | Agree electrical works required at the Civic Centre |

## 1. INTRODUCTION

I reported at the Committee meeting on 25<sup>th</sup> March that an Electrical Installation Condition Report (EICR) was due at the Civic Centre. General guidance is that it should be carried out every 5 years and ours was due in April. The report covers things such as wiring, sockets, and lighting circuits; fuse boards/consumer units; earthing and bonding and any signs of wear, damage, or potential hazards.

## 2. INFORMATION

I agreed an estimate from Westview Electrical at £290 plus VAT as the cost was within my delegated authority approval and was the lowest of the estimates received. They undertook the inspection at the end of April, but there was a delay in them issuing their report, however, it has now been received. It shows the system is unsatisfactory and identified a number of observations classified as Code C2 (Potentially Dangerous), together with several Code C3 (Improvement Recommended) items. A number of the C3 observations relate to lighting replacements, which I was already aware of and had intended to obtain quotations for separately.

The most significant element of the remedial work relates to the consumer units. The report advised either the replacement of the consumer units in their entirety or the installation of replacement RCBOs (Residual Current Circuit Breakers with Overcurrent protection) together with SPDs (Surge Protection Devices).

Westview Electrical also submitted a quote for remedial works. The cost of replacing the RCBOs and installing SPDs was £4,060 (identified by asterisks on the quotation), whereas complete replacement of the consumer units would cost £3,530, as detailed at the bottom of page 1 of the estimate.

In addition, the report recommended the installation of AFDDs (Arc Fault Detection Devices) as a Code C3 improvement. AFDDs are advanced safety devices fitted within consumer units that are designed to detect arc faults and help prevent electrical fires.

Given the importance of maintaining the electrical installation in a safe condition, by delaying the work it could present an ongoing risk to public safety and the operation of the Civic Centre. I therefore contacted Committee members via email for approval to accept Westview Electrical's quotation, see Appendix 2 attached. The total cost of the proposed works was £5,840 plus VAT, excluding the £4,060 asterixed items, which represented an alternative option rather than an additional requirement. The quotation included completion of both the C2 and C3 works, including lighting replacements.

While there was a possibility that obtaining additional quotations may have resulted in some modest savings, I reviewed Westview Electricals pricing for the lighting replacement works and found it to be competitive when compared with similar works undertaken by an alternative contractor earlier this year. As I received a majority positive response from Councillors by email, Westview Electrical were instructed to carry out the work.

### **3. RECOMMENDATION**

It is therefore recommended to agree the decision made to accept the estimate from Westview Electrical to undertake works in the sum of £5,840 plus VAT, excluding the £4,060 asterixed items, which were an alternative suggestion.

### **4. FINANCIAL IMPLICATIONS**

In my email I made Councillors aware of the provisions in the Council's Financial Regulations:

**5.8** – For contracts exceeding £3,000 excluding VAT, the Clerk/RFO shall seek a minimum of three fixed-price quotations.

**5.18** – In cases where there is a serious risk to the delivery of Council services or to public safety on Council premises, the Clerk/RFO may authorise expenditure of up to £3,000 excluding VAT on repairs, replacements, or other works considered necessary, irrespective of whether budget provision exists for such expenditure.

Given the urgent nature of the electrical works required at the Civic Centre, together with the potential health, safety and operational risks that could arise if the works were delayed for a further five weeks whilst more estimates were received for consideration at the next ACC meeting, it was considered there was sufficient justification for the temporary suspension of the regulations in accordance with Regulation 18.2 as follows:-

*"The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully."*

In terms of funding, the expenditure can be met from the earmarked reserve for Civic Centre Maintenance (Cost Centre 9012-910), which currently has a balance of £21,070. This provides more than adequate funding to cover the cost of the proposed works without impacting the Council's general reserves or approved budget commitments.

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 Peacehaven  
 East Sussex  
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 westview.electrics@gmail.com  
 VAT Registration No.: 334922403  
 Company Registration No. 11804043



## Quotation

### ADDRESS

Diana Joel  
 Telscombe Civic Centre  
 360 South Coast Road,  
 Telscombe Cliffs,  
 BN10 7ES

### SHIP TO

Diana Joel  
 Telscombe Civic Centre  
 360 South Coast Road,  
 Telscombe Cliffs,  
 BN10 7ES

QUOTATION NO. 4220

DATE 03/06/2026

EXPIRATION DATE 31/08/2026

| DESCRIPTION                                                                                                                                                                                                                                                        | QTY | RATE     | AMOUNT                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|------------------------|
| following EICR to property items below<br>required to pass listed below C2 and FI items<br>as per page 2 of report                                                                                                                                                 |     |          |                        |
| item 3 locate pv bonding investigate report<br>back allowing 2 hours                                                                                                                                                                                               | 2   | 45.00    | 90.00                  |
| installation of rcbo pods to existing consumer<br>units * item 4,5 memsheild 2                                                                                                                                                                                     | 16  | 190.00   | 3,040.00               |
| item 10 installation of separate SPD to<br>property *                                                                                                                                                                                                              | 2   | 330.00   | 660.00                 |
| item 16 installation of bidirectional RCBO 3<br>phase to solar system *                                                                                                                                                                                            | 1   | 360.00   | 360.00                 |
| item 6 correct inner cores on show jb in loft                                                                                                                                                                                                                      | 1   | 50.00    | 50.00                  |
| item 11,2 clip cable in toilets                                                                                                                                                                                                                                    | 1   | 50.00    | 50.00                  |
| issue certification                                                                                                                                                                                                                                                | 1   | 80.00    | 80.00                  |
|                                                                                                                                                                                                                                                                    |     |          | Subtotal: 4,330.00 270 |
| due to age of consumer unit and cost of<br>RCBO pods priced above we recommend 2x<br>3phase consumer units upgraded as more<br>cost efficient to cover items 4,5,10,16,17 2x<br>DBs listed below if these items below<br>selected above marked with * not required |     |          |                        |
| replacement of DB1 15way with RCBOs fitted<br>to all circuits and Spd for surge protection to<br>building                                                                                                                                                          | 1   | 1,950.00 | 1,950.00               |
| replacement of DB2 7way with RCBOs fitted<br>to all circuits and Spd for surge protection to                                                                                                                                                                       | 1   | 1,580.00 | 1,580.00               |

All major credit and debit cards taken terms of payment to be agreed  
 final payment is due on satisfactory completion of the job and within 14 days from the date of  
 our invoice

| DESCRIPTION                                                            | QTY | RATE   | AMOUNT             |
|------------------------------------------------------------------------|-----|--------|--------------------|
| building                                                               |     |        |                    |
| AFDD for selected circuits for sockets<br>vulnerable for high risk use | 15  | 100.00 | 1,500.00           |
|                                                                        |     |        | Subtotal: 5,030.00 |
| C3 items                                                               |     |        |                    |
| item 1 mark all switch lines through out                               |     |        |                    |
| item 7 replace 2x polo lights car park for<br>same style               | 2   | 70.00  | 140.00             |
| item 8 mark all isolators throughout out                               | 1   | 80.00  | 80.00              |
| item 9 check and fire seal all lighting cable<br>entry                 | 1   | 120.00 | 120.00             |
| item 12 replace 40a kitchen isolator                                   | 1   | 40.00  | 40.00              |
| item 13 replace 5ft led light                                          | 1   | 55.00  | 55.00              |
| item 14 replace rear flood light                                       | 1   | 65.00  | 65.00              |
| item 15 replace led light by room 6                                    | 1   | 40.00  | 40.00              |
|                                                                        |     |        | Subtotal: 540.00   |
| SUBTOTAL                                                               |     |        | 9,900.00           |
| VAT TOTAL                                                              |     |        | 1,980.00           |
| TOTAL                                                                  |     |        | <b>£11,880.00</b>  |

5840

Accepted By

Accepted Date

All major credit and debit cards taken terms of payment to be agreed  
final payment is due on satisfactory completion of the job and within 14 days from the date of  
our invoice

|                     |                                                |
|---------------------|------------------------------------------------|
| <b>AGENDA ITEM</b>  | 23                                             |
| <b>REPORT TO</b>    | Amenities & Civic Centre Committee             |
| <b>REPORT FROM</b>  | Diana Joel, Admin Assistant                    |
| <b>MEETING DATE</b> | 29 <sup>th</sup> July 2026                     |
| <b>SUBJECT</b>      | Future events update and agree recommendations |

## **1. INTRODUCTION**

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

## **2. INFORMATION**

The Future Events Working Group met on 4<sup>th</sup> June and agreed the following:

### Night Walk in Chatsworth Park

Cllr Clarkson to put together a proposal and the best time for this would be March/April 2027.

### Bingo

Bingo sessions will continue to run to raise money for the Mayor's charity fund.

### Mayor's Civic Service

Cllr Gallagher would like to have a Civic Service at Telscombe Cliffs Community Church. A provisional date of Sunday 6<sup>th</sup> September was later changed to Sunday 27<sup>th</sup> September 2026.

### Armed Forces Flag Raising

The Armed Forces flag was raised on Monday 22<sup>nd</sup> June 2026 at 10am.

### Merchant Navy Day Flag Raising

The Merchant Navy Day flag raising is to take place on Thursday 3<sup>rd</sup> September 2026 at 10am followed by refreshments.

### Macmillan Coffee Morning

Macmillan Coffee Morning will take place on Thursday 24<sup>th</sup> September 2026 from 10am to 12midday, with stallholders paying a suggested donation of £5. Cllrs Gallagher, Clarkson, O'Connor and Watts have all volunteered to help.

### Halloween Children's Party

The group agreed to hold a party on Saturday 31<sup>st</sup> October 2026 at an earlier time (later agreed to be held between 1 and 3pm). There will be an early bird price of £4 for tickets sold in September and £5 for those sold in October. Unfortunately, however, the CATS Club are unable to assist, so we will have to decide whether to cancel or hold some sort of other event.

### Armistice Day / Remembrance Sunday

Cllr Gallagher will attend the two ceremonies held at Peacehaven & Telscombe War Memorial. Cllr O'Connor will attend the Saltdean Peace Stone on Armistice Day. A volunteer from the other Councillors will be required to attend the service at Telscombe Cliffs Community Church on Remembrance Sunday, 8<sup>th</sup> November 2026.

### Race Night

A Race Night will be held on Friday 6<sup>th</sup> November 2026 raising funds for the Mayor's charity fund.

### Christmas Day Coffee Morning

The annual Christmas Day Coffee Morning will be held again. Cllrs Clarkson, Watts and Robinson have volunteered to help and as Cllr O'Connor is away, Cllr Clarkson will be asking Mrs Clarkson if her food hygiene qualification is still valid.

### Quiz Night

A Quiz Night will be held on Friday 12<sup>th</sup> March 2027. Cllr O'Connor will be away and is unable to help out.

### Other

Cllr Watts asked whether we would like to hold the Carols with the Salvation Army band again this year and the Mayor has confirmed said she would like this to go ahead.

Cllr O'Connor felt that A&CC members should be asked if they have any suggestions for events.

### Summer Fayre

The Town Council's bi-annual summer fayre was held in July and the working group are due to meet next week to hold a de-brief meeting. Cllr Watts has suggested that walkie-talkies are purchased for future events to link volunteers at the car park and volunteers co-ordinating the stall holders, but we do already have a set of 4. It is felt that staff should be paid for attending the event, as was agreed by this Committee for the last summer fayre that was held.

### **3. RECOMMENDATION**

It is recommended to agree to the proposals put forward by the events working group, that staff be paid for attending the summer fayre, and that costs for any future events will 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. The event is intended to be self-financing and should not require additional Council funding, provided projected income is achieved.