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

Telscombe Civic Centre
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Telscombe Cliffs
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18th November 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 25th November 2026 at 7.30pm.**

P.P.

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 30th September 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 30th September 2026 – *see attached appendix 1*
7. To review/update the Business Plan – *see attached*
8. To note amenities complaints since last meeting – *see attached*
9. Update on weekly playground inspection reports – *see attached*
10. To consider estimate to supply a new pedestrian/vehicle access combination gate at Chatsworth Park South playground – *see attached*
11. To note the annual playground inspection reports and agree any actions required – *see attached*
12. Update on Officer inspections in Chatsworth Park as required in the Management Plan – *see attached*
13. To agree actions contained within the tree survey report for Chatsworth Park – *see attached*
14. To consider estimates to cut back vegetation from Chatsworth Park encroaching a resident's property – *see attached*
15. To note completion of painting of the ball wall in Chatsworth Park & decide how to thank the artist – *see attached*
16. To consider purchasing and planting a Paulownia tree in Chatsworth Park – *see attached*
17. To consider possible replacement of the pedestrian gate on Kirby Drive to the old Chatsworth Park car park – *see attached*
18. To consider the Telscombe Green Space volunteers' request to use concrete bins as planters – *see attached*
19. To consider signing up to Weald to Waves – *see attached*
20. Future events update and agree recommendations – *see attached*
21. 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 3rd February 2027

TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the Amenities & Civic Centre Committee held at 7.30pm on Wednesday 30th September 2026 in Room 1 at Telscombe Civic Centre.

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, C Gallagher ***Mayor***, C Robinson *Vice Chair* & N Watts ***Deputy Mayor***

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

2172. PUBLIC QUESTION TIME

There were no members of the public present.

2173. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs O'Connor, Judd and Lawrie who were away, and Cllrs Sharkey and Williamson who were unwell. These reasons for absence were accepted by the Committee. It was noted that Cllr Gallagher was attending a South Downs National Park meeting and would therefore join the meeting later. Cllr Robinson, Vice Chair, chaired the meeting in the absence of the Committee Chair.

2174. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr Clarkson declared an interest in agenda items 21, 22 and 23 as a Trustee of the Telscombe Green Space Volunteers (TGSV).

2175. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 29th JULY 2026

It was proposed by Cllr Watts, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 29th July 2026 were a true record of the proceedings and were signed as correct by the Vice Chair, Cllr Robinson.

2176. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list below was **noted**.

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 recently met and their findings were taken to last week's Full Council meeting for consideration.	Oct 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. *The Chair has agreed that this item can be re-submitted.*	See new agenda item

2176. 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
27.5.26	Min 2131, p 4606 – To consider estimate for repairs or removal of the disc roundabout in Chatsworth Park South Playground	BB	Estimates to remove the disc roundabout and junior swing unit, and installation of new swing unit have been received.	See new agenda item
29.7.26	Min 2156, p 4653 – Update on Officer inspections in Chatsworth Park as required in the Management Plan	BB	Ivy at the pathway adjacent to Kirby Drive has not increased.	Complete
		CCL	TGSV to install 2 new bat boxes in the park, to replace the missing and damaged boxes. Kits have been purchased by TTC.	Nov 2026
		CCL	TGSV to raise funds to purchase and install additional bird boxes, with the number and location of the boxes being considered at a future meeting.	Nov 2026
29.7.26	Min 2157, p 4653-54 – Update on weekly play-ground inspection reports, agree any work required and possible further actions	BB	BB to obtain estimates to replace the wet pour to the infant apparatus area at CPS and to obtain estimates to replace the roundabout with an accessible roundabout and the surrounding wet pour at RKP.	Nov 2026
29.7.26	Min 2159, p 4654 – To review grounds maintenance contracts with a view to putting out to tender	SN / BB	Contacts have been put out to tender, deadline midday on 16.10.26. Prices to be taken to full Council meeting in November for consideration.	Dec 2026
29.7.26	Min 2160, p 4654-5 – To note audit of park benches and tables in playgrounds and Chatsworth Park and agree any further actions	BB	Estimates to be obtained for repairs to 15 benches/tables detailed in the report.	Nov 2026
		BB	It was agreed to replace the picnic table in CPS with a plastic accessible table, replace the perch bench in CP with a plastic perch bench and remove the picnic table at RKP.	See new agenda items
29.7.26	Min 2161, p 4655 – To consider extending Wander Coffee's concession	BB	Wander Coffee to be invited to extend their concession with TTC until 31.3.27, with the weekly charge increased to £52. Estimates to be obtained from other toilet hire companies.	Nov 2026

2176. 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
29.7.26	Min 2162, p 4655 – To consider way forward with potholes in Chatsworth Park	AG	A Purchase Order has been issued to Ace Landscapes to repair the potholes.	Oct 2026
		BB	BB to ask LDC if they would consider adding a French drain onto their land at Park Avenue.	Oct 2026
29.7.26	Min 2163, p 4655 – 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	AG	TGSV informed that they can add a sign for the insect hotel, raise funds for 3 replacement signs and raise funds to purchase wildflower seeds.	Complete
29.7.26	Min 2164, p 4655-6 – To consider Telscombe Green Space Volunteers' request to use a contractor to dig out the tree lined pathway area	BB	TGSV have been informed that TTC agree to their request for Ace Landscapes to use machinery to dig out the pathway area.	Complete
29.7.26	Min 2165, p 4656 – To consider adding a water scrape in Chatsworth Park	BB	Informal enquiry to be made to an ecologist before the request can be approved subject to the ecologist's recommendations.	Nov 2026
29.7.26	Min 2166, p 4656 – To consider planting bulbs around the mini forest in Chatsworth Park	BB	TGSV have been informed that this request is agreed and that they can seek funding.	Complete
29.7.26	Min 2168, p 4656 – To consider costs for a tree inspection to be carried out in Chatsworth Park and the Copse	BB	A Purchase Order has been issued to Aspen Treecare and we await their report.	Nov 2026
29.7.26	Min 2169, p 4657 – To agree electrical works required at the Civic Centre	SN	Replacement of the upstairs consumer board not required, so a saving of over £1,580 has been made.	Complete

2177. TO NOTE INCOME & EXPENDITURE FIGURES TO 31st JULY 2026

The Town Clerk's report advised that the actual year to date Amenities' figures at 31st July 2026 were income of £2,253 and expenditure of £11,315, and Civic Centre figures at 31st July 2026 were income of £9,900 and expenditure of £14,207. The accompanying lists printed from the accounting package detailed the actual spend figures and how they compared with the budget figures. The Town Clerk's report also explained any major differences in budget/spend figures. This was **noted** by the Committee.

2178. TO REVIEW/UPDATE THE BUSINESS PLAN

The Committee **noted** the Business Plan and discussed three projects relating to this Committee within the Peacehaven & Telscombe Neighbourhood Development Plan, as follows; 1) The Development of Green Spaces Infrastructure, 2) Sports – To provide local sports and 3) To encourage Urban Greening. A working group under the Planning & Highways (P&H) Committee had discussed all projects and had put a recommendation forward for projects to be added to this Committee's section of the Business Plan. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to add projects 'The Development of Green Spaces Infrastructure' and 'To encourage Urban Greening' onto this Committee's section of the Business Plan and to place project 'Sports – To provide local sports' on hold, as per the recommendation from the P&H working group.

2179. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The Committee **noted** the complaints.

2180. TO CONSIDER ESTIMATE RECEIVED FROM ECOLOGIST REGARDING AN AREA IN CHATSWORTH PARK

The report from the Amenities Officer outlined the history of a badger sett that had previously pushed soil up against a bordering property, with works previously been undertaken in 2024. The resident had recently re-contacted the Town Council to advise that the soil was once again pushing up against their fence line. An ecologist company, Phlorum, attended the site and advised that the best approach would be to clear the soil from the fence line and fell more trees to open the bank where the previous sett was located. Phlorum advised that a badger licence will need to be submitted to Natural England for their proposed works, although this can only be carried out under a licence from 1st July to 30th November. Therefore, the timing is tight, but Phlorum believe that it can be carried out within this time frame.

Phlorum provided an estimate of £1,263 plus VAT for the cost of a licence from Natural England, their fee to liaise with Natural England, submit the application on our behalf and undertake the relevant method statements and risk assessments. Phlorum provided a second estimate of £3,970 for 1 day on site to hand excavate the soil from the fence line, fell several trees in the centre of the site, an ecological watching brief and provide a report detailing the work carried out.

The Amenities Officer informed the Committee that she had spoken to the resident the previous day to inform them that this would be discussed at tonight's meeting. The resident had since visited the Civic Centre that afternoon and advised that a hole had developed in their concrete driveway and they were concerned this had been caused by the badgers creating air holes. They provided photographs which were shared with the Committee. Phlorum had also been contacted and they advised that the photos are contrary to what they expect to see in these circumstances. They recommended that the Town Council still progress with their previous suggestions, as it will allow them to see if there is a tunnel under this location when carrying out the works and if possible, to use cameras to further investigate.

Cllr Gallagher arrived at the meeting at 7.51pm.

Taking all the above into consideration, it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept Phlorum's two estimates; £1,263 plus VAT for the licence application and associated work and £3,970 plus VAT for 1 day only on site as detailed above, total cost of £5,233 plus VAT and their findings be taken back to this Committee.

2180. To consider estimate received from ecologist regarding an area in Chatsworth Park (Contd)

Cllr Robinson asked the Town Clerk if more monies could be added to the next budget under legal and professional fees, as she was concerned that more works in this area may be required in the future.

2181. TO CONSIDER ESTIMATES FOR TREE WORKS BORDERING TWO PROPERTIES IN CHATSWORTH PARK

The Committee considered the report from the Amenities Officer. Two residents had separately reported that vegetation from Chatsworth Park is encroaching their fence line. Estimates had been obtained from two contractors and it was proposed by Cllr Watts, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to accept the estimate from Aspen Treecare totalling £250 plus VAT.

2182. TO CONSIDER WAY FORWARD WITH DAMAGED BENCH AND TABLE IN CHATSWORTH PARK

The Committee discussed the damaged bench and picnic table in Chatsworth Park. It was noted that it had been difficult to obtain estimates to replace 5 back posts to the bench donated by the Saltdean Community Association, located off Pigs Hill. Two contractors advised that any repair work would be expensive and suggested that the bench be replaced, however, the Town Council do not have the funds to replace this bench. The report also stated that the picnic table next to the memory garden had been damaged and moved from its original position next to the seats in the garden. Due to health and safety reasons, the Town Clerk arranged for Ace Landscapes to remove the picnic table at a cost of £52 plus VAT under her delegated spending authority. Taking the above information into consideration, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to ask the Town Council caretaker if he could undertake repairs to the damaged bench using wood stored at the Civic Centre, to note the removal of the picnic table by the memory garden, and not to replace the picnic table due to high costs and concerns of anti-social behaviour.

2183. TO CONSIDER ESTIMATE TO INSTALL A PERCH BENCH IN CHATSWORTH PARK

At the previous Committee meeting, Councillors agreed to replace the perch bench in Chatsworth Park located near to the goal posts, with a plastic perch bench. A black moulded perch bench and concrete bolt down kits was purchased from Earth Anchors at a total cost of £328 plus VAT, including delivery approved by the Town Clerk under her delegated spending authority. An estimate of £424.16 plus VAT has now been provided from Ace Landscapes to install the perch bench onto a concrete pad. It was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to note the purchase of a plastic moulded perch bench from Earth Anchors at a cost of £328 plus VAT and to agree to the installation estimate of £424.16 plus VAT from Ace Landscapes.

2184. TO CONSIDER ESTIMATE TO INSTALL A PICNIC TABLE IN CHATSWORTH PARK SOUTH PLAYGROUND

At the previous Committee meeting, Councillors agreed to replace a damaged picnic table in Chatsworth Park South (CPS) playground with a plastic accessible picnic table. A 1.5m Surrey black recycled plastic wheelchair accessible picnic table and concrete bolt down kits was purchased from Earth Anchors at a total cost of £483 plus VAT, including delivery authorised by the Town Clerk under her delegated spending authority.

2184. To consider estimate to install a picnic table in Chatsworth Park south playground (Contd)

An estimate of £646 plus VAT has now been provided from Ace Landscapes to remove the existing picnic table and install the new accessible table onto a concrete pad. It was proposed by Cllr Watts, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to note the purchase of a plastic accessible picnic table from Earth Anchors at a cost of £483 plus VAT and to agree to the installation estimate of £646 plus VAT from Ace Landscapes.

2185. TO RATIFY REMOVAL OF A PICNIC TABLE AT ROBERT KINGAN PLAYGROUND

At the previous Committee meeting, Councillors agreed to remove a picnic table in Robert Kingan Playground due to it rotting and being covered in algae and bird droppings. An estimate of £186 plus VAT was obtained from Ace Landscapes to dig out and remove the picnic table from the playground, make good the ground and bring the table back to the Town Council offices. As this was within the Town Clerk's spending authority, she authorised the work by Ace Landscapes and the work has since been undertaken. It was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** to note the removal of the damaged picnic table at Robert Kingan Playground.

2186. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS

The Committee **noted** the most recent weekly playground inspection report from Lewes District Council (LDC).

2187. TO CONSIDER ESTIMATE FOR REPLACEMENT PEDESTRIAN GATE AT CHATSWORTH PARK NORTH PLAYGROUND

The Amenities Officer's report advised that the wooden gate at the top of Chatsworth Park North playground is at its end of life and has been listed as a medium risk on the weekly playground inspection reports. An estimate of £2,535 plus VAT had been obtained from Playsafe Playgrounds to supply and install a 1.2m high and 1.05m wide yellow metal self-closing pedestrian gate and to make good the remaining fence and existing surface. Cllr Clarkson asked if an estimate could be obtained to replace with another wooden gate, as the cost would likely be lower. It was noted that the UK playground design standards state that gates must be a different colour to the fencing, to make their location easily identifiable, and that other gates in our playgrounds are yellow. In addition, it is the only disabled access gate to this playground. Cllr Gallagher agreed, noting that self-closing mechanisms is a recommended safety requirement. Taking this into consideration, it was proposed by Cllr Gallagher, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the estimate of £2,535 plus VAT from Playsafe Playgrounds for a new yellow metal self-closing gate to replace the wooden gate at the top of Chatsworth North playground, to be funded from the playground refurb earmarked reserve.

2188. TO CONSIDER ESTIMATE FOR PLAYGROUND EQUIPMENT REPAIRS FROM PLAYSAFE PLAYGROUNDS

An estimate had been obtained from Playsafe Playgrounds regarding repairs to their wooden items in the playgrounds, which are listed as low and medium risks on the weekly playground inspection reports. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the estimate of £1,184 plus VAT from Playsafe Playgrounds, including the worn cross rope on the agility trail at Chatsworth South playground, which had since been re-added to the weekly playground inspection report by LDC.

2189. TO CONSIDER REMOVAL OF THE WOODEN TRAIN FROM CHATSWORTH PARK SOUTH PLAYGROUND

The Committee discussed removal of the wooden train from Chatsworth South playground, which has severe gapping and has 3 low and 2 medium risk findings on the weekly playground inspection report. Playsafe Playgrounds installed the equipment and the Amenities Officer advised that she had previously asked them for their recommendations approximately 2 years ago. They advised at the time that the equipment was beyond economic repair but to keep it as it was workable. Cllr Clarkson asked if repairs could be undertaken instead, such as filling the cracks with wood filler. The Amenities Officer advised that we had previously been informed by the RoSPA annual playground inspector that we are not to fill in cracks as timber expands and contracts with the weather and filler can cause more issues. It was therefore proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** that estimates be obtained for the removal of the train and the cost to either be agreed by the Town Clerk or Town Clerk and Committee Chair under their delegated spending authority, or if the price was over £1,500 that it be taken to the Committee via email for agreement and ratified at the next meeting.

2190. TO CONSIDER ESTIMATES FOR REPLACEMENT SWING UNIT AND REMOVAL OF DISC ROUNDABOUT AT CHATSWORTH PARK SOUTH PLAYGROUND

The Committee considered the estimates obtained for removal of the disc roundabout and junior swing unit at Chatsworth South playground, and installation of a new swing unit with inclusive seat in the position where the disc roundabout is currently sited. Prices had been received from 5 companies and Councillors considered the types of material and flooring, as well as the different swing options. Following discussion, it was proposed by Cllr Gallagher, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to accept the estimate of £24,498.81 plus VAT from Proludic to supply a Kanope swing in timber affect, to include 1 pod, 3 flat seats and 1 inclusive seat, as well as installation, supply and lay of wet pour and removal and disposal of the current junior swing unit and disc roundabout and making good the ground. It was agreed to use £15,000 from our CIL earmarked reserve, code 9037-910, and the remaining £9,498.81 from our earmarked reserve for park/playground refurbishment, code 9011-910. It was agreed that the Amenities Officer emails the full estimate including drawings to the Committee for information.

2191. TO CONSIDER REFURBISHING THE THREE TOWN COUNCIL OWNED PLAYGROUNDS

Due to a lot of equipment in the three Town Council playgrounds coming to the end of their life, the Committee considered how to progress with potential refurbishments. Cllr Clarkson had previously created a brief and this was progressed through a working group. In addition, some equipment needs moving away from trees due to tree roots damaging the flooring and birds nesting in the trees. It was noted that several items in the playgrounds had been removed in the last few years, without being replaced.

Cllr Clarkson suggested that the playgrounds are landscaped, to create natural recreation areas for children and to allow play under the trees. He also suggested that 3 or 4 items in each playground are replaced every 5 years, to avoid large replacement costs at one time.

Following discussion, it was proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RECOMMENDED** that a working group meets to discuss this further alongside Cllr Clarkson's original brief, once the annual play inspection reports are received from Lewes District Council.

2192. TO CONSIDER THE TELSCOMBE GREEN SPACE VOLUNTEER CIO REQUEST TO APPLY FOR A GRANT FOR LIVING PATH PROJECT AT THE SOUTHERN END OF CHATSWORTH PARK

There was much discussion regarding the proposed project in Chatsworth Park, which would extend from the end of the works previously carried out at the bottom of Pigs Hill. The 'Living Path' project would create 2 fenced-in beds with a mixture of trees and wildflowers inside. There would be an approximate 5m wide path in the middle to offer an interesting walk. Cllr Gallagher raised concerns with the project at this location, noting that a lot of dog walkers use this field to allow their dogs to walk off the lead. This project, with fencing being added around the wildflowers, would not give the flexibility for them to be able to walk so freely. Cllr Robinson agreed and Cllr Clarkson advised that the fencing could be temporary with a gate, to allow the wildflowers to establish. Concerns were also raised regarding watering the trees, although it was noted that this field holds a lot of water in the winter. Following consideration, it was proposed by Cllr Watts, seconded by Cllr Gallagher and **RECOMMENDED** by a majority not to progress with this project. Cllr Clarkson abstained from voting as he had previously declared an interest in this agenda item.

2193. TO CONSIDER OPENING THE MINI FOREST TO THE PUBLIC IN MAY 2027

The mini forest has been in place for approximately 2 years and is being cared for by the Telscombe Greenspace Volunteers. Cllr Clarkson asked if the Committee would consider opening the mini forest to the public in May 2027 and it was proposed by Cllr Gallagher, seconded by Cllr Robinson and **RECOMMENDED** to open the mini forest in May, with the current fencing along the pathways being removed. Cllr Clarkson abstained from voting as he had previously declared an interest in this agenda item.

2194. TO RATIFY USE OF ACE LANDSCAPES TO CUT THE WILDFLOWER AREAS IN CHATSWORTH PARK ON BEHALF OF THE GREEN SPACE VOLUNTEERS

The report from the Town Clerk stated that the Telscombe Greenspace Volunteers (TGSV) had requested permission for Ace Landscapes to cut the wildflower areas in Chatsworth Park at the end of August, which would allow the volunteers to then rotovate and seed the wildflower beds at their next volunteer sessions. Ace Landscapes hold all the appropriate insurances to undertake this work. As the next Committee meeting was after the proposed date, the Town Clerk contacted the Committee via email to seek approval. A majority response was received and the Town Clerk therefore advised the TGSV that approval had been given. It was proposed by Cllr Gallagher, seconded by Cllr Watts and **RECOMMENDED** to ratify this decision. Cllr Clarkson abstained from the vote as he had previously declared an interest in this agenda item.

2195. TO CONSIDER QUOTES FOR RE-POINTING WORK TO THE FRONT OF THE CIVIC CENTRE

The pointing is failing at the Civic Centre front south facing wall and around the tower area. Estimates were obtained and were considered by the Committee. It was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the estimate of £2,800 (no VAT applicable) from Sussex Repointing Specialist to repoint the front south facing wall and around the tower area at the Civic Centre.

2196. TO CONSIDER QUOTES FOR TWO REPLACEMENT EXTERNAL DOORS AT THE CIVIC CENTRE

It was noted that the external fire exit doors and their sills to Room 1 and the Caretakers Office are rotting and need replacement. Three estimates had been obtained for replacement part glazed doors and sills, along with the British Standard panic/exit push-bar hardware, using the existing frames and were considered by the Committee. The costs were high and it was therefore **agreed** to obtain further estimates, perhaps using uPVC as well as wood.

2197. TO CONSIDER QUOTES FOR THE RAMP REPLACEMENT FOR EMERGENCY EXIT INTO CAR PARK AT THE CIVIC CENTRE

The Committee discussed the Town Clerk's report. The concrete ramp leading from the downstairs corridor fire exit to the car park was deteriorating and estimates had been obtained from three companies for its repair. It was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the estimate of £580 including VAT from KP Landscapes, to dig out and replace the concrete ramp, and dispose of the waste.

2198. TO CONSIDER HOLDING A NATIONAL EMERGENCY BRIEFING SCREENING AT THE CIVIC CENTRE

Cllr Clarkson asked if the Town Council could hold a free screening of the National Emergency Briefing at the Civic Centre, which is a public information film about climate change. The film is designed to be watched with a facilitated discussion afterwards, and local MPs are encouraged to watch the film with their constituents. It was therefore proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RECOMMENDED** that a National Emergency Briefing screening be held at the Civic Centre. Cllr Clarkson advised he would ask Saltdean Climate Action Network to facilitate discussion, with a provisional date of 12th November 2026 at 7pm agreed.

2199. TO NOTE REMOVAL OF TWO FAILED TREES IN CHATSWORTH PARK

When undertaking tree inspections in Chatsworth Park, Aspen Treecare advised that there were two failed trees at the pathway off Kirby Drive, leading to the Forest School area that would need to be removed urgently and provided an estimate of £250 plus VAT. The Town Clerk authorised the removal under her delegated spending authority due to safety reasons. This was **noted** by the Committee.

2200. FUTURE EVENTS UPDATE AND AGREE RECOMMENDATIONS

The Committee **noted** the Future Events as detailed in the Admin Assistant's report. The Town Clerk advised that £435 had been raised for Macmillan which included half of the proceeds donated by the Mayor from her fundraising bingo event on Friday 25th September. Cllr Watts advised that he had not received a date from the Salvation Army for the Christmas carols but expected this to be received in October. Cllr Clarkson informed the Committee that the informal trial run for the night walk in Chatsworth Park is due to be held on the evening of Saturday 10th October. Cllr Robinson advised that the Christmas morning would be going ahead and several Councillors had volunteered to assist on the day. Cllr Gallagher stated that she would like to arrange a youth musical event for her Mayoral end of term event, with a date yet to be arranged.

2201. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ ADDING ON A FUTURE AGENDA

There were no urgent matters.

There being no further business the meeting closed at 9.36 pm.

Signed .....
Chair

NB Next Committee meeting – Wednesday 25th November 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 Committee meeting on 25th November 2026:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
3.12.25	Min 2053, p4481 – To note update regarding the café project in Chatsworth Park and to agree next steps	SN	Working group recently met and their recommendation that the café project is continued through the planning stage to receipt of tenders for the work, was taken to last week's Full Council meeting.	Complete
29.7.26	Min 2156, p4653 – Update on Officer inspections in Chatsworth Park as required in the Management Plan	CCL CCL	TGSV have installed 2 new bat boxes in the park, to replace the missing and damaged boxes. TGSV to raise funds to purchase and install additional bird boxes, with the number and location of the boxes being considered at a future meeting.	Complete Nov 2026
29.7.26	Min 2157, p4653-54 – Update on weekly play-ground inspection reports, agree any work required and possible further actions	BB	BB to obtain estimates to replace the wet pour to the infant apparatus area at CPS and to obtain estimates to replace the roundabout with an accessible roundabout and the surrounding wet pour at RKP.	Jan 2027
29.7.26	Min 2159, p4654 – To review grounds maintenance contracts with a view to putting out to tender	SN / BB	Contracts have been put out to tender with return deadline midday on 16.10.26. Prices taken to full Council meeting on 11.11.26 for consideration.	Complete
29.7.26	Min 2160, p4654-5 – To note audit of park benches and tables in playgrounds and Chatsworth Park and agree any further actions	BB	Spec doc is being drafted to obtain estimates for repairs to 15 benches/tables detailed in the report.	Jan 2027
29.7.26	Min 2161, p4655 – To consider extending Wander Coffee's concession	BB BB / AG	Wander Coffee have extended their concession with TTC until 31st March 2027. Estimates to be obtained from other toilet hire companies.	Complete Jan 2027
29.7.26	Min 2162, p4655 – To consider way forward with potholes in Chatsworth Park	AG BB	Ace Landscapes have repaired the potholes. LDC have been asked if they would consider adding a French drain onto their land at Park Ave. They are currently investigating land ownership and will respond back to us.	Complete Oct 2026

Action List for Amenities & Civic Centre meeting on 25th November 2026 (Contd):-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
29.7.26	Min 2165, p4656 – To consider adding a water scrape in Chatsworth Park	BB	Informal enquiry to be made to an ecologist before the request can be approved subject to the ecologist's recommendations.	Dec 2026
29.7.26	Min 2168, p4656 – To consider costs for a tree inspection to be carried out in C'sworth Park & Copse	BB	Aspen Treecare's report has been received.	See new agenda item
30.9.26	Min 2178, p4700 – To review/update the Business Plan	SN	The 2 projects from the NP have been added to the BP, but objectives and activities need adding.	See new agenda item
30.9.26	Min 2180, p4700 – To consider estimate received from ecologist regarding an area in Chatsworth Park	BB	Phlorum carried out works last week and we are awaiting their report.	Jan 2027
30.9.26	Min 2181, p4701 – To consider estimates for tree works bordering 2 properties in Chatsworth Park	BB	Aspen Treecare will carry out the agreed works in December.	Dec 2026
30.9.26	Min 2182, p4701 – To consider way forward with damaged bench and table in Chatsworth Park	BB	Repairs have been undertaken to the damaged bench at the bottom of Pigs Hill by our caretaker.	Complete
30.9.26	Min 2183, p4701 – To consider estimate to install a perch bench in C'worth Park	BB	Ace Landscapes are currently carrying out the works.	Nov 2026
30.9.26	Min 2184, p4701 – To consider estimate to install a picnic table in Chatsworth Park South playground	BB	Ace Landscapes are currently carrying out the works.	Nov 2026
30.9.26	Min 2187, p4702 – To consider estimate for replacement pedestrian gate at Chatsworth Park North Playground	BB	Playsafe Playgrounds have replaced the gate.	Complete
30.9.26	Min 2188, p4702 – To consider estimate for playground equipment repairs from Playsafe Playgrounds	BB	Playsafe Playgrounds have undertaken majority of repairs. We are only waiting for the disabled swing at CPN to be re-fitted.	Dec 2026
30.9.26	Min 2189, p4702-3 – To consider removal of the wooden train from Chatsworth Park South playground	BB / SN	It was agreed to obtain estimates to remove the train and if it is over the £1,500 delegated spending authority of the Chair and Town Clerk, that it be taken to Committee via email for consideration. *One estimate has been received, but the Town Clerk is on leave. BB to investigate estimates from other sources.*	Dec 2026

Action List for Amenities & Civic Centre meeting on 25th November 2026 (Contd):-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.9.26	Min 2190, p4703 – To consider estimates for replacement swing unit and removal of disc roundabout at Chatsworth Park South playground	BB	Proludic have informed us that they hope works to be carried out before Christmas.	Dec 2026
30.9.26	Min 2191, p4703 – To consider refurbishing the three Town Council owned playgrounds	BB	This annual playground reports have been received from LDC, so a working group can now be arranged.	See new agenda item
30.9.26	Min 2193, p4704 – To consider opening the mini forest to the public in May 2027	CCL	The mini forest will be opened in May 2027, with the current fencing along the pathways to be removed.	May 2027
30.9.26	Min 2195, p4704 – To consider quotes for re-pointing work to the front of the Civic Centre	SN	The re-pointing is due to be undertaken the week commencing 16th November. *Works postponed and new date to be confirmed.*	Jan 2027
30.9.26	Min 2196, p4704-5 – To consider quotes for two replacement external doors at the Civic Centre	SN	It was agreed to obtain further estimates but no responses have been received to date.	Jan 2027
30.9.26	Min 2197, p4705 – To consider quotes for the ramp replacement for emergency exit into car park at the Civic Centre	SN	KP Landscapes have undertaken the work.	Complete
30.9.26	Min 2198, p4705 – To consider holding a national emergency briefing screening at the Civic Centre	DJO / CCL	It was agreed to hold a screening at the Civic Centre and CCL to ask SCAN to facilitate the discussion. In view of other screenings this year, a date of 14th January 2027 has been agreed.	Jan 2027

AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	25th November 2026
SUBJECT	To note income and expenditure figures at 30th September 2026

1. INTRODUCTION

The attached sheets printed from our accounting package, Appendix 1, show the actual year to date spend compared with the current annual budget and the variance amount for all budget lines and earmarked reserves.

The overall actual figures at 30th September 2026 are as follows:-

Amenities – Income £2,533.00
Expenditure £19,599.00

Civic Centre – Income £16,614.00
Expenditure £17,972.00

2. INFORMATION

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 Committee

Income/Expenditure (105) –

1001 - Income summer fayre this is £250 over budget.

4361 Summer fayre - Overall expenditure was £685, leaving a balance of budget of £315. With the extra income of £250, that will give us £565 to transfer into an earmarked reserve at year end for the summer fayre.

Expenditure (201):-

4098 playground equipment replacement – due to deteriorating equipment, we have had to purchase replacements. The budget of £10,000 which we would normally transfer into the earmarked reserve for playground equipment replacement is therefore reducing.

4106 Works contract 3, small works – there was a delay with the contractor carryout out the work and some months were missed, thus resulting in a reduced expenditure.

4109 Joint litter/dog bin emptying – we are awaiting an invoice from LDC for emptying up until the end of August when Ace Landscapes took over.

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.

4413 Electricity and 4414 Gas – a new contract was negotiated which has resulted in savings to date.

4417 Kitchen appliances and 4418 Solar panels – this is committed expenditure to go to specified earmarked reserves for the same items at year end.

3. RECOMMENDATION

It is recommended that the income and expenditure sheets are noted as they have already been agreed at a full Council meeting.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

As detailed above.

Budget spending will be reported to each Council meeting.

Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 30/09/2026
Committee Report

Month No: 6

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities								
105	Town Events							
1001	Income Summer Fayre	0	1,250	1,000	(250)			125.0%
1054	Income entertainment	0	15	100	85			15.0%
	Town Events :- Income	**0**	**1,265**	**1,100**	**(165)**			**115.0%**
4361	Summer fayre	0	685	1,000	315		315	68.5%
4363	Town entertainment /events	816	1,324	1,500	176		176	88.2%
4365	Entertainment consumables	0	61	100	39		39	60.8%
	Town Events :- Indirect Expenditure	**816**	**2,070**	**2,600**	**530**	**0**	**530**	**79.6%**
	Net Income over Expenditure	**(816)**	**(805)**	**(1,500)**	**(695)**			
201	Parks, Open Spaces/Playgrounds							
4098	Playground equip. replacement	0	1,464	10,000	8,536		8,536	14.6%
4100	Playgrounds spare parts/repair	194	1,073	2,000	927		927	53.6%
4101	Grounds maintenance	1,006	3,638	15,050	11,412		11,412	24.2%
4104	Works contract 1, playgrounds	949	4,809	11,750	6,941		6,941	40.9%
4105	Works contract 2 -trees/hedges	52	2,467	6,000	3,533		3,533	41.1%
4106	Works contract 3 - small works	0	400	2,500	2,100		2,100	16.0%
4107	Playground inspections	467	1,557	3,000	1,443		1,443	51.9%
4109	Joint litter/dog bin emptying	648	1,125	4,750	3,625		3,625	23.7%
	Parks, Open Spaces/Playgrounds :- Indirect Expenditure	**3,315**	**16,532**	**55,050**	**38,518**	**0**	**38,518**	**30.0%**
	Net Expenditure	**(3,315)**	**(16,532)**	**(55,050)**	**(38,518)**			
202	Amenities General							
1062	Income memorial benches	0	0	1,300	1,300			0.0%
1063	Income memory garden plaques	20	300	200	(100)			150.0%
1066	Income cafe concession	0	968	2,300	1,332			42.1%
	Amenities General :- Income	**20**	**1,268**	**3,800**	**2,532**			**33.4%**
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 portaloo hire	0	997	2,300	1,303		1,303	43.4%
	Amenities General :- Indirect Expenditure	**0**	**997**	**17,050**	**16,053**	**0**	**16,053**	**5.9%**
	Net Income over Expenditure	**20**	**271**	**(13,250)**	**(13,521)**			

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Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities :- Income	**20**	**2,533**	**4,900**	**2,367**			**51.7%**
Expenditure	**4,132**	**19,599**	**74,700**	**55,101**	**0**	**55,101**	**26.2%**
Movement to/(from) Gen Reserve	**(4,112)**	**(17,066)**	**(69,800)**	**(52,734)**			

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Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Civic Centre								
301	Civic Building							
1000	Income Civic Centre -room hire	1,087	7,516	15,000	7,484			50.1%
1002	Income - C Centre FIT payments	3,005	5,533	5,500	(33)			100.6%
1003	Income - C Centre mast rental	1,653	3,306	6,613	3,307			50.0%
1005	Income music licence	34	258	300	42			86.0%
	Civic Building :- Income	**5,779**	**16,614**	**27,413**	**10,799**			**60.6%**
4402	Consumable supplies	75	690	900	210		210	76.6%
4403	Equipment maintenance	0	2,173	2,310	137		137	94.1%
4406	Refuse collection	349	863	1,610	747		747	53.6%
4407	Equipment	0	59	1,210	1,151		1,151	4.9%
4411	Rates	1,280	7,680	16,000	8,321		8,321	48.0%
4412	Water and sewage	0	3,461	3,475	14		14	99.6%
4413	Electricity	83	332	4,000	3,668		3,668	8.3%
4414	Gas	13	335	5,000	4,665		4,665	6.7%
4417	Kitchen appliances	0	0	500	500	500	0	100.0%
4418	Solar panels	0	0	500	500	500	0	100.0%
4419	Internal/external works	0	2,380	5,650	3,270		3,270	42.1%
	Civic Building :- Indirect Expenditure	**1,800**	**17,972**	**41,155**	**23,183**	**1,000**	**22,183**	**46.1%**
	Net Income over Expenditure	**3,979**	**(1,358)**	**(13,742)**	**(12,384)**			
	Civic Centre :- Income	**5,779**	**16,614**	**27,413**	**10,799**			**60.6%**
	Expenditure	**1,800**	**17,972**	**41,155**	**23,183**	**1,000**	**22,183**	**46.1%**
	Movement to/(from) Gen Reserve	**3,979**	**(1,358)**	**(13,742)**	**(12,384)**			

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Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Earmarked Reserves								
910	Earmarked Reserves							
9011	Park/playground refurbishment	0	0	114,084	114,084		114,084	0.0%
9012	Civic Centre maintenance	3,360	3,360	21,070	17,710		17,710	15.9%
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	210	375	1,810	1,435		1,435	20.7%
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	3,863	35,501	31,638		31,638	10.9%
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		**3,570**	**15,711**	**379,006**	**363,295**	**0**	**363,295**	**4.1%**
	Net Expenditure	**(3,570)**	**(15,711)**	**(379,006)**	**(363,295)**			
	Earmarked Reserves :- Income	**0**	**0**	**0**	**0**			**0.0%**
	Expenditure	**3,570**	**15,711**	**379,006**	**363,295**	**0**	**363,295**	**4.1%**
	Movement to/(from) Gen Reserve	**(3,570)**	**(15,711)**	**(379,006)**	**(363,295)**			

AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	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 3.1 dated 7th October 2026. At the last Committee meeting, it was agreed to add two new projects onto the Business Plan for this Committee, which are within the Peacehaven & Telscombe Neighbourhood Development Plan:- i) The Development of Green Spaces Infrastructure and ii) To encourage Urban Greening, which has been done. The objectives and activities now need be defined so that they can be progressed.

3. RECOMMENDATION

It is recommended to decide on the objectives and activities for the two above projects, to be added to the Business Plan, and to review and update any other comments in the Business Plan as required.

4. ENVIRONMENTAL IMPACT

The environmental impact will be considered when actioning items in the Business Plan.

The vision of the Neighbourhood Plan is to aim to be sustainable, with clean air and a healthy environment providing a good quality of life for all inhabitants and visitors.

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 Complete
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

4	**Establish a maintenance programme and regular inspections for play equipment in the playgrounds in Chatsworth Park & Robert Kingan & keep areas clean and tidy**	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	**New Café in Chatsworth Park Project**	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. BUDGET IMPLICATIONS	AO & TC	Ongoing Ongoing	ACC	Ongoing Ongoing
6	**Climate Change Emergency -**	Declare Climate Emergency.	Deliver a number of initiatives through the committee system.	TC & AO		ACC & FC	Complete

	Activity for ACC and FC	Aim for TTC to become carbon neutral by 2030.	Proposed Tree Planting scheme with residents unable to proceed 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. BUDGET IMPLICATIONS Single Use Plastics Policy adopted at Council meeting on 16.9.20. Policy revised & adopted at full Council Sept '23.	CR	Ongoing On hold 3 yearly	ACC	Ongoing Complete 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. BUDGET IMPLICATIONS	AO	Yearly	ACC	n/a

8	**Chatsworth Park and The Copse Management Plan**	To provide clear guidelines for park management.	Draft Management Plan and Boundary Policy agreed at ACC in Sept '21 & adopted at full Council in Nov '21. Monitor plan & ensure carrying out required actions. Take Ecological Report into consideration when decision making.	AO/CC	Yearly	ACC/FC	Ongoing
9	**The Development of Green Spaces Infrastructure**			Councillors		ACC	Ongoing
10	**To Encourage Urban Greening**			Councillors		ACC	Ongoing
11	**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. New SLA agreed & signed by TC for 2025/26, invoice received & paid.	TC & CR		ACC	Complete Complete

	Youth Services (Contd)		To include budget for future years – budget for 2026/27 financial year has been included. BUDGET IMPLICATIONS				Ongoing
12	**Civic Centre Sustainability**	Explore ways of cost reduction	Net Zero Working Group set up – reports to go to ACC meetings quarterly. BUDGET IMPLICATIONS	ACC	Ongoing	Working group/ACC	Ongoing
13	**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
14	**Civic Centre security**	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

AGENDA ITEM	8
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	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-26-132	08.06.2026	29.07.2026	Chatsworth Park	Anti-social behaviour	Sapling tree by Pigs Hill has snapped over the weekend and 5 back posts have been removed from the bench.	Ongoing
TTC-26-140	15.06.2026	29.07.2026	Chatsworth Park	Trees	Tree branches are overhanging their garden.	Ongoing
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
TTC-26-188	27.07.2026	30.09.2026	Chatsworth Park	Vegetation	Self-seeded sycamore sampling in Chatsworth Park. is getting larger and stronger and resident would like it to be removed.	Ongoing
TTC-26-203	07.08.2026	30.09.2026	Chatsworth Park	Anti-social behaviour	Bench has been removed and put into Memory Garden.	Completed
TTC-26-205	08.08.2026	30.09.2026	Chatsworth Park	Anti-social behaviour	Bench has been removed and put into Memory Garden, and subsequently move around Chatsworth Park.	Completed
TTC-26-213	04.08.2026	30.09.2026	Chatsworth Park	Anti-social behaviour	SRA volunteer unable to replace the 5 back posts to the SRA donated wooden bench at Pigs Hill.	Completed
TTC-26-214	27.07.2026	30.09.2026	Chatsworth Park	Animals	Animal holes by Pigs Hill sapling trees.	Ongoing
TTC-26-218	18.08.2026	30.09.2026	Chatsworth Park	Animals	Resident concerned that badger sett next to property is causing damage to their fenceline.	Ongoing
TTC-26-223	26.08.2026	30.09.2026	Chatsworth Park	Vegetation	Vegetation from Chatsworth Park is damaging residents fence.	Ongoing
TTC-26-233	02.09.2026	30.09.2026	Saltdean	Twitten	Vegetation from twitten 6 needs cutting back.	Ongoing
TTC-26-240	09.09.2026	30.09.2026	Chatsworth Park	Encroachment	Member of public reported that properties on east side of the park are extending their gardens into the park.	Completed
TTC-26-244	16.09.2026	30.09.2026	Chatsworth Park	Anti-social behaviour	3 boys were digging out soil at the top of Pigs Hill and placed a ramp across the path to make a ramp.	Completed
TTC-26-245	17.09.2026	30.09.2026	Chatsworth Park	Anti-social behaviour	Holes have been dug out with a spade at the top of Pigs Hill and some children on scooters were using them as a skate park.	Completed
TTC-26-247	22.09.2026	25.11.2026	Chatsworth Park	Trees	Two failed trees over access to the park from Kirby Drive, south of Chatsworth Park North.	Completed
TTC-26-266	21.10.2026	25.11.2026	Chatsworth Park	Trees	Tree has blown down in the Park, between bollard 5 and 6 near to car park.	Completed
TTC-26-267	22.10.2026	25.11.2026	Chatsworth Park	Trees	Tree has blown down in the Park, between bollard 5 and 6 near to car park.	Completed
TTC-26-268	22.10.2026	25.11.2026	Chatsworth Park	Trees	Tree has blown down in the Park, between bollard 5 and 6 near to car park.	Completed

Ref No	Date received	Taken to A&CC	Area	Category	Nature of complaint	Current status
TTC-26-272	26.10.2026	25.11.2026	Chatsworth Park	Trees	2 trees have fallen in high winds next to Chatsworth Park car park.	Completed
TTC-26-286	04.11.2026	25.11.2026	Chatsworth Park	Fencing	A section of the hand rail at the steps north of CPN has broken off.	Completed
TTC-26-291	16.11.2026	25.11.2026	Chatsworth Park	Works	Resident reported that someone was cutting down trees in the wildlife area.	Completed

AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	Update on weekly playground inspection reports

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 80 findings; 1 is high risk, 18 are medium risk, 59 are low risk and 2 are very low risk. The high risk finding relates to a hole in chestnut fencing in Robert Kingan Playground. This has now been repaired free of charge by Ace Landscapes when carrying out other works. Details concerning the medium risk findings are as follows:

- 2 findings of chestnut fencing collapsing at Robert Kingan Playground (RKP): I will need to obtain an estimate for repairs.
- 1 finding of leaves covering the playground at RKP: The leaves are swept once a month as per Grounds Maintenance Contract 1.
- 1 finding relating to the mechanism element of the double yellow gate at Chatsworth Park North (CPN): This has very recently been highlighted as a risk, so I will progress once I have visited the site.
- 1 finding of a rotten handrail post on the steps next to CPN: This has since been repaired by our Caretaker.
- 1 finding of cracks to wet pour under the infant apparatus at CPN: It has previously been agreed for me to obtain estimates to replace the wet pour in this location.
- 1 finding of cracks to the wooden posts on the large slide at CPN: I have been monitoring the site regularly and note that the cracks are not at a stage where this post will need to be replaced.
- 2 findings of damaged flooring to the junior swing unit at Chatsworth Park South (CPS): This is due to be removed by Proludic by the end of December.
- 1 finding of rotting wood to a springer at CPS: I will need to obtain an estimate to repair this item.
- 1 finding of tight bearings to the disc roundabout at CPS: This is due to be removed by Proludic by the end of December.
- 1 finding of missing bolts at MUGA court at CPS: I have requested an estimate to replace the missing bolts from Playsafe Playgrounds.

- 2 findings to the wooden train at CPS playground: One item relates to cracks and another to a loose fixing. This piece of equipment is at its end of life and I am obtaining estimates for the train to be removed from the playground, as agreed at the last Committee meeting.
- 4 findings of bird poo on equipment at CPS and RKP: This has been cleaned several times, but the birds continue to defecate.

In addition, we have one low risk finding of cracks to the wooden posts on the agility trail at CPS. It is also highlighted as a low risk finding on the annual report and I have been monitoring these over the last few months. The cracks have worsened over the summer months and although some have reduced over the colder weather, others remain large. I believe this will be a problem next summer if we experience more hot weather, so we may need to consider replacement in the next year or so.

3. RECOMMENDATION

It is recommended to note the most recent playground inspection report.

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

There will be a financial cost for repairs. As of 30th September the playground spare parts/repair budget, nominal code 4100-201, had a remaining budget of £927, the play equipment replacement, nominal code 4098-201, has just over £8,500 and the earmarked reserve for park/playground refurbishment has £114084, minus any previously agreed works due or recently undertaken.

AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	To consider estimate to supply a new pedestrian/vehicle access combination gate at Chatsworth Park South playground

1. INTRODUCTION

It was agreed at the last Committee meeting for Playsafe Playgrounds to adjust the hydraulic closer and gate hinges to ensure a closure time of 4-7 seconds (assuming the hydraulic closer is fully serviceable) to the double yellow gate at Chatsworth Park South playground at a cost of £151 plus VAT. This is currently listed as a low risk finding on the weekly playground report, as the gate is not closing together. It is not listed as a finding on the recently received annual inspection report.

2. INFORMATION

Playsafe Playgrounds carried out the works but have informed me that the gate post is damaged, so is still showing as a finding on the weekly play inspection report. Their photo showing the damage is provided below:



Playsafe Playgrounds have suggested two options to resolve the issue; we either change the opening direction so that the gate swings inside the playground, or we replace the gate completely.

Under safety recommendation BS EN 1176, playground gates should swing outwards as it provides a clear exit route in an emergency and younger children could get hurt if they bump into the gate when it is swung into the playground. I therefore asked Playsafe for an estimate to replace the gate. They have provided the attached estimate of £3,795 plus VAT to supply

and fit a new 1200mm height dual leaf combination gate in yellow. They have estimated that it should take approximately 2-3 days for works to be undertaken.

As well as the recent cost to adjust the self-closing elements, we also paid £794 plus VAT in January 2024 to replace the hydraulic closing device due to a medium risk finding on the weekly playground reports.

3. RECOMMENDATION

It is recommended to not change the opening direction of the gate and to consider if we would like to proceed with Playsafe Playgrounds estimate of £3,795 plus VAT to supply and fit a new combination gate.

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

There will be a financial cost for repairs. As of 30th September the playground spare parts/repair budget, nominal code 4100-201, had a remaining budget of £927, the play equipment replacement, nominal code 4098-201, has just over £8,500 and the earmarked reserve for park/playground refurbishment has £114084, minus any previously agreed works due or recently undertaken.



PLAYSAFE
PLAYGROUNDS LTD

Telscombe Town Council

360 South Coast Road
Telscombe Cliffs
Peacehaven
BN10 7ES

Ref: 54926

Chatsworth South Play Area, Ambleside Avenue, Telscombe Cliffs, BN10 7DZ

10th November 2026

MADE IN THE SOUTH DOWNS

Playsafe Playgrounds Ltd, The Cart House, Goldrings Farm, Elsted, Midhurst, West Sussex. GU29 0JS
Tel: 01730 815 772 *Email: enquiry@playsafeplaygrounds.co.uk*

Quotation Summary

Site Setup – H & S documentation, site security and welfare provisions for the duration

Removals – Break out and remove the existing dual leaf combination gate

Replacement Gate – Supply a new 1200mm height dual leaf combination gate in yellow

Installation – Delivery and installation of a combination gate in place of existing, all as specified below

General Site Notes – Remove all excess and waste materials from site on completion
Make good of surrounding surfaces on completion

Estimated Project Timescale – 2 – 3 days

Quote Total = £3,795.00 + VAT

All prices are excluding VAT and valid for 21 days.
Terms: 30 days nett following practical completion

Only the products identified as such on this document are FSC® Certified - INT-COC-005535-613

FSC www.fsc.org
The mark of responsible forestry
FSC® C007915

Site Setup

Provide standard health and safety documentation – Where required, the customer is expected to provide up to date utility plans of the working area prior to completing the above information

Supply, erect and maintain heras security fencing (double clipped for extra security) to secure the working area, around the gate, for the duration of the works

Provide and maintain general pedestrian signage for the duration of the works

Make provisions for the use of WC facilities while working on site

Clear site of fencing and signage on the completion of the works.

Removals

Break out the existing dual leaf combination gate and remove all steel and excavated waste from site for recycling.

New Combination Gate

Supply and install **1 No** pedestrian/vehicle access Combination Gate, with a static lockable leaf and a hydraulic self closing leaf.



Currently available in the following colours –

- Red
- Yellow

Prices include all plant, labour and materials required to carry out the works.
All excavated materials will be removed from site for recycling.

Make good around the foundations with black dye concrete to colour match surrounding tarmac as well as possible.

General Site Notes

On completion clear site of all surplus materials and waste

Estimated Project Timescale

2-3 days (enough to allow concrete to fully cure before use)

Our Installation

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

All prices are excluding VAT and valid for 21 days.
Terms: 30 days nett following practical completion

Only the products identified as such on this document are FSC® Certified - INT-COC-005535-613

FSC www.fsc.org
The mark of responsible forestry
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Experience & Capability

Playsafe Playgrounds have over 30 years of experience independently designing and installing play areas across England. We pride ourselves on being able to provide our customers bespoke designs and being able to easily overcome problematic installations with the use of our specialist machinery and extensive knowledge.

We only use employed staff for our installations, currently running 4 installation teams, all of which are trained to various levels, including SMSTS (Site Managers Safety Training Scheme) & SSSTS (Site Supervisors Safety Training Scheme), along with machine/hand tool operator certification, fire safety and First Aid.

Environmental Commitments & Company Policies

Playsafe Playgrounds are increasingly adopting environmentally friendly practices across various stages of our product life cycle, including manufacturing, recycling, and disposal -

Recycling

Product Take-Back Programs:

Establishing programs where consumers can return used products for recycling or proper disposal.

Material Recovery:

Investing in processes that efficiently recover and recycle materials from end-of-life products, such as electronics, batteries, and packaging.

Circular Economy Initiatives:

Designing products for easy disassembly and recycling, promoting the reuse of components, and minimizing single-use products.

Partnerships with Recycling Firms:

Collaborating with specialised recycling companies to ensure that materials are properly processed and repurposed.

Disposal

Biodegradable Materials:

Using materials that naturally break down in the environment, reducing the impact on landfills and ecosystems.

Eco-Friendly Packaging:

Reducing packaging waste by using minimal, recyclable, or compostable packaging materials.

Education and Awareness:

Educating consumers on how to properly dispose of products and packaging, encouraging recycling and responsible disposal practices.

Extended Producer Responsibility (EPR):

Taking responsibility for the end-of-life management of products, ensuring they are disposed of in an environmentally friendly manner.

By adopting these practices, Playsafe not only reduce our environmental impact but also often find cost savings and meet the increasing consumer demand for sustainable products.

Working Practices

During the contract, Playsafe will commit to undertaking the work in such a way to minimise disruption to nearby residents. Working practices will include the following –

- As a local supplier, we will be working remotely from our yard, so an onsite storage container will not be required.
- The site will be run and staffed by directly employed personnel of Playsafe Playgrounds who will all familiar with our working practices, how we conduct ourselves and expected performance levels.
- All delivery vehicles and staff vehicles will be parked and off loaded within the site access gate, leaving the track way clear during the working day.
- Deliveries to site will be made using our own fleet of small vehicles. Deliveries of plant, materials and play equipment will take place as required during site progression, meaning there will be no large delivery vehicles required during the works.
- No out of hours work throughout the contract

AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	To note the annual playground inspection reports and agree any actions required

1. INTRODUCTION

Lewes District Council (LDC) have forwarded the completed annual safety inspection reports for our three playgrounds, Chatsworth Park North, Chatsworth Park South and Robert Kingan. The inspections were undertaken on 14th October. As the reports are lengthy, they will be circulated separately via email.

2. INFORMATION

The annual playground inspection reports highlight items that are deemed as a risk. Out of the 99 findings, 63 are listed as low risk, 26 are listed as medium risk and 10 have not been provided with a level. The number of risks has increased from last year and 2 of the medium risks are level 12, which are on the cusp of being high risk items.

12 of the medium risk items we do not need to progress, as follows:

Algae present on wet pour: There are 2 findings at Chatsworth Park North and 3 findings at Chatsworth Park South playgrounds. The contractors are scheduled to carry this work out in October within the park and playgrounds grounds maintenance contract. I can confirm the playground surfaces have been jet washed since the report was submitted.

Leaves on play surface: There are 2 findings at Chatsworth Park South playground. The contractors sweep the playgrounds once a month under the park and playgrounds maintenance contract.

Junior swing unit and disc roundabout at Chatsworth Park South playground: There are 3 medium risk findings to the junior swing unit (1 of which is level 12) and 1 medium risk finding on the disc roundabout. It has previously been agreed by this Committee to remove both items and install a new swing unit in the location of the disc roundabout. This is due to be undertaken shortly by contractors.

Trampolines at Robert Kingan playground: This is listed as a medium risk as the surface does not comply with the requirements of the relevant standards, due to there not being enough space between the equipment and the hard edging. The report states that there is no action required and that we monitor only.

The outstanding medium risk items are listed as follows:

Chatsworth Park North Playground

- The tall timber posts on the agility trail are decaying/softening and it is recommended we monitor for stability and replace where necessary. This is a low risk finding on the weekly play inspection reports and I have been monitoring the issues, as I'm unsure what else we can do at this stage.
- The zip wire is loose and it is recommended that we tighten. This medium risk is level 12, which is on the cusp of being high risk. I have contacted Sutcliffe Play for an estimate.
- One of the metal arms on the junior climbing apparatus has eroded and it is recommended that we repair it. I have contacted Sutcliffe Play for an estimate.
- There is wear to the platform on the infant slide unit and the black rubber cover is lifting away. It is recommended that we repair. This is a low risk finding on the weekly play inspection reports. It has been glued down several times but keeps on re-lifting.
- There is rust to the slide support on the infant slide unit and it is recommended that we descale.

Chatsworth Park South Playground

- Tree roots under the agility trail are causing trip points and it is recommended we build up the surface level. This was listed as a finding last year and works were carried out in January 2026.
- The timber posts on the infant swing unit are decayed. It is recommended that we monitor for decay and stability. I have visited the site and there is minimal decay, so we can continue to monitor or look to potentially replace the equipment soon.

Robert Kingan Playground

- There is separation of the surface under the quad duck springer. It is recommended that we fill gaps and joints as necessary.
- There is corrosion to the roundabout and it is recommended we repair. It was previously agreed by this Committee that I obtain estimates to replace this equipment.
- A joint on the roundabout is separated and it is recommended we repair. It was previously agreed by this Committee that I obtain estimates to replace this equipment.
- There is a loose fixing on the rolling log within the agility trail, and it is recommended we tighten or replace the fixture. This was previously repaired in May 2026.
- Timber has decayed to an area of the agility trail. It is recommended that we monitor closely for affected fittings or stability.
- There is a finger entrapment concern on the climbing plank on the junior apparatus. It is recommended that we eliminate the entrapment.

At the last Committee meeting, we discussed potential refurbishment of the three playgrounds, and it was agreed to arrange a working group for further progression upon receipt of the annual play inspection reports from LDC.

3. RECOMMENDATION

I recommend the Committee note the suggested actions from the reports and that where monies allow, we look to implement them. I will make further investigations, starting with the medium risk findings, and bring back details to future Committee meetings.

I also recommend that a working group be set up to discuss potential refurbishments of the playgrounds and/or replacement of several key items.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

There will be a financial cost for repairs. The playground spare parts/repair budget, nominal code 4100-201, had a remaining budget of £927 as at 30th September and the play equipment replacement, nominal code 4098-201, just over £8,500 although this amount is normally transferred to the earmarked reserve for park/playground refurbishment at year end.

High and medium risk items need to be carried out, so it is suggested to use the earmarked reserve 9011-910 for park/playground refurbishment. As at 30th September there was £114,084, although some work has been undertaken since then amounting to approximately £5,000. Replacement of the swing unit in Chatsworth South playground has also been approved which will require £9,500 funding from the earmarked reserve. It has also been agreed to have wet pour repairs undertaken at various sites and a new roundabout at Robert Kingan, with funding to come from the earmarked reserve, although costs are not known at the current time.

AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	Update on Officer inspections in Chatsworth Park as required in the Management Plan

1. INTRODUCTION

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

2. INFORMATION

Pond 1 (located in zone 20 path east of the park from Ambleside Avenue going north)





I visited the pond in early October and early November, as no water was present in early October. The dead hedge is in good condition. Approximately 1/3 of the water is free of growth/plants, as requested within the Management Plan.

Pond 2 (located in zone 10 path east of the park bordering Cavendish Close and Manor Drive)





I visited the pond in early October and early November, as no water was present in early October. As with pond 1, the dead hedge is in good condition and approximately 1/3 of the water is free of growth/plants, as requested within the Management Plan.

Zone 8 (path above Chatsworth Park North Playground)





When I inspected this area in October, I noted pine needles laying across the pathway, which are cleared monthly by the contractors during the winter period. The membrane cover under the pathway is continuing to cause trip hazards due to the pathway eroding with age. Estimates have previously been taken to this Committee but due to a lack of funds, it was agreed not to replace the pathway in this location. This location should be considered as one of the areas for pathway repair in the future.

Zone 18 (path west of the park between Bridle Way and Park Avenue)





The most recent inspection undertaken mid-October shows that the pathway is free of tree branches and mud, although there were leaves and pine needles present, which will be swept as per our grounds maintenance programme.

Zone 20 (path east of the park from Ambleside Avenue going north)





This inspection was carried out in October shows that the pathway is free of mud. Pine leaves were present, but these will be removed when the pathway is next swept, as per our grounds maintenance contract. The top layer of the pathway is also eroding in this zone, with both large rocks and holes appearing on the pathway. This location should be considered as one of the areas for pathway repair in the future.

Zone 6 (hedge between Chatsworth Park North Playground and Kirby Drive)

The vegetation has recently been cut as per the grounds maintenance programme. It is set quite far back from the road and is therefore not encroaching.



Zone 15 (pathway running east adjacent to borders of Cavendish Close & Manor Drive)

The bushes in this area are not encroaching onto the path.



Zone 16 (pathway running west between Forest School & entrance to Bridle Way)

The bushes along this pathway are clear of the path.





Zone 27 (Ambleside Avenue, between Chatsworth Close & Chatsworth Park South Playground

The contractors have cut back the vegetation on Ambleside Avenue as instructed within the Grounds Maintenance contract 2, trees and hedges.



Copse (frontage from Telscombe Cliffs Way and southern border next to two properties)

This area is meant to be cut by the contractors as instructed within the Grounds Maintenance contract 2, trees and hedges. This was carried out last week.







In addition to all the above inspections, the wildflower area next to the ball wall and Kirby Drive in Chatsworth Park was due to be expanded by 1 metre for the last time, in October 2026. This was carried out by the Telscombe Green Space Volunteers.

3. RECOMMENDATION

It is recommended to note the inspections undertaken and that we remove the inspections from the Management Plan that are carried out and checked as part of the Grounds Maintenance contract; hedge in zone 6, vegetation in zone 27 and vegetation within the Copse.

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

N/A.

AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	To agree actions contained within the tree survey report for Chatsworth Park

1. INTRODUCTION

It was agreed at the meeting on 29th July to instruct Aspen Treecare to undertake a basic tree survey of 24 trees and 3 groups of trees they had previously assessed within Chatsworth Park and the Copse, which were due for re-inspection or placed on hold due to them being potentially located near a live badger sett.

2. INFORMATION

Aspen Treecare have now provided their report of the trees assessed, which is attached, alongside a spreadsheet which gives details regarding each individual tree surveyed and a price to undertake the work in the end column. I have also attached maps of the trees surveyed as provided to Aspen Treecare from us.

Included within the spreadsheet is an additional tree, number T474, which was not included within our specification document. Aspen Treecare advised that when in Chatsworth Park, they noted that this tree had a defect so included this within their report.

Aspen Treecare also provided their assessment and recommended works of the pine tree located north of Chatsworth Park South (CPS) playground on Ambleside Avenue, which has recently failed. A price could be obtained on application, and I asked them for a separate quote for their recommendation. They have provided 2 options, as follows:

Option 1: To erect chestnut fencing around the perimeter (approximately 20m) to deter the public from the area. They do not supply and erect fencing, so an estimate would need to be sent out to other contractors.

Option 2: Use trees/natural materials to make the area impenetrable as possible. They would need the materials to be able to do this, so could undertake it at the same time as other works, if it is decided to progress with their estimate. Their cost is £450 plus VAT to carry out these works. Alternatively, they have suggested that they could stack the arisings from the works to the south of the southern playground for volunteers to use to create a barrier.

The spreadsheet highlights 2 trees that require works within 1 month, 10 trees that require works within 3 months, 4 trees that require works within 6 months, 4 trees that

require works within 1 year and 1 tree that require works within 2 years. The tree that requires work within 2 years is a re-inspection cost only.

The spreadsheet also highlights that all 3 groups of trees require works. Areas G10 and G11 require works within 6 months and area G12 require works within 3 months. These 3 areas are all located within the Copse, which holds a Tree Preservation Order. An application will therefore need to be submitted to Lewes District Council (LDC), with no works carried out until they have considered and agree to the request.

Aspen Treecare's price to undertake all the works recommended in the report is as follows:-

- Works within 1 month - £600
- Works within 3 months - £2,260
- Pine tree located north of CPS playground (works within 3 months) - £450
- Works within 6 months - £460
- Works within 1 year - £700
- Works within 2 years - £50

Trees 390 to 397 and 418 are in areas which are next to live badger setts and will therefore require an ecological brief if works are to be carried out. Aspen Treecare have responded to confirm they believe the proposed works would take 2 to 3 hours. I therefore contacted Phlorum for a quote and they have provided the attached estimate of £385 plus VAT per half day for the ecological watching brief next to the live badger setts, plus £225 for a letter report.

3. RECOMMENDATION

I recommend the following actions:

- To progress with Aspen Treecare's estimate of £3,320 plus VAT to carry out all suggested works within 1, 3 and 6 months (totalling 16 trees and 3 groups of trees), excluding the pine tree located north of CPS playground.

- To consider accepting the estimate of £450 plus VAT from Aspen Treecare for works to the pine tree located north of CPS playground. We could ask the Telscombe Green Space Volunteers to create the barrier instead, but I am unsure if they have the numbers, time or insurance to be able to undertake the work.

- To accept the estimate of £385 plus VAT from Phlorum for them to undertake the ecological watching brief for half a day (approximately 3 hours) when works are being carried out next to the live badger setts, and not to progress with their report. If the ecological watching brief needs to be extended beyond this time, I recommend we obtain a further estimate from Phlorum and this be taken to Committee via email for consideration. If their additional cost is agreed, it will be ratified at the following meeting.

- To apply to LDC for the proposed works listed in area G10, G11 and G12 of the Copse.

- To not progress with Aspen Treecare's estimate of £750 plus VAT for works to be undertaken within 1 and 2 years and that we instead obtain an estimate next year for a full tree survey to be undertaken in Chatsworth Park and the Copse, which will include these trees.

4. ENVIRONMENTAL IMPACT

The recommendations in the report minimise any risks to both trees and the residents, thus allowing the trees to have a significant impact on our environment.

5. FINANCIAL IMPLICATIONS

We have a grounds maintenance budget 4101-101 which stands at just under £11,500 at 30th September, and £17,205 in an earmarked reserve, budget code 9035-910.

Tree condition Survey

Client details: Telescombe Town Council

Site: Chatsworth Park, Telescombe Cliffs, Peacehaven BN10 7DZ

Date of inspections: 29th September 2026

Inspected by: Duncan Armstrong L4Arb, Tech ArborA, BSc Hons

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3 Heath Stables Spital Rd Lewes East Sussex BN7 1LS 01273 479058 077889557787
aspentreecare@hotmail.co.uk

Introduction

I have been instructed by Bianca Bus Amenities Officer on behalf of Telescombe Town Council to undertake a tree condition survey of specified trees at Chatsworth Park, Telescombe Cliffs, Peacehaven BN10 7DZ.

Objective

To assess the trees condition, primarily to address any safety concerns, and ensure they have an acceptable level of risk. Additionally, to ensure the trees are maintained in good health, and continue to provide amenity, and ecological value.

The survey will examine the safety of each tree and give it a 'risk rating' by assessing whether a particular tree, or part of a tree, poses a low, medium or high level of risk.

This rating is calculated by considering the potential for all or part of the tree to break or fail; considering the size of this tree, or tree section; and then assessing the potential 'target area' by considering whether it is constantly, frequently, intermittently or occasionally populated by people or property.

From this assessment, the nature and urgency of any recommended tree works is devised, and a recommend re-inspection frequency determined.

General Features

The trees in the park are generally semi-mature: 10-35 years old.
There are several stands of Pinus Radiata – Monterey Pines. These pines are prone to shedding elongated limbs, and therefore require limb shortening.
There is also significant squirrel damage throughout the park. This has already caused limb losses through the park, and has increased the risk of more.

Survey categories

The categories which were chosen to be recorded are as follows:

Tree number. Where tagged, tag number.
Species: Common name
Height: Estimated in meters.
Age Class: Young, Semi Mature, Mature, Over Mature, Veteran
Condition: As stated
Work Priority: As stated, within a given time period.
Re-inspection: As stated, within a given time period.
Cost: As stated
Risk. This was assessed by looking at three features of the tree:

- The potential for the tree, or a section of the tree, to fail. This is assessed as either low, medium, high or severe risk.

- The size of the tree or section of tree which has the potential to fail.
- The target area at risk.

The target area refers to the area around the tree into which it could fall should it become unstable. What is assessed is the frequency of occupation which this area below the tree has, i.e. how often are there people or property occupying this space. This is expressed as either occasional, intermittent, frequent or constant.

For the purposes of this survey, assessment of the frequency of occupation of the target area below the tree is an estimate, based on observed usage, the presence of roads, car parks, hard surfaced footpaths and desire lines. A more detailed examination of usage for specific trees can be arranged, where risk reduction requirements dictate.

Mapping

Maps attached as a pdf document with survey.

Key to abbreviations within recommended works listings

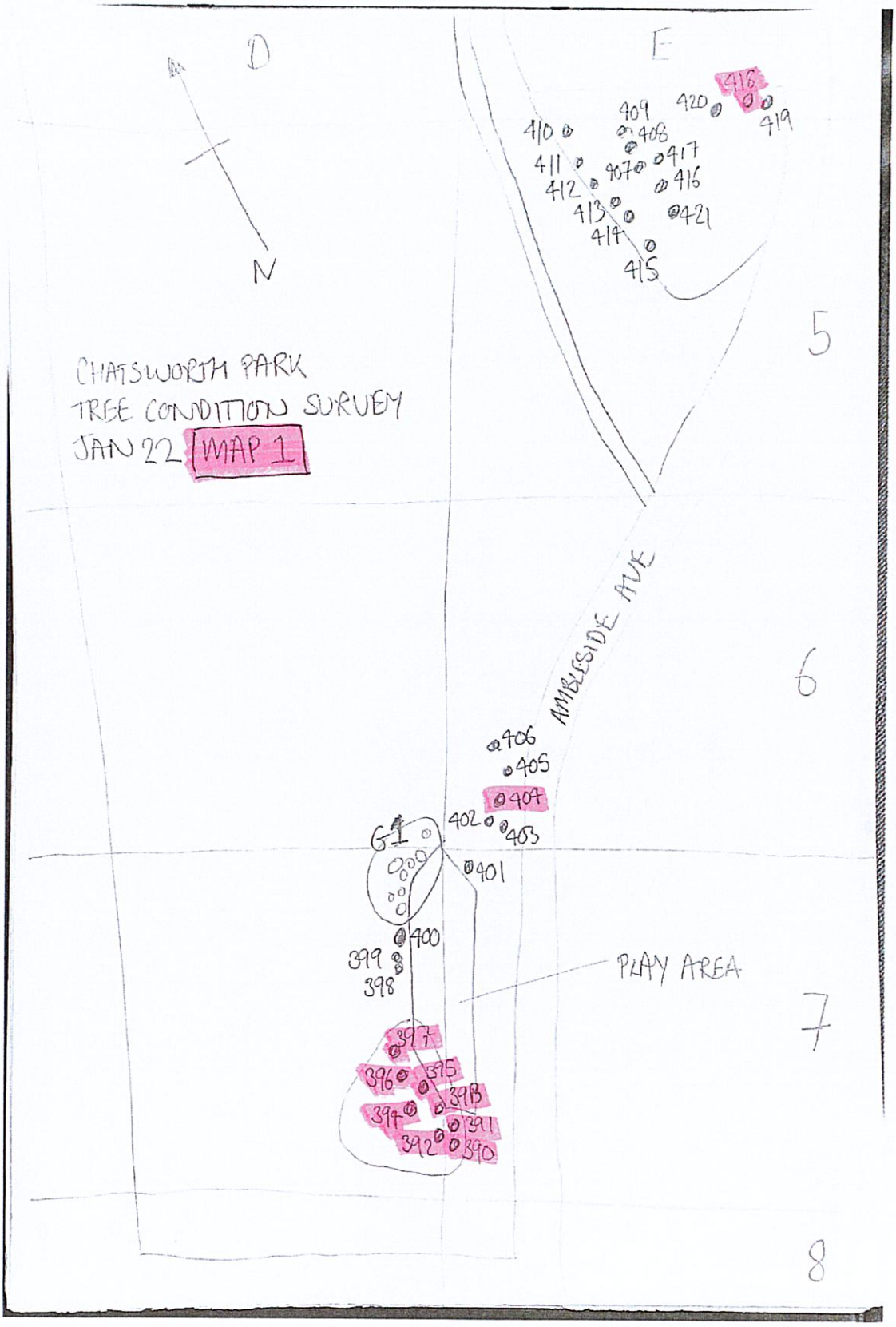
CI: Cut ivy
CL: Crown Lift
CR: crown reduce
DW: Deadwood
RB: Remove Branch.
RBS: Cut epicormic growth from stem
RH: Reduce Height

References

National Tree Safety Council Common Sense Risk Management of Trees Revised 2024

No.	Species	Height	Trunk Dia.	Life Stage	Physiology	Structure	Comments	Failure Potential	Risk Size	Risk Target	Re-Inspection Date	Works	Works Required	Work Priority	Cost	No.
T74	Hybrid black poplar *(Populus x euramericana)*	12m	3 stems @ 1000mm est	Over-mature	Average	Fair	large cavities at stem break; above average dead wood in crown; asymmetrical crown as suppressed by adjacent specimens; elongated limbs toward path.	Medium	150-450m	Intermitten	22/09/2028	Safety: pollard at approx 4-5m, all limbs. 3 Months.	Y	3 Months	400	T74
T75	Common Horse Chestnut *(Aesculus hippocastanum)*	10m	600mm est	Semi-mature	Below average	Fair	Trunk exudations consistent with bacterial bleeding canker; 300mm min area exposed heart wood south east stem 2m; above average dead wood in crown; tree physiology improved in terms of leaf size and no signs bleeding canker has spread further than in previous survey in 2024.	Low	150-450m	Intermitten	22/09/2028	Safety: Re-inspect 2 years. 2 Years.	Y	2 Years	50	T75
T84	Monterey pine *(Pinus radiata)*	13m	1000mm est	Mature	Good	Poor	split limb 9m high northern crown; failed or failing limbs to north and west; crossing limb 8m eastern crown.	Medium	150-450m	Intermitten	22/09/2028	Safety: remove split limb. 1 Month. Safety: Remove failed, failing and large crossing limb,,. 3 Months.	Y	1 Month	400	T84
T198	Holm oak *(Quercus ilex)*	12m	320mm est	Semi-mature	Good	Fair	Asymmetrical crown to east, recently had low crown to 3m reduced.	Low	150-450m	Frequent	22/09/2028		N			T198
T390	Austrian Pine *(Pinus nigra ssp. Nigra)*	12m	400mm est	Semi-mature	Good	Fair	long low limb at base; asymmetrical crown as suppressed by adjacent specimens.	Low	150-450m	Intermitten	22/09/2028	Facilitative: lift to 3m. 6 Months.	Y	6 Months	100	T390
T391	Austrian Pine *(Pinus nigra ssp. Nigra)*	12m	400mm	Semi-mature	Good	Fair	Asymmetrical crown as suppressed by adjacent specimens; crossing supressed vertical stems x3.	Low	150-450m	Intermitten	22/09/2028	Arboricultural: remove 3x vertical supressed stems. 6 Months.	Y	6 Months	100	T391
T392	Hybrid black poplar *(Populus x euramericana)*	14m	500mm est	Semi-mature	Good	Fair	Elongated limb at 6m, passing through adjacent sycamore crown.	Low	450-750m	Frequent	22/09/2028	Safety: remove elongated limb @6m. 6 Months. inspect for squirrel damage to limbs overhanging play area. 3 Months.	Y	3 months	200	T392
T393	Sycamore *(Acer pseudoplatanus)*	11m	2 stems @ 350mm est	Semi-mature	Good	Good	Ivy-covered.	Low	150-450m	Frequent	22/09/2028	Safety: Cut ivy. 6 Months.	Y	6 Months	30	T393
T394	Hybrid black poplar *(Populus x euramericana)*	14m	2 stems @ 700mm est	Semi-mature	Good	Fair	Minor dead wood; previously reduced over play area, typical, vigorous regrowth. ; flattened profile of horizontal limb at approx 7m over play area. Poss squirrel damage.	Medium	450-750m	Frequent	22/09/2028	Safety: Remove dead wood. 6 Months. Safety: Inspect crown to north east, overhanging play area. Reduce and remove squirrel damage, retaining a balanced crown. 3 Months.	Y	3 months	400	T394
T395	Sycamore *(Acer pseudoplatanus)*	10m	2 stems @ 400mm est	Semi-mature	Good	Good	Ivy-covered; low crown; poss squirrel damage to upper part of horizontals over play area.	Low	150-450m	Frequent	22/09/2028	Facilitative: Cut ivy; lift crown to 4m. 6 Months. Safety: inspect and reduce or remove squirrel damaged limbs over play area. 3 Months.	Y	3 months	250	T395
T396	Sycamore *(Acer pseudoplatanus)*	6m	250mm est	Semi-mature	Average	Fair	Heavily ivy-covered; poss squirrel damage to upper part of horizontals over play area.	Low	150-450m	Frequent	22/09/2028	Facilitative: Cut ivy. 6 Months. Safety: remove squirrel damaged limbs over park. 3 Months.	Y	3 months	180	T396
T397	Sycamore *(Acer pseudoplatanus)*	10m	350mm est	Semi-mature	Good	Good	Ivy-covered; poss squirrel damage to upper part of horizontals over play area.	Low	150-450m	Frequent	22/09/2028	Facilitative: Cut ivy; lift to 4m. 6 Months. remove squirrel damaged limbs over park. 3 Months.	Y	3 months	180	T397
T404	Austrian Pine *(Pinus nigra ssp. Nigra)*	12m	450mm est	Semi-mature	Good	Fair	minor crown bias toward rd; tear out wound at 4m. adjacent secondary limb removed.	Low	150-450m	Frequent	22/09/2029	Facilitative: Ivy Sever/remove ivy. 1 year. Safety: remove two lowest lateral limbs to south to rebalance crown. 6 Months.	Y	6 Months	130	T404
T418	Austrian Pine *(Pinus nigra ssp. Nigra)*	12m	400mm est	Semi-mature	Good	Fair	stem lean to north approx 10 degrees from vertical.	Medium	150-450m	Constant	22/09/2028	Safety: remove elongated limb to north mid crown to improve crown bias. 1 Month.	Y	1 Month	200	T418
T438	Monterey pine *(Pinus radiata)*	14m	600mm est	Mature	Good	Fair	elongated phototropic growth to south.; adjacent tree recently felled, was part of group. Released eastern crown - vulnerable to easterly storm.	Low	150-450m	Frequent	22/09/2028	Arboricultural: reduce elongated lower southern crown from 8 to 5m radial spread; remove major dead upper northern crown. 1 year.	Y	1 year	300	T438
T440	Monterey pine *(Pinus radiata)*	13m	500mm est	Semi-mature	Below average	Fair	recently heavily reduced; regrowth regenerating with vigour.	Low	150-450m	Frequent	22/09/2028		N			T440
T450	Monterey pine *(Pinus radiata)*	12m	700mm est	Mature	Good	Good	Asymmetrical crown as suppressed by adjacent specimens. Asymmetric to south; minor dead wood.	Low	150-450m	Frequent	22/09/2028	Arboricultural: Reduce elongated growth to south @approx 5-7m by 2-3m where extending outside main crown shape. 1 year.	Y	1 year	200	T450
T469	Monterey pine *(Pinus radiata)*	14m	500mm est	Semi-mature	Good	Fair	Above average dead wood in crown.	Medium	150-450m	Frequent	07/12/2028	Safety: remove deadwood over 80mm. 1 year.	Y	1 year	100	T469
T470	Monterey pine *(Pinus radiata)*	13m	400mm est	Semi-mature	Good	Good	Above average dead wood in crown.	Low	150-450m	Frequent	22/09/2028		N			T470
T471	Monterey pine *(Pinus radiata)*	12m	400mm est	Semi-mature	Good	Good	Minor dead wood.	Low	150-450m	Frequent	22/09/2028		N			T471
T473	Monterey pine *(Pinus radiata)*	14m	700mm est	Mature	Good	Fair	Tight compression fork with evidence of included bark; bark lost and sap exuding at n stem union 3m; crack formation visible approx 3-5cm north side main union - not extensive; recently reduced; crack has not extended over 2 years; mid crown to east over-extended and wind exposed.	Low	150-450m	Frequent	22/09/2028	Safety: reduce mid-crown limbs to north and east by 2-3m. 3 Months.	Y	3 Months	200	T473
T474	Monterey pine (Pinus radiata)	10m	700mm est	Semi-mature	Good	poor	Heavily leaning trunk; asymetrical crown, mid-crown limbs to east at approx 8m has 50cm area around low er limb with sappy exudate, redcently reduced.	Medium			22/09/2028	Safety: reduce mid and low crown radially by 2-3m where extends over park.	Y	3 mmonths	£300	T474
T477	Monterey pine *(Pinus radiata)*	13m	800mm est	Mature	Good	Good	recent scaffold tear out; recent crown reduction; asymmetrical crown as suppressed by adjacent specimens; lowest limb dead.	Low	150-450m	Frequent	22/09/2028	Safety: remove lowest limb. 3 Months.	Y	3 Months	50	T477
T486	Lombardy poplar *(Populus nigra 'Italica')*	12m	2 stems @ 250mm est	Semi-mature	Good	Fair	Tight compression fork with evidence of included bark at 1m.	Low	150-450m	Intermitten	22/09/2028	Arboricultural: remove included smaller stem. 1 year.	Y	1 year	100	T486
G10	Common Hawthorn *(Crataegus monogyna)*	5m	Avg 5 stems @ 200mm est	Semi-mature	Below average	Poor	low growth over path of adjacent property.	Low	150-450m	Frequent	22/09/2028	Facilitative: lift to 3m. 6 Months.	Y	6 Months	50	G10
G11	Sycamore *(Acer pseudoplatanus)*	5m	Max 100mm est	Young	Good	Good	low growth with dense bramble adjacent to path and over council lawn requiring maintenance.	Low	150-450m	Frequent	22/09/2028	Facilitative: cut back to fence line. 6 Months.	Y	6 Months	50	G11

No.	Species	Height	Trunk Dia.	Life Stage	Physiology	Structure	Comments	Failure Potential	Risk Size	Risk Target	Re-Inspection Date	Works	Works Required	Work Priority	Cost	No.
G12	Bird cherry *(Prunus padus), Sycamore (Acer pseudoplatanus), Holm oak (Quercus ilex) and Common Hawthorn (Crataegus monogyna)*	8m	Avg 300mm est	Semi-mature	Good	Good	tree lateral branches encroaching on property.	Low	150-450m	Occasiona	22/09/2028	reduce crown to give 3m clearance from 2a Bush close. 3 Months.	Y	3 Months	100	G12
NA	Monterey pine (Pinus radiata)	4m	800	Over mature	Good	Poor	Two out of three scaffold lims have failed. Remaining crown extends from low, almost hoizontal scaffold mostly 2-3m from ground. Crown on this is vigorous. Phaoleus Swinesii fungal fruiting body, young, developing at approx 2m from origin where scaffold meets main stem main stem. Crown extend over briar of bramble, away from path and signs of being populated, however may be tree climbed by kids.	Medium	150-450	Occasiona	22.09/2028	A deliberate mechanism to exclude people from area below tree is required. Consider using natual materials to create windlife area around base of tree, to deter kids climbing and further ensure exclusion of people.	Y	3 Months	POA	NA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CHATSWORTH PARK
TREE CONDITION SURVEY
JAN 22 MAP 1
AMBLESIDE AVE
PLAY AREA
5
6
7
8
G1
416
420
419
409
408
410
411
407
417
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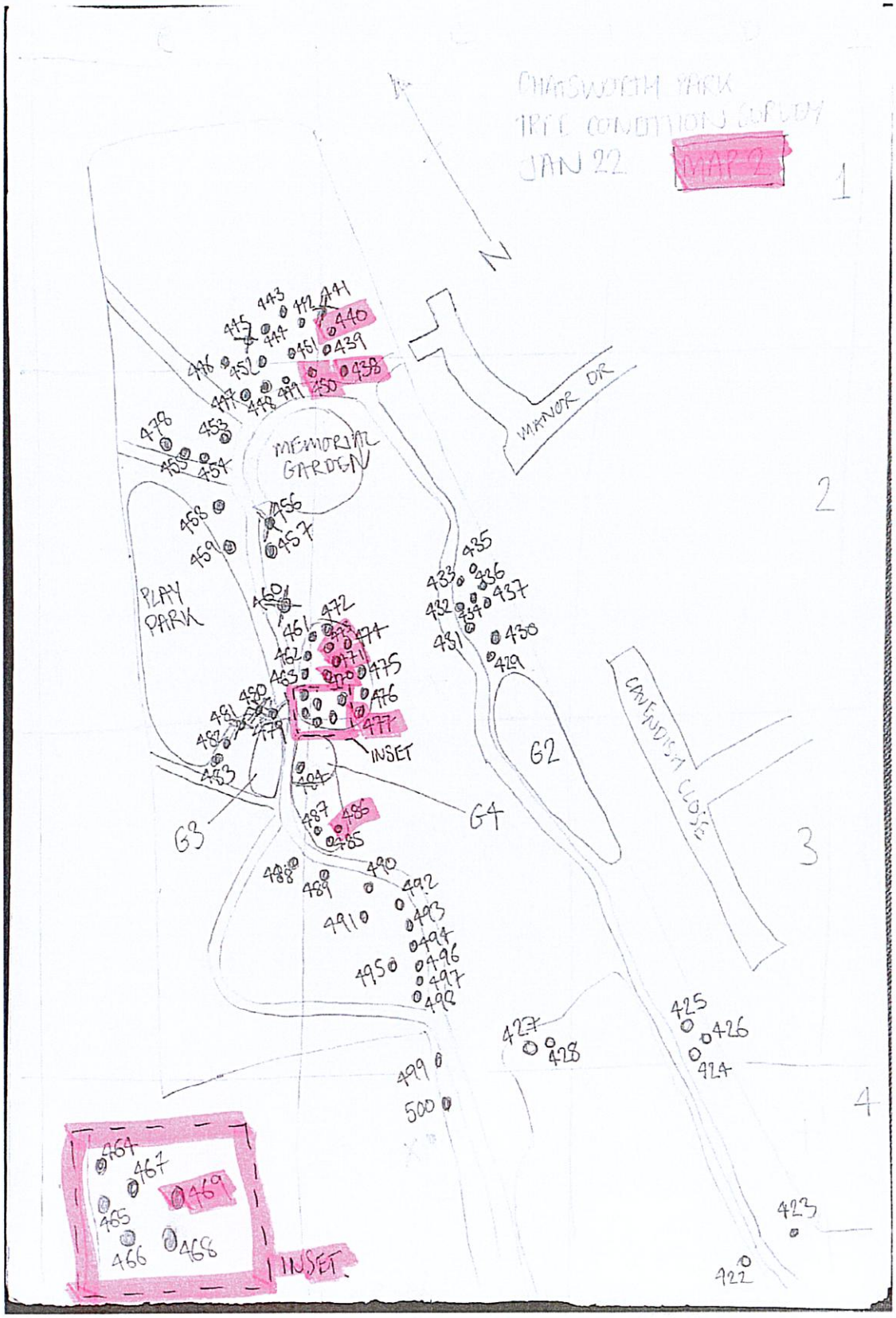
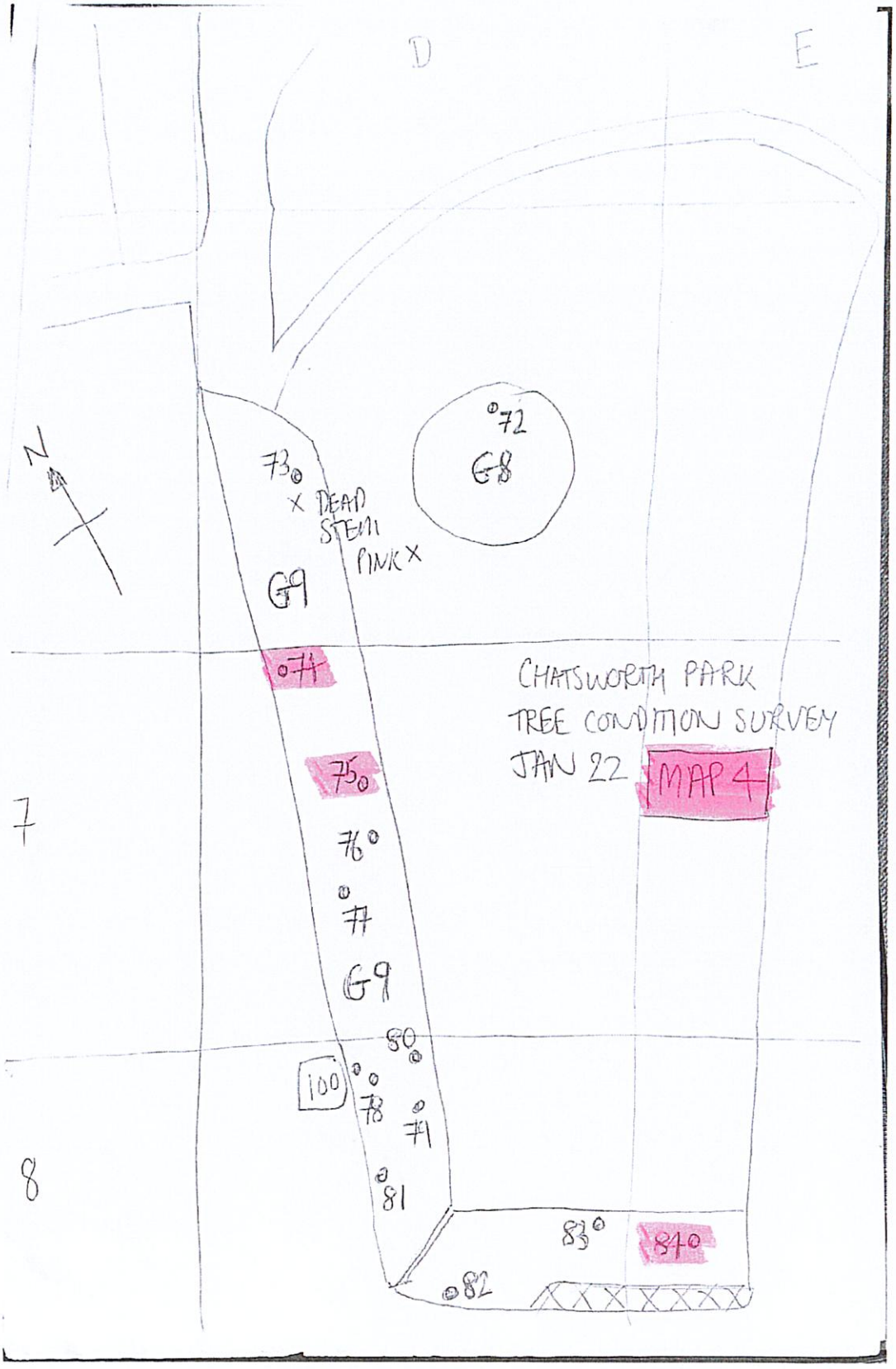

DIAGSWORTH PARK
TPTC CONDITION SURVEY
JAN 22
MAP 2
N
MANOR DR
MEMORIAL GARDEN
PLAY PARK
CANTERBURY CLOSE
INSET
INSET
G2
G3
G4
1
2
3
4


N
C
D
190
111
8
G5
192
CHATSWORTH PARK
TREE CONDITION SURVEY
JAN 22
MAPS
4
BRIDLEWAY
173
9
G6
194
G7
195
196
5
CAR PARK
CAFE
187
188
197
198
199
200
72
G8
PARK AVE
189
6
73
DEAD STEM
PINUS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72
G8
73
DEAD STEM PINK X
G9
74
CHATSWORTH PARK
TREE CONDITION SURVEY
JAN 22
MAP 4
75
7
76
77
G9
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100
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84
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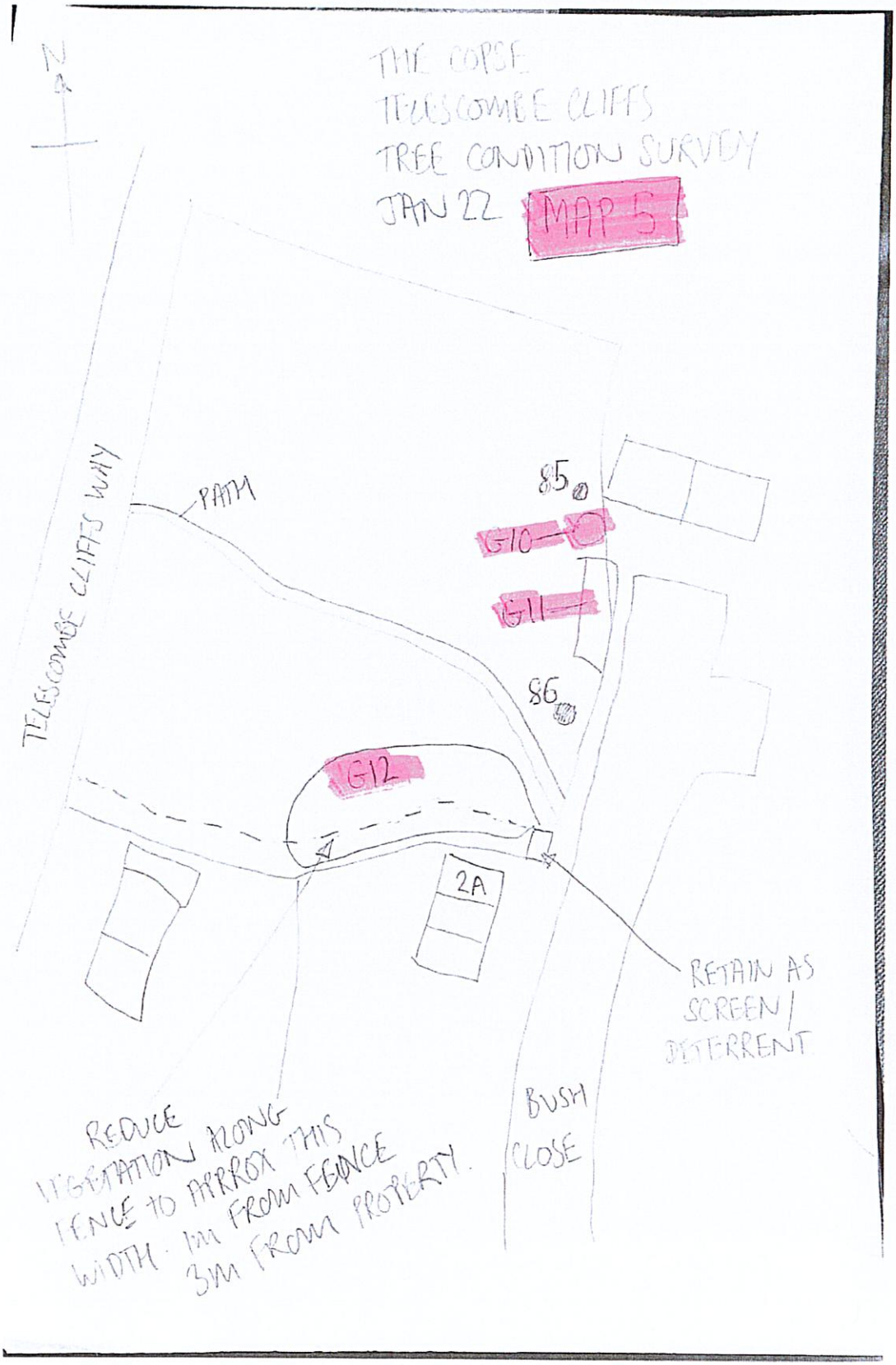
N
THE COPSE
TELSCOMBE CLIFFS
TREE CONDITION SURVEY
JAN 22
MAP 5
TELSCOMBE CLIFFS WAY
PATH
85
G10
G11
86
G12
2A
RETAIN AS SCREEN / DETERRENT
REDUCE VEGETATION ALONG FENCE TO APPROX THIS WIDTH. 1m FROM FENCE 3m FROM PROPERTY.
BUSH CLOSE

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Woodingdean
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East Sussex BN2 6AH

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15 October 2026

By Email Only amenities@telscombetowncouncil.gov.uk
Bianca Buss
Telscombe Town Council
360 South Coast Road
Telscombe Cliff
BN10 7ES

Our ref: RS/15182A/RS

Dear Bianca:

Land at Chatsworth Park, Ambleside Avenue, BN10 7LN: Tender for Ecological Consultancy Services

Thank you for inviting us to submit our tender for the ecological services at the above site.

We understand that you have some tree work being carried out near the live badger setts and therefore need a watching brief while this work is carried out. This work is likely to take 3 hours.

We recommend that if trees are being felled near a badger sett they are felled in sections and the cut sections lowered by ropes to the ground. We also recommend that the tree stumps are not ground out as this may cause vibration issue to the badger setts.

The cut wood will then be used on site to protected some other tress, which sounds a sensible idea. If there is excess cut wood then we reconned that further log piles are made possibly in the badger area.

Our costs for the watching brief is provided in the table below.

Task No.	Description	Cost
1.	Ecological Watching Brief The cost provided here is for a suitably qualified ecologist to undertake an ecological watching brief during the tree works close to live badger setts. The figure provided here includes costs for return travel to the site.	£385 per half day

2.	If required, produce a letter report outlining the work carried out and the findings.	£225

Costs do not include VAT.

The costs provided in this tender assume that there are no access restrictions or other issues that could hinder our completion of this work.

Other Services

Phlorum are a multi-disciplinary environmental consultancy and can provide specialist support in the following disciplines:

- Ecological Services;
- Air Quality and Odour;
- Noise & Vibration;
- Contamination; and
- Japanese knotweed Management and Removal.

Terms and Conditions

Our work will be governed by our standard terms and conditions, as attached.

Any work additional to the above, including additional meetings, would be charged on a time and expenses basis. Our staff charge rate is £120 per hour for Directors, £100 per hour for Principal Consultants, £90 per hour for Senior Consultants, £80 per hour for Consultants, and £70 per hour for more junior staff. Mileage is charged at £0.75 per mile and expenses are charged at cost plus 10%. Time spent travelling in connection with this work is chargeable and has been included in the fee quote.

Phlorum is an award-winning environmental consultancy that prides itself on providing transparent and honest professional services. We are UKAS certified by LRQA for ISO45001 (Health & Safety), ISO14001 (Environmental) and ISO9001 (Quality). Leaving you safe in the knowledge that your requirements will be dealt with in a professional manner from start to finish.

Payment for the site visit is required prior to the site visit being undertaken.

Receipt of full payment of this tender is required before the final letter report will be issued.

If any protected species are identified on site, then this information may be submitted to the relevant record centre.

The project director will be Richard Schofield, and the project will be managed by the Ecology Team.

We trust this scope of work and fee proposal meet your requirements and, if acceptable, we would be grateful if you could confirm acceptance to our conditions in writing. In the meantime, if you have any queries, please do not hesitate to contact us. Likewise if Phlorum may be of any further assistance on this or any other project, do not hesitate to contact us.

Yours sincerely



Richard Schofield
Director

Encs.

TERMS OF SUPPLY OF SERVICES

1 DEFINITIONS AND INTERPRETATION

1.1 The following capitalised terms shall have the meanings defined below:

Agreement means these Terms and all other schedules and appendices attached to or referred to in the Terms and the Engagement Letter which incorporates these Terms;

Business Day means a day other than a Saturday or a Sunday or a public holiday in England and Wales;

Charges means the charges calculated in accordance with or set out in the Engagement Letter;

Client means the client set out in the Engagement Letter;

Client Materials means all information, data, materials, documentation and software in any form which are provided or made available by the Client in connection with the Services;

Client Personnel means the Client's employees, staff, other workers and agents of and any of the Client's subcontractors or agents from time to time;

Client Responsibilities means any responsibilities of the Client set out in the Engagement Letter;

Commencement Date means the date set out in the Engagement Letter;

Deliverables means all documents, products, reports and other materials to be provided by Phlorum to the Client as part of the Services;

Engagement Letter means any Engagement Letter, proposal/ fee quotation or order agreed between Phlorum and the Client for the provision of the Services;

Financial Distress Event means where the Client receives any demand for repayment of lending facilities or Phlorum concludes in its discretion that: (i) the financial position of the Client has deteriorated to such an extent that its ability to pay the Charges or otherwise comply with the terms of this Agreement is put in jeopardy; or (ii) the Client takes any steps in anticipation of or has no realistic prospect of avoiding an Insolvency Event;

Force Majeure Event means circumstances beyond Phlorum's reasonable control, including but not limited to strikes, lockouts or other industrial action (whether involving the workforce of Phlorum or of any other party), acts of God, epidemics, pandemics, civil emergencies, war, riot, civil commotion, acts of terrorism, theft, malicious damage, compliance with any law or governmental order, rule, regulation or direction, judgment or court order or export or import restriction, failure of any government or public authority to grant a necessary licence or consent, accident, failure or breakdown of plant, machinery, systems or vehicles, natural disasters, fire, flood, severe or inadequate weather conditions, power failure, failure of telecommunications networks, hacker attacks, denial of service attacks, virus or other malicious software attacks or infections or default of Phlorum's or sub-contractors;

Insolvency Event means any corporate action, application, petition, order, proceeding or appointment or other step is taken or made by or in respect of a party for any composition, compromise or arrangement with its creditors generally, any restructuring plan, scheme of arrangement, voluntary arrangement or moratorium, its winding-up (other than for the purpose of a bona fide scheme of solvent reconstruction or amalgamation), dissolution, administration, bankruptcy or receivership or the appointment of a receiver or manager over all or any part of its undertaking, assets or income, or if it is unable to pay its debts as they fall due, or if it ceases to trade or if a distress, execution or other legal process is levied against any of its assets which is not discharged or paid out in full within three Business Days or if any event analogous to any of the foregoing shall occur in any jurisdiction in which that party is incorporated, resident or carries on business;

Intellectual Property Rights means all intellectual property rights, including patents, trade and service marks, rights to domain names, rights in passing off, registered and unregistered designs, rights in confidential information, rights in know-how, database rights, topography rights, copyright (including rights in software), rights in any invention, and applications for registration of any of the foregoing, and the right to apply therefor, in each case in any part of the world;

Liability means all and every type of liability Phlorum has or may have arising out of or in connection with this Agreement and/or the Services and/or the Deliverables, including but not limited to, liability: (i) for or in breach of contract, repudiation, renunciation, restitution, misrepresentation, negligence, other tort or breach of statutory duty; (ii) under any indemnity or arising from any express right or remedy; (iii) caused by any total or partial failure or delay in supply of the Services; or (iv) arising from deliberate actions or omissions, and in each case, however fundamental the result;

Phlorum means Phlorum Limited (registered number: 04967256), a company incorporated in England and Wales whose principal place of business is at Unit 12 Hunns Mere Way, Woodingdean Business Park, Brighton, East Sussex, BN2 6AH;

Phlorum Personnel means the employees, staff, other workers and agents of Phlorum and any of Phlorum's subcontractors or agents who are engaged in the provision of the Services from time to time;

Services means the services described in the Engagement Letter, including all Deliverables;

Service Provider Parties: Phlorum and its respective suppliers, directors, employees, contractors, workers and other staff, sub-contractors, consultants, agents and other representatives**;** and

Terms means these terms of supply of services.

1.2 References to statutes or statutory provisions shall be construed to include references to those statutes or statutory provisions as amended or re-enacted from time to time and shall include any orders, regulations, instruments or other subordinate legislation under them.

1.3 The headings are for ease of reference only and shall not in any way affect its construction or interpretation.

1.4 Reference to a party shall include its personal representatives, successors in title and permitted assigns.

1.5 The Engagement Letter together with any Schedules and these Terms comprise the Agreement In the event of a conflict between these Terms and the Engagement Letter and/or the Schedules, the Engagement Letter and any Schedules to that Engagement Letter shall prevail.

1.6 These Terms together with the Engagement Letter and any Schedules shall apply to the exclusion of any standard terms and conditions of the Client, including any terms and conditions accompanying the Client's purchase order(s) or other correspondence.

1.7 Unless expressly stated to the contrary:

1.7.1 words denoting the singular include the plural and vice versa, words denoting any one gender include all genders and vice versa, and references to persons include individuals, partnerships, bodies corporate and unincorporated associations;

1.7.2 a reference to a recital, clause or Schedule is a reference to a recital or clause of or Schedule of the Agreement and a reference to a sub-clause is a reference to a sub-clause of the clause in which the reference appears;

1.7.3 the words and phrases "other", "including" and "in particular" shall not limit the generality of any preceding words or be construed as being limited to the same class as the preceding words where a wider construction is possible.

2 TERM

The Agreement shall commence on the Commencement Date and shall continue in full force and effect until the Services have been performed by Phlorum, unless terminated earlier in accordance with this Agreement.

3 SERVICES

3.1 Subject to the Client paying the Charges, Phlorum shall seek to provide the Services materially in accordance with the Agreement with effect from the Commencement Date. In providing the Services, Phlorum shall rely on the documents, information, items and materials which the Client as provided and will not independently verify such documents, information items and/or materials, unless expressly agreed in the Engagement Letter.

3.2 The Client shall provide to Phlorum in a timely manner all documents, information, items and materials in any form (whether owned by the Client or a third party) required under an Engagement Letter or otherwise reasonably required by Phlorum in connection with the Services and ensure that they are accurate and complete in all material respects.

3.3 Phlorum shall perform its obligations under the Agreement with reasonable care and skill.

3.4 Any service or performance dates given by Phlorum are given in good faith but are estimates only and time shall not be of the essence in respect of them. Phlorum will use its reasonable endeavours to meet such dates but will not be liable for any costs or damages resulting from delays.

4 CLIENT OBLIGATIONS

4.1 The Client shall:

4.1.1 provide Phlorum and Phlorum Personnel, in a timely manner, with such co-operation, assistance and information (including site plans, and traffic data for air and noise assessments) as may be required by Phlorum to enable it to fulfil its obligations under the Agreement, including providing Phlorum with access to any site/ premises in which it is required in order to perform the Services;

4.1.2 cooperate with the reasonable requests of Phlorum for the purpose of provision of the Services;

4.1.3 comply with any Client Responsibilities;

4.1.4 comply with its obligations under all applicable laws in relation to its activities under the Agreement.

4.2 The Client acknowledges and agrees that:

4.2.1 Phlorum's provision of Services may be weather dependent, including but not limited to, noise monitoring, ecological surveys, and herbicide application, and accordingly Phlorum shall not be responsible for any such delays, or any subsequent delay associated with rescheduling any part of or all of the Services;

4.2.2 Phlorum's performance of the Services (including surveys) may be restricted due to inaccessible areas, including, but not limited to, inaccessible buildings, dense vegetation cover, high site boundaries, locked areas, and blocked accesses and the Client shall be responsible for granting or procuring the granting of full access to all relevant areas of a site necessary to enable Phlorum to perform the Services and in the event that a return visit is required, due to a access issue, the Client will incur any of Phlorum's associated costs and expenses;

4.2.3 all surveys will be carried out at ground level, unless otherwise specified in the Engagement Letter;

4.2.4 all work at night or near watercourses, or other sensitive or unsafe locations, unless otherwise specified in the Engagement Letter, will require at least two Phlorum Personnel to carry out the works for health and safety reasons;

4.2.5 the performance of the Services by Phlorum is conditional upon the Client providing any and all information necessary to Phlorum in order to enable Phlorum to commencement performance of the Services and any such information must be accurate, up to date and in its full and final form;

4.2.6 all reports issued by Phlorum shall be provided electronically, unless otherwise stated in the Engagement Letter, and if the Client requests paper copies, Phlorum reserves the right to charge the Client for any printing, posting and administrative costs incurred in facilitating such request;

4.2.7 the Deliverables are for the benefit of the Client and may not, without Phlorum's prior written consent, be used or relied upon for any other purpose or be disclosed to, or relied upon, by any other person, save for the fact they may be disclosed where required by law or court order.

4.3 Phlorum shall not be in breach of the Agreement and shall not be liable to the Client in respect of any failure or delay by Phlorum to perform its obligations under the Agreement to the extent that such failure is a result of:

4.3.1 a failure or delay by the Client in performing any of its obligations under the Agreement or a failure of delay of any third party appointed by the Client;

4.3.2 any negligent, tortious or unlawful act of the Client or the Client Personnel; or

4.3.3 Phlorum complying with any instruction or request by the Client.

5 CHARGES AND PAYMENT

5.1 The Client agrees to pay the Charges in accordance with the Agreement.

5.2 Unless otherwise agreed, Phlorum may invoice in respect of the Charges on a monthly basis. Payment of Phlorum's invoices shall be made by the Client no later than thirty days from the date of the applicable invoice.

5.3 All Charges and payments to be made by the Client under the Agreement shall be exclusive of VAT, which shall be payable by the Client in addition, wherever relevant at the rate and in the manner from time to time prescribed by law.

5.4 Notwithstanding clause 5.2, Phlorum shall be entitled to require full or partial payment of the Charges, at its request, prior to the commencement of the Services.

5.5 The Client shall pay on demand and be responsible to Phlorum for:

5.5.1 any expenses incurred by Phlorum Personnel in connection with the provision of the Services and Phlorum shall invoice the Client in arrears in respect of them;

5.5.2 disbursements and other third party expenses (such as waste disposal costs, planning application or other statutory fees and counsel's costs) immediately and in advance.

5.6 If the Client wishes to dispute any invoice, it shall notify Phlorum in writing prior to the due date for payment of the relevant invoice and provide full details of the disputed amount and the nature of the dispute. The Client shall pay the undisputed portion of any invoice in accordance with clause 5.2.

5.7 All amounts due to Phlorum under the Agreement shall be paid in full without any set off, abatement, cross claim, deduction or withholding of any kind other than as required by law.

5.8 Phlorum shall have a general lien on all documents, papers and files in its possession related to any project contemplated by an Engagement Letter and shall be entitled to exercise such right if the Client fails to make any payment when due.

5.9 Notwithstanding Phlorum's rights under clause 8.3.1, if the Client fails to make any payment when due or a Financial Distress Event occurs, Phlorum may:

(a) suspend performance of the Services in whole or in part;

(b) exercise its lien in accordance with clause 5.8;

(c) charge interest at an annual rate equal to four (4) per cent above the official Bank Rate from time to time (as determined by the Bank of England's Monetary Policy Committee), which shall accrue daily (both before and after any judgment) and shall be compounded quarterly; and/or

(d) amend the terms set out in this clause 5, including to reduce the period for payment set out in clause 5.2. or require payment of any sums monthly in advance, whether Charges, expenses or disbursements, by providing at least five Business Days' notice to the Client.

6 LIMITATIONS ON LIABILITY

6.1 The Client assumes sole responsibility for any decisions made based on the Deliverables, the implementation of those decisions, the use of the Services and the Deliverables by the Client, and for any results or conclusions drawn from such use. Phlorum shall have no Liability for any damage caused by errors or omissions in any of the Client Materials, or any actions taken by Phlorum at the Clients direction.

6.2 Subject to clauses 6.4 and 6.6, Phlorum shall only be liable for loss of or damage to tangible property to the extent it is caused by Phlorum's or its subcontractors' negligence, and any such Liability shall be limited to the cost of repair or replacement of the lost or damaged property up to the sum of £1 million in aggregate, in respect of all such claims.

6.3 Subject to clauses 6.2, 6.4 and 6.6, Phlorum's total aggregate Liability in respect of all claims of any kind (other than those referred to in clause 6.2) arising, shall be limited to a sum equal to 100% of the Charges (exclusive of VAT and any other taxes paid for the Services).

6.4 Notwithstanding any other provision of the Agreement, but subject to clause 6.5, Phlorum shall have no Liability, in each case whether suffered by the Client or any third party, for any:

6.4.1 direct or indirect loss of or damage to:

(a) profit;

(b) revenue;

(c) production;

(d) business;

(e) contracts;

(f) opportunities;

(g) anticipated savings;

(h) data;

(i) goodwill;

(j) reputation;

(k) use; or

6.4.2 costs of wasted management or staff time; or

6.4.3 indirect or consequential loss or damage; or

6.4.4 loss or damage suffered by the Client as a result of a claim brought by a third party. The parties agree that each of the sub-clauses in clause 6.4 and each of the sub-paragraphs 6.4.1(a) to 6.4.1(k) in sub-clause 6.4.1 constitute separate terms and the introductory wording of clause 6.4 shall be applied to each of them separately. If there is any claim or finding that any such individual sub-clause or sub-paragraph is unenforceable for any reason, such unenforceability shall not affect any other provision within clause 6.4 or otherwise.

6.5 Where the Client has a number of advisers (including Phlorum) in relation to an engagement, Phlorum may be prejudiced by any limitation or exclusion of liability which the Client may agree with any of those other advisers. Accordingly, in order that Phlorum's position is not so prejudiced, the Client agrees that Phlorum shall have no Liability to the Client for any amount, however arising, which Phlorum would have been able to recover from any other person by way of indemnity, contribution or otherwise but are unable to recover because the Client agreed, or are treated as having agreed, with such other person any exclusion of or restriction on their liability.

6.6 Phlorum's Liability shall not be limited or excluded by any provision of the Agreement or otherwise to the extent prohibited or limited by law and in particular nothing shall exclude or limit its Liability:

6.6.1 for death or personal injury caused by its negligence to the extent prohibited by law;

6.6.2 for fraudulent misrepresentation or other fraud.

6.7 Phlorum's obligations regarding the standards for and quality of the Services are only as set out in the express terms of the Agreement. All other duties, warranties, conditions, terms and liabilities in respect of the quality of the Services or any goods supplied that are imposed on Phlorum by law (including without limitation terms implied by statute, common law or otherwise) are excluded except to the extent such exclusion is prohibited or limited by law.

6.8 Without prejudice to any duty of the Client at common law, the Client shall take such steps as Phlorum may reasonably require to mitigate or reduce any losses or claims that may arise in relation to the Agreement.

7 INTELLECTUAL PROPERTY RIGHTS

7.1 Notwithstanding any other provision of the Agreement, all Intellectual Property Rights in or arising from the Services or any other services, Deliverables or other items provided by or on behalf of Phlorum ("**Phlorum IPRs**") belong to Phlorum and/or its licensors exclusively and the Client shall have no rights in relation to them other than a non-exclusive, royalty-free licence to use the Deliverables for internal business purposes to the extent necessary to receive the benefit of the Services. The license granted under this clause 7.1 shall automatically terminate on termination of the Agreement or upon any breach of the Agreement. If notwithstanding this, any Phlorum IPRs are acquired by the Client (including any new Phlorum IPRs), the Client hereby assigns all such Phlorum IPRs to Phlorum.

7.2 The Client grants Phlorum a non-exclusive, royalty-free licence to use, copy and modify the Client Materials and the Client's Intellectual Property Rights for the duration of the Agreement for the purpose of providing the Services. Subject to the remainder of this clause 7, if a claim is brought against Phlorum that the use of the Client Materials in accordance with the terms of the Agreement infringes a third party's Intellectual Property Rights (a "**Client Intellectual Property Claim**"), the Client shall indemnify Phlorum for any amount awarded against Phlorum as damages by a court of competent jurisdiction in respect of or paid by Phlorum to such third party in settlement of the Client Intellectual Property Claim.

7.3 The Client shall indemnify Phlorum at all times against all claims, demands, costs (including legal costs on a full indemnity basis) expenses, losses and liabilities incurred by Phlorum as a result of any third-party claim against Phlorum arising out of Phlorum's use of the Client Material and/or the Client's Intellectual Property Rights.

8 TERMINATION

8.1 Phlorum may terminate this Agreement at any time by providing the Client with not less than thirty (30) days' prior written notice.

8.2 Either party may terminate the Agreement at any time on giving written notice to the other party if the other party:

8.2.1 commits an irremediable material breach of the Agreement;

8.2.2 commits a material breach of the Agreement which is capable of being remedied but has failed to remedy such breach within 30 days after having received written notice from the terminating party requiring the same; or

8.2.3 suffers an Insolvency Event.

8.3 Phlorum may terminate the Agreement on giving written notice to the Client if:

8.3.1 payment of any amount due from the Client is overdue by ten Business Days or more;

8.3.2 the Client suspends or ceases, or threatens to suspend or cease, carrying on all or a substantial part of its business; or

8.3.3 a Financial Distress Event occurs.

8.4 Termination or expiry of the Agreement shall not affect:

8.4.1 any right or liabilities which have accrued prior to the date of its termination or expiry; or

8.4.2 the continuance in force of any provision hereof which expressly or by implication is intended to come into or continue in force after termination or expiry, including clauses 6 and 8.

8.5 Upon termination or expiry of the Agreement:

8.5.1 the Client shall immediately return any materials or equipment in its possession or under its control which belong to or were supplied by Phlorum; and

8.5.2 Phlorum shall issue an invoice in respect of all outstanding Charges, and the Client shall pay such invoice in accordance with clause 5.2.

9 FORCE MAJEURE

Phlorum shall not be liable (and shall not be in breach) for any delay in or failure to perform its obligations under the Agreement for a Force Majeure Event and any timescales or dates for performance of such obligations shall be extended to take account of the impact of the Force Majeure Event. If a Force Majeure Event continues for a period of 30 days or more, Phlorum shall be entitled to terminate the Agreement on giving written notice to the Client.

10 EMPLOYEES AND NON-SOLICITATION

10.1 Each party shall keep the other indemnified against all and any costs (including any legal costs), expenses, liabilities, damages and losses arising out of or in connection with any demand, claim or award which arise from the actual or alleged transfer of the employment of any of its (or its contractors') employees by operation of law to the other party (or its contractors), including those incurred by that other party or its contractors in relation to the employment or termination of employment of such person(s).

10.2 While the Agreement is in force and for a period of 6 months after the expiry or termination of the Agreement the Client shall not solicit the employment of or employ or offer employment to any Phlorum Personnel. In this clause "employ" and "employment" shall include, without limitation, the engagement of such person in any capacity, whether as an employee, director, contractor, consultant or otherwise.

10.3 If the Client is in breach of clause 10.2 it shall if requested, pay to Phlorum, as liquidated damages, an amount equal to one half of the value of the final gross emoluments payable, as the case may be to such person, including any bonus entitlement and commissions and calculated before deduction of tax, national insurance or any other deductions. Any claim for or payment of such liquidated damages shall be without prejudice to any of Phlorum's other rights and remedies under the Agreement.

11 ASSIGNMENT AND SUB-CONTRACTING

11.1 Phlorum shall be entitled to assign, novate, charge, sub-contract or declare a trust over all or any of its rights and obligations under the Agreement. The Client shall enter into any documentation, including novation agreements, reasonably required by Phlorum in order to effect any such transfers to third parties.

11.2 The Client shall not without the prior written consent of Phlorum assign, novate, charge, sub-contract or declare a trust over all or any of its rights and obligations under the Agreement.

12 NOTICES

12.1 Any notice given under the Agreement shall be in writing and in English.

12.2 Any such notice shall be served by:

12.2.1 leaving it at the intended recipient's address; or

12.2.2 sending it by recorded delivery to the intended recipient's address; or

12.2.3 sending it as an attachment by electronic mail to the intended recipient's email address.

12.3 The parties' addresses and other contact details that must be used for the purposes of clause 12.2 are:

Phlorum Limited
Address: Unit 12 Hunns Mere Way, Woodingdean Business Park, Brighton, East Sussex, BN2 6AH
For the attention of: Paul Beckett
Email address: Paul.Beckett@phlorum.com

Client's name: As set out in the Engagement Letter
Address: As set out in the Engagement Letter
For the attention of: As set out in the Engagement Letter
Email address: As set out in the Engagement Letter

,or any other postal address or email address which a party may from time to time notify in writing to the other party in accordance with this clause.

12.4 Any notice served in accordance with clauses 12.1 to 12.3:

12.4.1 by leaving it at the intended recipient's address shall be deemed to have been received when left at that address if left during business hours (being between 9.00 am and 5.00 pm on a Business Day) ("Business Hours"); otherwise, it shall be deemed to be received when Business Hours next commence;

12.4.2 by pre-paid first-class post or recorded delivery shall be deemed to have been received 2 Business Days after the date of posting. In proving the date of despatch, it is sufficient to show that the envelope containing the notice was properly addressed, stamped and posted;

12.4.3 by electronic mail shall be deemed to have been received at the time of sending, if sent during Business Hours; otherwise, it shall be deemed to be received when Business Hours next commence. In proving the time of sending, it is sufficient to prove that the notice was duly sent by electronic mail to the email address of the party.

12.5 Each party agrees that without preventing any other mode of service permitted by any rule of court, any document in any proceedings (including but not limited to any claim form or other originating process) may be served on any party by being delivered to or left for that party at its postal address for service of notices under clause 12.3 and to notify the other party in advance of any change from time to time of the details of such address in accordance with the manner prescribed for service of notices under clause 12.1.

13 GENERAL

13.1 Without prejudice to its other rights and remedies Phlorum shall be entitled but not obliged at any time or times without notice to the Client to set off any liability of the Client to Phlorum against any Liability of Phlorum to the Client (in either case however arising) whether any such liability is present or future, liquidated or unliquidated.

13.2 The Agreement constitutes the entire agreement and understanding of the parties and supersedes any previous agreements or understandings between them, whether written or oral, with respect to the arrangements contemplated by the Agreement.

13.3 Each party acknowledges and agrees that:

13.3.1 in entering into the Agreement, it does not rely on and shall have no remedy in respect of, any statement, representation, warranty (in each case whether negligently or innocently made) or understanding of any person (whether party to the Agreement or not) which is not expressly set out in the Agreement; and

13.3.2 no party shall have any claim for innocent or negligent misrepresentation or negligent misstatement based on any statement, representation, warranty or other term which is expressly set out in the Agreement.

13.4 Nothing in clauses 13.2 or 13.3 shall, however, operate to limit or exclude any liability for fraud or fraudulent misrepresentation.

13.5 Phlorum shall be entitled to assign, novate, charge, sub-contract or declare a trust over all or any of its rights and obligations under this Agreement. The Client shall enter into any documentation, including novation agreements, reasonably required by the Supplier in order to effect any such transfers to third parties.

13.6 The Client shall not without the prior written consent of the Phlorum assign, novate, charge, sub-contract or declare a trust over all or any of its rights and obligations under the Agreement.

13.7 Except as provided in clause 13.8, no person who is not a party to the Agreement shall have any right under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of the Agreement or to consent to any amendment, but this does not affect any right or remedy of a third party which exists or is available apart from pursuant to that Act.

13.8 It is agreed that:

13.8.1 subject to clause 13.8.2, to the extent determined from time to time by Phlorum, each of the Service Provider Parties shall be entitled in its own right pursuant to the Contracts (Rights of Third Parties) Act 1999, and subject to and in accordance with this clause, to benefit from and enforce the exclusions and limitations of Liability set out in this Agreement in favour of the Phlorum; and

13.8.2 the maximum Liability of Phlorum and the Service Provider Parties collectively, in aggregate, to the Client shall not exceed the monetary limits on Phlorum's Liability set out 6; and

13.8.3 the parties shall not be required to notify or obtain the consent of any third party in order to rescind, cancel or vary this Agreement or any provision of it, whether or not it extinguishes or alters any entitlement that such third party may have to enforce any of the provisions of this Agreement. No third parties may assign or otherwise transfer any of their rights referred to in this clause

13.9 The Agreement may be executed in any number of counterparts, each of which when executed by one or more of the parties hereto shall constitute an original but all of which, when dated with the same date, shall constitute one and the same agreement.

13.10 No variation of the Agreement shall be effective unless and until it is made in writing and signed by each of the parties to the Agreement or on their behalf by duly authorised representatives. For the purposes of this clause, the expression "variation" includes any supplement, deletion or replacement however effected.

13.11 Any failure to exercise or delay by a party in exercising a right or remedy arising in connection with the Agreement or by law shall not constitute a waiver of such right or remedy or of any other rights or remedies.

13.12 Nothing in the Agreement shall be:

13.12.1 deemed to constitute a partnership, joint venture, representative or agency relationship between the parties to it; or

13.12.2 construed or have effect as constituting any relationship of employer and employee between the parties.

14 GOVERNING LAW AND JURISDICTION

The Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with the Agreement or its subject matter or formation (including non-contractual disputes or claims).

AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	To consider estimates to cut back vegetation from Chatsworth Park encroaching a resident's property

1. INTRODUCTION

A resident recently reported that vegetation from Chatsworth Park was growing over her boundary and asked if we could cut the area back. I sent the attached specification document out for estimates.

2. INFORMATION

Prices have been obtained from two contractors, as follows:

Ace Landscapes have quoted £211 plus VAT (estimate attached) to cut back overhanging and low level vegetation by 1m behind the property boundary as shown on my tender document.

Aspen Treecare has quoted £400 plus VAT via email to reduce back 1m from boundary.

Both contractors have confirmed they would be willing to keep their estimate until a decision is made at this meeting.

The resident has since asked that we repair their fence, as they believe the damage has been caused by vegetation encroaching their property (photos are as per the attached specification document). The damage is located to the southern aspect, but I have only been able to access the northern aspect. As I cannot access the southern section of the border, I am unable to confirm if the vegetation is the reason for the damage. However, I would have expected the resident to have reported this to us once the damage started occurring, or at the very least, when they initially reported this to us.

3. RECOMMENDATION

I recommend that the Committee accept Ace Landscapes estimate of £211 plus VAT to cut back the vegetation 1m from the resident's property and that they provide us with their opinion if the fence has become damaged due to vegetation from the park whilst they are on site. Their response can then be taken to this Committee for further consideration once received.

4. ENVIRONMENTAL IMPACT

The environmental impact will be considered when carrying out any works in response to a complaint.

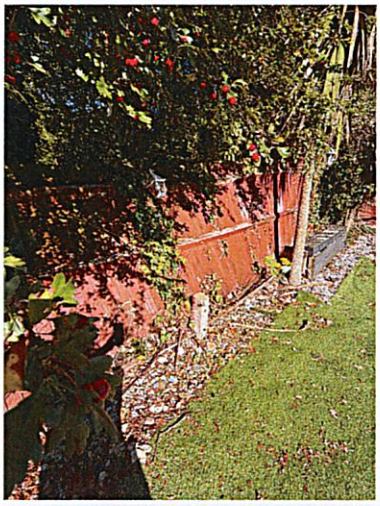
5. FINANCIAL IMPLICATIONS

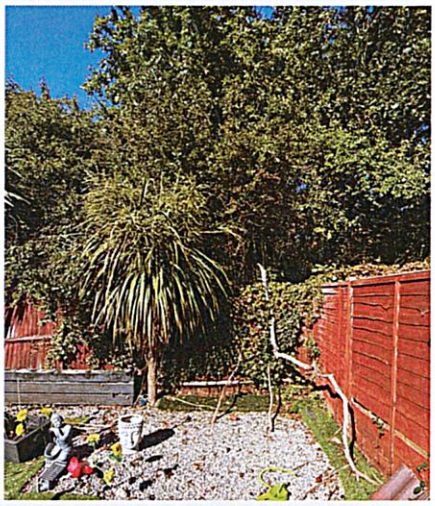
We have a grounds maintenance budget 4101-101 which stands at just under £11,500 at 30th September, and £17,205 in an earmarked reserve, budget code 9035-910.

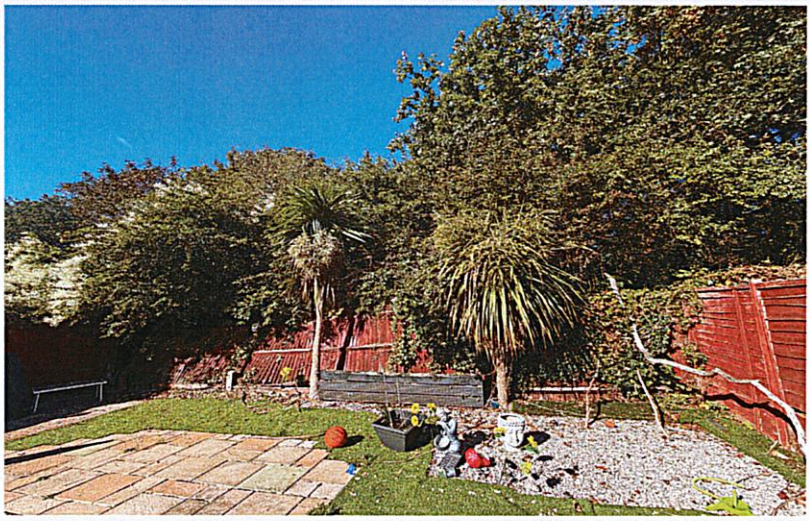
Specification to carry out tree works in Chatsworth Park, Telscombe Cliffs

Telscombe Town Council are looking to have trees and vegetation cut back in Chatsworth Park, which is adjacent to a property fence line at Manor Drive – *see pictures and map below.*

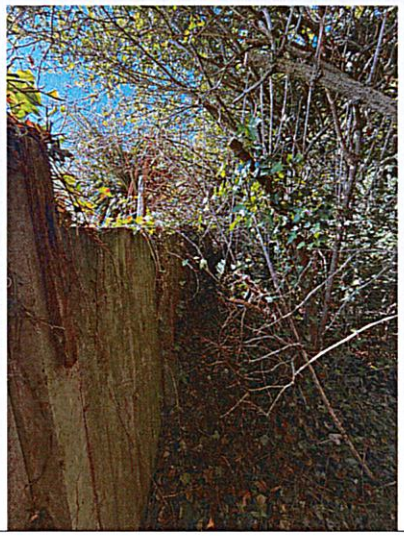
Photos taken from property







Photos taken from behind property







The what3words location is ///slimy.unwraps.punctured

Price to cut back any overhanging tree branches, deadwood and vegetation (including low lying) by 1 metre from the fence line along the area highlighted in red on the map above £

Includes VAT

Yes / No

Declaration

Signed: Date:

Name:

On behalf of:-

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

Email: accounts@acelandscapes.co.uk
Tel: 01273 978902

Quote

QT00303

Telscombe Town Council

Site	Chatsworth Park	**Date**	05 October 2026
Reference	Manor drive fence line	**Expiry Date**	04 November 2026
		VAT Number	492 5129 76

Manor drive fence line:

To cut back overhanging vegetation and low level vegetation by 1m behind property boundary as shown on tender document and dispose of arisings at a green waste recycling facility.

Description	Quantity	Unit Price	Amount
Landscape Labour Hour Rate 2 men	3	52.00	156.00
dispose of Green Waste at registered recycling facility	1	55.00	55.00
		Subtotal	211.00
		Total 20% VAT	42.20
		Total GBP	**253.20**

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

AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	To note completion of painting of the ball wall in Chatsworth Park and decide how to thank the artist

1. INTRODUCTION

This Committee previously agreed for the ball wall in Chatsworth Park to be re-painted by the previous artist, due to the previous painting peeling off. The Town Council paid for the supplies and there was no cost for the artist's time.

2. INFORMATION

The artist completed their works in September. Please see photo below:



When this work was last undertaken in May 2023, it was agreed to present the artist with a voucher, with the Town Council's thanks.

3. RECOMMENDATION

It is therefore recommended to note completion of the painting and to consider how we would like to thank the artist for their work.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

The budget line for playground spare parts/repair, 4100-201, could be used which stands at £927 as at 30th September, although other playground works have been agreed which are to be funded from this budget line.

AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	To consider purchasing and planting a Paulownia tree in Chatsworth Park

1. INTRODUCTION

Two years ago, a resident kindly donated a Paulownia tree, which was planted in Chatsworth Park. This was destroyed in March 2025, and it was agreed to obtain estimates for a replacement tree once the next planting season had started. Unfortunately, this was not actioned at the time.

2. INFORMATION

As we are coming up to the next planting season, we could re-investigate planting a tree. The Admin & Finance Assistant has investigated costs of purchasing a sapling tree. The attached spreadsheet details the costs, alongside the pot size. The pot volume tells us how established the roots are. A young whip or sapling up to 2 years old, would be set in a pot up to 5 litres, with an approximate width of 22.5cm. A 10-15 litre pot would hold a young standard tree, approximately 120cm tall and approximately 29cm wide.

3. RECOMMENDATION

It is recommended to consider purchasing a Paulownia tree, and if agreed, to ask the Telscombe Green Spaces Volunteers to plant it in Chatsworth Park.

4. ENVIRONMENTAL IMPACT

Planting trees has many positive impacts, including capturing carbon dioxide, improving air quality and reducing soil erosion.

4. FINANCIAL IMPLICATIONS

We have a grounds maintenance budget 4101-101 which stands at just under £11,500 at 30th September, and £17,205 in an earmarked reserve, budget code 9035-910.

Paulownia Tomentosa Tree Prices

Company	Size: Height	Pot Size - Litres	Cost	Delivery Charge
J Parkers		2	£14.99	£4.99
Gardening Express		2-3	£16.97	£6.99
Gardening Express	150cm - 180cm	5	£49.99	£6.99
Plant Giant	40cm - 60cm	5	£25.84	£4.95
Plant Giant	60cm - 100cm	5	£29.25	£4.95
Architectural Plants	1.4m - 1.6m, 60cm wide	5	£57.50	£14.95
Crocus.co.uk	1.2m - 1.5m - winter order	9	£79.99	£12.99
Crocus.co.uk	1.6m	12	£149.99	£12.99
Ornamental Trees	50cm - 70cm	5	£55.00	£12.00
Ornamental Trees	100cm -120cm	12	£90.00	£12.00
RHS Plants	1.6m	12	£149.99	£12.99

16th October 2026

AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	To consider possible replacement of the pedestrian gate on Kirby Drive to the old Chatsworth Park car park

1. INTRODUCTION

At the entrance to the old car park at Chatsworth Park, situated just off Kirby Drive, there is a field gate and a pedestrian gate.

2. INFORMATION

The field gate is kept padlocked and the pedestrian gate has been left open. However, the pedestrian gate has now rotted and fallen over and is laying on the ground. Please see photo below:



3. RECOMMENDATION

Agreement is therefore requested to have the old collapsed gate removed and to consider the possibility of installing a new gate.

4. ENVIRONMENTAL IMPACT

N/A

4. FINANCIAL IMPLICATIONS

The labour costs could come from grounds maintenance and if it is agreed to have a new gate, consideration will need to be given which budget line or earmarked reserve to use, depending on the cost.

AGENDA ITEM	18
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	25th November 2026
SUBJECT	To consider the Telscombe Green Space volunteers' request to use concrete bins as planters

1. INTRODUCTION

Ace Landscapes have offered the Telscombe Green Space Volunteers (TGSV) three concrete bins that they do not need. Please see photo below of one of the concrete bins:



2. INFORMATION

The bins are very heavy and could be used as planters in Chatsworth Park or for another project. The TGSV have also asked if they could be stored at the Civic Centre.

3. RECOMMENDATION

It is recommended to consider the TGSV request to use the concrete bins as planters and for them to be stored at the Civic Centre. If it is decided not to use them for the Town Council, the TGSV have advised they could be used for the Central Avenue community garden on Lewes District Council land.

4. ENVIRONMENTAL IMPACT

There will be a positive impact as the planters are being recycled and the planters will support pollinators.

5. FINANCIAL IMPLICATIONS

None.

AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	25th November 2026
SUBJECT	To consider signing up to Weald to Waves

1. INTRODUCTION

Cllr Clarkson has asked for this item to be placed on the agenda. Weald to Waves is a network of farmers, land managers, councils, researchers, wildlife charities, schools, gardeners and community groups who are establishing a nature recovery corridor from the High Weald to the Sussex coast and revived seas, encompassing over 20,000 hectares of contiguous habitat.

2. INFORMATION

The project was set up in 2022 with the first seven landowners meeting and signing a memorandum of understanding in 2022. These original landowners formed the first core areas for nature recovery. The corridor started to grow, joining up these landowners with other nature recovery partnerships and stakeholders.

There are now 3 three membership types, Farmers & Land Managers; Gardens & Greenspaces and 100 Mile Classroom. We fall into the first two categories for the Tye and Chatsworth Park. It was taken to the last Policy & Resources Committee meeting where it was agreed to sign up for the Tye under the Farmers & Land Managers category and Committee members are asked to consider signing up Chatsworth Park under the Gardens and Greenspaces category.

The Weald and Waves website says that:- *'By joining the corridor, you will be pledging to put nature at the forefront of your decision-making. This does not result in any designation or legal agreement, but is a commitment that unifies our community.*

If you are within Sussex, you can sign up as a member. We target our support to those within the corridor, but we recognise the incredible work already happening and want to build a network that stretches far beyond the corridor.

For landholdings within the corridor, we encourage and support members to pledge and habitat map their land, through our partnership with LandApp. This informs the advice we can offer you, while contributing to our understanding of habitat connectivity across the landscape.

Everybody's journey of nature recovery is unique. We don't ask that you meet targets or conform to any single approach. Instead, we ask that you share our commitment for nature recovery, from habitat creation to regenerative food production, to create a more sustainable, resilient landscape.'

They advise that the route of the corridor runs from Ashdown Forest in the High Weald through the Low Weald and via the chalklands of the South Downs National Park, and along major rivers to the Sussex coast where there are significant efforts being made to restore the kelp forests on the sea floor. This route connects the Weald to the waves.

3. RECOMMENDATION

It is recommended to consider whether to sign up Chatsworth Park under the Gardens and Greenspaces category.

4. FINANCIAL IMPLICATIONS

N/A

5. ENVIRONMENTAL IMPACT

TBA

AGENDA ITEM	20
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Diana Joel, Admin Assistant
MEETING DATE	25th November 2026
SUBJECT	Future events update and agree recommendations

1. INTRODUCTION

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

2. INFORMATION

The Future Events Working Group (FEWG) met on 11th November and the following is a summary of the meeting, along with updates since then.

Halloween Children's Party – Sunday 1st November
We sold 43 tickets for £177, and Cllr Clarkson spent approximately £88 on food. Payment for Clumsy Entertainment of £280 was taken out of the Entertainment Budget.

The FEWG felt that Clumsy Entertainment had an excellent set up and we should use them again, including other events. It was also noted that there should be greater clarity on the posters produced by the Town Council, as some people thought it was just a disco.

Race Night – Friday 6th November
We sold 39 tickets and £610 was raised for the Sussex Heart Charity. Everyone felt that it all ran smoothly.

Christmas Carols with the Salvations Army – date tbc
We are awaiting a date from Cllr Watts and I am liaising with Cllr Gallagher about who to invite.

Christmas Day Coffee Morning – Friday 25th December 10am to midday
Cllrs Watts, Clarkson, Robinson and Williamson will be helping on the day. Cllr O'Connor will be buying the food, but with fewer bacon, sausages, veggie sausages and buns than last year. He will compare Booker's and Asda's prices to see if it is better to buy smaller portions from Asda.

Len Fisher (ex-Seaford Town Council Town Clerk and host at Seahaven FM) has approached the Town Clerk and offered to help with cooking on the day, and this has been agreed by the FEWG.

The evening/weekend Caretaker has kindly agreed to open and close on the day.

Meet the Mayor – 10am to midday Wednesday 30th December
This is being held at Saltdean Lido in the Club Room. Posters/invitations will be advertised on our noticeboards as soon as possible.

Red Torch Walk in Chatsworth Park

The attached report (Appendix 1) was considered by the FEWG and they recommended that the event be held on 8th May 2027. It should be noted that although this date is two days after the next election, the Annual Council meeting is not until 19th May. All current Councillors will therefore still be in post.

Sussex 1550 Celebrations

The attached report (Appendix 2) was also provided to the FEWG and gives details about 'Sussex 1550'. This is a County wide campaign and celebration, marking the 1550th anniversary of the founding of Sussex as an independent kingdom in AD477 by King Ælle and his sons. The FEWG agreed that estimates would be obtained to light up the building and this will be taken to a future Committee meeting for consideration.

Quiz Night – 7:30pm Friday 12th March 2027

I will be asking for volunteers in January

Mayor's End of Term Event – Friday 16th April 2027

Cllr Gallagher is considering an afternoon event, maybe with awards.

People's Emergency Briefing – 7pm Thursday 14th January 2027

The previous proposed date of 12th November 2026 was delayed due to Peacehaven Town Council (PTC) running their briefing a few days after. Cllr Clarkson has set up tickettailor.com to sell tickets and I am currently working on the list of people to invite. We will be meeting again after PTC have held their showing on 20th November. Cllr Sharkey, who is helping to run the PTC event, is happy to help with any questions.

3. RECOMMENDATION

It is recommended to note the report and agree to the proposal put forward by the FEWG that we run a Red Torch Walk on 8th May 2027.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

There will be financial implications for the Mayor's Civic Service and end of term event which will be funded from the Mayor's allowance, nominal code 4016-100.

Appendix 1

REPORT TO	Future Events Working Group
REPORT FROM	Diana Joel, Admin Assistant
MEETING DATE	Wednesday 11th November 2026
SUBJECT	Red Torch Walk in Chatsworth Park

1. INTRODUCTION

At our last meeting on 5th August, it was agreed that Cllr Clarkson would have a trial run of the walk.

2. INFORMATION

Cllr Clarkson has held two test Red Torch Walks, one with his daughter, and one with his daughter, her friend, a parent and their child.

He confirmed that on both walks they saw animals and had fun, and there may be some small costs involved in running it. He felt the best way to run this would be:

- Five stewards are needed, one in the car park, one by the Memory Garden, one by the bottom pond, one at Pigs Hill and one at the southern end of the park. This number could be reviewed and reduced, but preferably not below four so that there are semi regular points of contact
- All stewards to be in high-vis tops with a red torch to direct visitors around the route
- All stewards to have a walkie talkie for safety and to advise next steward that a group is on its way and also to be sure that the last group has returned, or if a group leaves part way through
- Meet in the car park, as there is a lamp post and seating
- Steward hands out maps with the circular route. The maps could have simple instructions included on the back
- Steward helps set up the red torches – the best way is to put red cellophane into a phone case and use the phone light
- Steward gives instructions about being quiet, having phones set to silent, advises why we use a red light and warns to walk carefully
- Viewing points should be marked out, possibly with signs staked into the ground with a glow stick and using reflective tape for the viewing point number

Further thoughts:

- Foxes were seen on both walks, and a badger on one of them
- Although there seems to be more activity around dusk, the torches work better after dark so a 2-hour window starting just after sundown is possibly the best idea
- The walk takes around 30 minutes and will be fine for self-guided groups

- A fire pit at the end for toasting marshmallows and general chatting would enhance the experience
- On a clear night, the view of the stars will be great

Concerns:

- As it is dark, tripping is a risk. All the walk takes part on footpaths, except for looking at the mini forest and the southern end, which is grass
- Groups will not be directed through trees, but there is a concern that if someone trips or falls that we would be liable
- Because of the possible risk of tripping, should we note on the handout that people take part at their own risk

Costs:

- Printing of handout – double sided on card, with the map on one side and instructions on the other
- Signs – A4 or A3 card on a wooden stake, printed or made with reflective tape and glowsticks attached

Items to borrow:

- Walkie talkies
- High-vis jackets
- Fire pit, skewers and marshmallows

Cllr Clarkson felt that the best future dates for this would be Saturday 8th May 2027 8:30-10:30pm, or Saturday 25th September 2027 7-9pm. Consideration needs to be given to the fact that the election will be held on 6th May 2027.

3. RECOMMENDATION

It is recommended to consider the above and decide whether to go ahead with a walk next year.

Appendix 2

REPORT TO	Future Events Working Group
REPORT FROM	Diana Joel, Admin Assistant
MEETING DATE	Wednesday 11th November 2026
SUBJECT	Sussex 1550 celebrations

1. INTRODUCTION

The Town Clerk recently received an email from Sussex 1550, which is a County wide campaign and celebration, marking the 1550th anniversary of the founding of Sussex as an independent kingdom in AD477 by King Ælle and his sons.

2. INFORMATION

Sussex 1550 are inviting us to partake and celebrate the wonderful County of Sussex and its cherished customs, traditions, and heritage. There is so much to be proud of, and our unique ways deserve to be observed in a large fashion and as an act of union and togetherness.

The 'Anglo-Saxon Chronicle', a set of annals compiled in the late 9th Century, states Sussex was established, as an independent Kingdom, in the year 477 by King Ælle and his three sons, Cymen, Wlencing and Cissa, who arrived on the coast in three ships at a place called 'Cymenshore'.

These celebrations are to take place on the week of Sussex Day, Wednesday 16th June 2027, inclusive of the weekends either side - Saturday 12th until Sunday 20th June 2027 and include

🔥 Co-ordinated Beacon / Bonfire Lightings at 9pm on 16th June
🎈 Street Parties
🎪 Village Fetes
🐓 + Any other Sussex related events and activities

As part of the celebrations, they would like to formally invite us to partake in the centrepiece of events - a coordinated county-wide Beacon and Bonfire Lighting at 9pm on Sussex Day, Wednesday 16th June 2027, uniting every corner of Sussex at the same moment. They are now accepting registrations for commemorative Sussex 1550 beacons and bonfires. We can register online at www.sussex1550.com or email beacons@sussex1550.com

We have previously decided against a beacon at the Queen's Platinum Jubilee is 2022 and the 80th Anniversary of D-Day in 2024 but could come up with a more creative way to light up the building.

3. RECOMMENDATION

It is recommended to consider registering for a coordinated county-wide Beacon and Bonfire Lighting at 9pm on Wednesday 16th June 2027 and consider if we would like to arrange any other activities.