

TELSCOMBE TOWN COUNCIL



To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr T Armour, Cllr W Botting, D Brindley *Chairman & Deputy Mayor*,
Cllr J Harris, Cllr G Maskell *Vice-Chairman*, Cllr R Maskell,
Cllr B Page, Cllr A Smith, Cllr J Wilkins *Mayor*
Cllr D Wright

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES
Tel: 01273 589777
www.telscombetowncouncil.gov.uk

14th November 2017

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 20th November 2017** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Nancy Astley
Town Clerk

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions at the commencement of the meeting for a period of fifteen minutes.
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest
4. To discuss and approve minutes of the meeting held on Monday 2nd October 2017 - *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 30th September 2017 – *attached*
7. Veolia funding application – *see attached*
8. Temporary Forest Activity Club in Chatsworth Park – *see attached*
9. Forestry outdoor school sessions – *see attached*
10. To agree actions on tree survey report for Chatsworth Park & The Copse – *see attached*
11. To agree estimate for pointing on west and south walls of Civic Centre – *see attached*
12. To consider use and room hire cost for room 6 – *see attached*
13. Future events - including fireworks, Christmas morning and any new ideas – *see attached*
14. Business Plan update – *see attached*
15. Urgent matters at the discretion of the Chairman for noting
16. Exclusion of Press & Public - to consider whether to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.
17. To approve tender for tree/hedge maintenance contract 2018-2021 in parks and playgrounds - *attached*
18. To approve tender for grounds maintenance contract 2018-2021 (grass cutting/litter collection) in parks and playgrounds - *attached*

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 instruct that they are not included in the filming.

Date for next meeting of the Committee – Monday 22nd January 2018 (to be confirmed)

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 2nd October 2017** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: W Botting, G Maskell *Vice-Chairman*, R Maskell, A Smith
J Wilkins *Mayor*, D Wright

Also Present: Stella Newman, Deputy Town Clerk (*minutes*); Nancy Astley, Town Clerk

1002. PUBLIC QUESTION TIME

There were no questions from the public present.

1003. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr D Brindley due to family commitments, Cllr T Armour due to work commitments and Cllr B Page due to annual leave. These reasons for absence were accepted. Cllr J Harris was also absent. In the absence of the Chairman, Cllr G Maskell, Vice-Chairman, chaired the meeting.

1004. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

1005. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 31st JULY 2017

It was proposed by Cllr R Maskell, seconded by Cllr W Botting and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Vice-Chairman, Cllr G Maskell.

Cllr G Maskell then requested that agenda item 7 be brought forward, to allow Chris Bibb of Lewes DC to do his presentation on playground refurbishments, after which he could leave the meeting. This was unanimously **agreed**.

1006. UPDATE ON PLAYGROUND REFURBISHMENTS BY CHRIS BIBB OF LEWES DISTRICT COUNCIL AND TO AGREE ISSUE OF TENDERS

Mr Bibb gave a power point presentation showing which items are to be removed and the suggested replacements. When questioned about surfacing, he advised that some areas are going to be replaced with carpeting which has sand in it which is very durable. Regarding funding he advised that there is £63,104 from Section 106 monies from the Buckhurst Road development and there are several places we can apply for grants.

Cllr Smith advised that Lewes District Council will handle the tender process, oversee the development works and handle snagging items for one year afterwards. Cllr Smith asked how much longer it would be until the tender was ready and Mr Bibb advised that they are almost complete. It was therefore proposed by Cllr A Smith, seconded by Cllr R Maskell and unanimously **RECOMMENDED** that a working party meeting be set up for a week's time to agree the tenders.

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1007. TO RECEIVE ACTION LIST

Min 952, p 2604, Radiator/heating works - Cllr R Maskell advised that he will contact Cllr Brindley to set a date to check the system.

Min 993, p 2658, Projector Replacement – Stan Newman was thanked for assisting Cllr R Maskell in setting up the new projector.

The remainder of the action list was noted.

1008. TO RECEIVE INCOME AND EXPENDITURE TO 31st JULY 2017

It was proposed by Cllr A Smith, seconded by Cllr D Wright and **RECOMMENDED** that the following figures be accepted as correct – Amenities expenditure of £6,049 and zero income and Civic Centre expenditure of £14,193 and income of £20,443 up to 31st July 2017.

1009. TO AGREE TREE SURVEY FOR CHATSWORTH PARK AND THE COPSE

Following consideration of the report from the Deputy Town Clerk it was proposed by Cllr R Maskell, seconded by Cllr A Smith and **RECOMMENDED** that Richard Jackson be appointed to carry out tree surveys of Chatsworth Park and The Copse at a cost of £650.

1010. TO AGREE ANNUAL AND WEEKLY PLAY AREA INSPECTIONS

Following discussion it was proposed by Cllr A Smith, seconded by Cllr R Maskell and unanimously **RECOMMENDED** that Lewes District Council be appointed to carry out the basic annual play inspections at a cost of £55 per site and that they continue to carry out the weekly inspections at a cost of £15 per site.

1011. GOAL POST REPLACEMENT AT CHATSWORTH PARK

Following deliberation it was proposed by Cllr R Maskell, seconded by Cllr D Wright and **RECOMMENDED** that a single 24' x 8' full size parks grade 76mm goal post be purchased to replace the broken one at Chatsworth Park, up to a cost of £500.

1012. FUTURE EVENTS UPDATE INCLUDING SUMMER FAYRE, FIREWORKS, PROMS, HALLOWEEN & NEW MAYOR'S IDEAS

Summer Fayre – it was unanimously **agreed** to continue holding the summer fayre bi-annually, the next one being in July 2019.

Fireworks – there was lengthy discussion as to whether to hold the firework event again next year. It was noted that volunteer marshals were lacking on the night and it was felt that if the event was to go ahead, paid assistance would need to be brought in. It was therefore **agreed** to get quotations for marshals for the event and bring the costings back to the next meeting for consideration.

Proms (Sat 9th Sept) – the event had to be cancelled due to poor ticket sales and it was unanimously **agreed** not to hold the event next year.

Halloween (Sat 28th Oct) – everything is in place for the event.

Mayor's new ideas – Cllr Wilkins has postponed her idea of a children's drawing/photographic competition.

TELSCOMBE TOWN COUNCIL



Any other events – no other suggestions were made. However, it was noted that Stuart Moulands had enquired about hiring the Tye for their exhibition of motor caravans next year and it was unanimously **RECOMMENDED** that the Town Clerk negotiate a price with them and it be brought back to the next meeting for discussion.

1013. POINTING ON WEST AND SOUTH WALLS OF CIVIC CENTRE

It was noted that the pointing in several areas is in a very poor state and that several bricks are beginning to erode. It was therefore proposed by Cllr A Smith, seconded by Cllr R Maskell and unanimously **RECOMMENDED** that estimates be obtained for pointing the south and west walls and replacement of the eroding bricks on the west wall.

1014. BUSINESS PLAN UPDATE

It was noted that there are a few updates to be made to the plan and Cllr A Smith advised that he will come to the office and go through the updates and then hand over future updates to the Town Clerk and Deputy Town Clerk to carry out.

1015. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr G Maskell advised that the tarmac on the pavement in Telscombe Cliffs Way opposite Stuart Moulands main new building is lifting. The Town Clerk advised she will report it.

There were no other urgent matters.

1016. EXCLUSION OF PRESS & PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

1017. TO DISCUSS AND APPROVE CONFIDENTIAL MINUTES OF THE MEETING HELD ON MONDAY 31st JULY 2017

It was proposed by Cllr W Botting, seconded by Cllr J Wilkins and unanimously **RESOLVED** that the confidential minutes were a true record of the proceedings and were signed as correct by the Vice-Chairman, Cllr G Maskell.

There being no further business the meeting closed at 9.17pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 20th November 2017 at 7.30 pm

Amenities and Civic Centre Action List for 20th November 2017

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.3.17	Min 952, p 2604 Radiator/heating works	RM/DB	As we had not heard from Humphrey Heating regarding a start date for works, Cllrs R Maskell and D Brindley agreed to undertake a check of the system. A date for this check is awaited from them.	Autumn 2017
31.7.17	Min 991, p 2658 Grounds maintenance contracts	NA	The contracts have gone out to tender and quotations are awaited – ON AGENDA FOR 20.11.17 TO AGREE CONTRACTS	November 2017
31.7.17	Min 1001, p 2660 Review of room 6 tenancy and approval to retrieve outstanding monies owed	NA	Despite issue of a solicitors letter, payment was not made by the required date and the Town Clerk instigated recovery via the Small Claims Court – payment due by 8 th October. PAYMENT WAS MADE ON 2.10.17	n/a
02.10.17	Min 1006, p 2682 Update on playground refurbishments	NA	A verbal update will be given under agenda item 7 at meeting on 20.11.17	Spring 2018
02.10.17	Min 1009, p 2683 To agree tree survey for Chatsworth Park and The Copse	SN	Richard Jackson was instructed to carry out a survey and report his recommendations. This has been received and has been placed on the agenda for this meeting– item 10 – to agree actions to be taken.	Spring 2018
02.10.17	Min 1011, p 2683 Goal post replacement at Chatsworth Park	SN	The old goal post is currently in situ and the new one is about to be ordered	Spring 2018
02.10.17	Min 1013, p 2684 Pointing on west and south walls of Civic Centre	SN	An estimate has been received and is on agenda for this meeting – item 11.	Spring 2018

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Amenities</u>								
<u>105</u>	<u>Town Events</u>							
4362	Fireworks & Town Entertainment	1,936	4,223	4,600	377		377	91.8 %
4365	Entertainment consumables	0	0	375	375		375	0.0 %
4366	Wave Leisure	0	1,500	1,500	0		0	100.0 %
	Town Events :- Expenditure	1,936	5,723	6,475	752	0	752	88.4 %
1054	Income entertainment	1,525	1,525	375	1,150			406.7 %
	Town Events :- Income	1,525	1,525	375	1,150			
<u>201</u>	<u>Parks, Open Spaces/Playgrounds</u>							
4098	PlayEquipment Replacement **	0	-1,842	12,500	14,342	6,000	8,342	33.3 %
4100	Playgrounds Spare Parts	0	58	2,250	2,192		2,192	2.6 %
4101	Grounds Maintenance	1,728	9,790	28,000	18,210		18,210	35.0 %
4103	Playground Inspections+ROSPA	0	1,170	2,600	1,430		1,430	45.0 %
4120	Community Capital Projects	0	0	250	250		250	0.0 %
4325	Dog Bins Emptying	0	0	2,000	2,000		2,000	0.0 %
4326	Litter Bin Emptying	0	0	200	200		200	0.0 %
	Parks, Open Spaces/Playgrounds :- Expenditure	1,728	9,176	47,800	38,624	6,000	32,624	
	<i>** credit from House Project for piece of equipment</i>							
<u>202</u>	<u>Amenities General</u>							
4351	Seats and Notice Boards	0	0	2,000	2,000		2,000	0.0 %
	Amenities General :- Expenditure	0	0	2,000	2,000	0	2,000	0.0 %
		0	0	2,000	2,000			
	Amenities :- Expenditure	3,664	14,899	56,275	41,376			
	Income	1,525	1,525	375	1,150			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Civic Centre

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>301</u> <u>Civic Building</u>							
4401 General Repairs	2,000	2,000	3,000	1,000		1,000	66.7 %
4402 Consumable Supplies	66	310	900	590		590	34.4 %
4403 Equipment Maintenance	172	721	1,800	1,079		1,079	40.0 %
4404 External/Internal Decorating	581	581	1,000	419		419	58.1 %
4406 Refuse collection	0	425	900	475		475	47.2 %
4407 Equipment	0	758	1,500	742		742	50.5 %
4411 Rates	1,105	6,884	14,500	7,616		7,616	47.5 %
4412 Water and Sewage	0	1,624	1,670	46		46	97.3 %
4413 Electricity	0	349	2,300	1,951		1,951	15.2 %
4414 Gas	0	240	2,000	1,760		1,760	12.0 %
4417 Internal Works	0	1,409	3,500	2,091		2,091	40.3 %
Civic Building :- Expenditure	3,925	15,302	33,070	17,768	0	17,768	46.3 %
1000 Income Civic Centre	5,060	28,060	35,000	-6,940			80.2 %
Civic Building :- Income	5,060	28,060	35,000	-6,940			80.2 %

302 Civic Building Loan

4060 Loan Accounts	0	5,577	11,500	5,923		5,923	48.5 %
Civic Building Loan :- Expenditure	0	5,577	11,500	5,923	0	5,923	48.5 %

Civic Centre :- Expenditure	3,925	20,879	44,570	23,691
Income	5,060	28,060	35,000	-6,940

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk
<u>MEETING DATE</u>	20th November 2017
<u>SUBJECT</u>	Veolia Funding Application - For Noting

1. INTRODUCTION

Currently Veolia Trust are seeking for funding applications to be submitted. They are particularly interested in funding specific projects that would be directly associated with improvements to the health and wellbeing of the local community. A first round application has been made on this basis and we are currently through to the second round which will be announced in March 2018.

2. INFORMATION

Following a brief discussion with the funding officer at Veolia, it was established that they would prefer to fund projects with a direct link to improving the health of the community rather than updating or refurbishing existing park items.

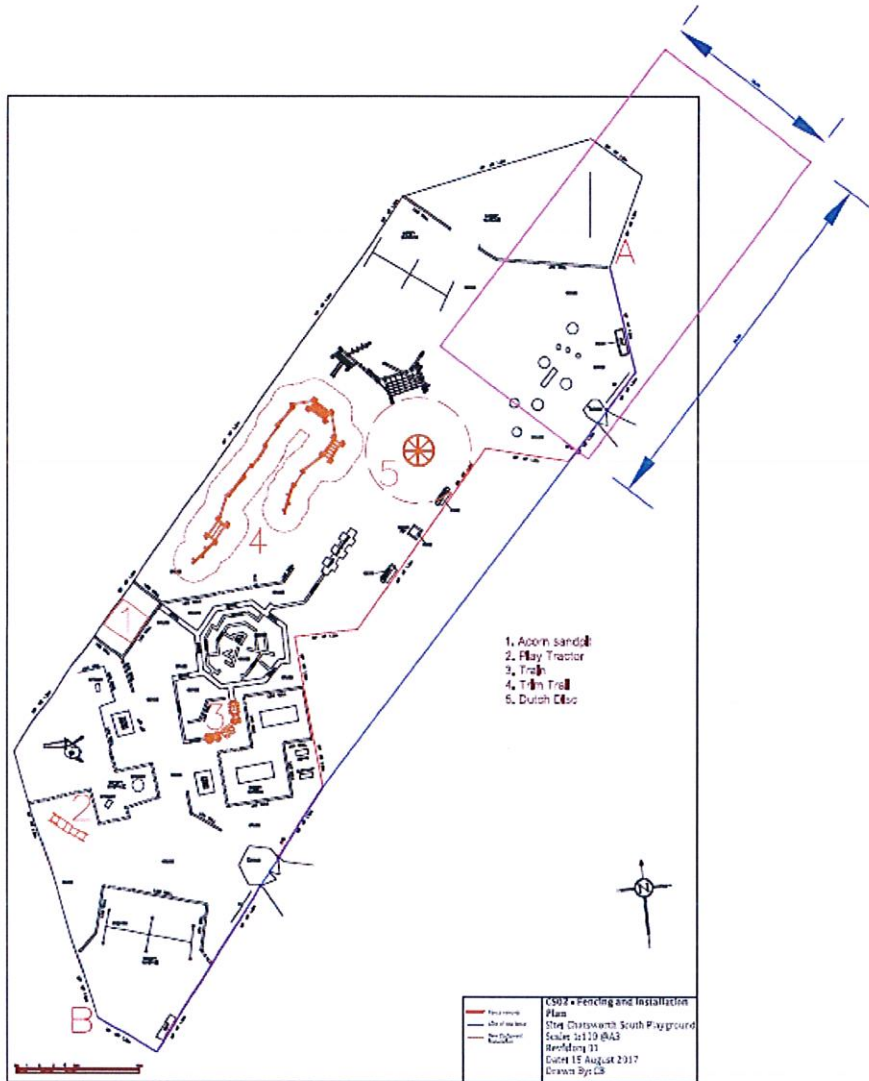
I discussed with the funding officer the possibility of installing a total MUGA system at Chatsworth South which would benefit the entire community as we could set up special sessions for adults, disabled as well as child based activities. The funding officer thought this would be more acceptable.

On that basis I submitted the first round application form seeking funding for £35000 for the installation of a MUGA system.

3. FINANCIAL IMPLICATIONS

As part of the Veolia application we have to demonstrate that there's match funding. So I've explained that the MUGA system is part of the overall park refurbishment project that we have set aside £50 000 for this part of the project.

Chris Bibb (Lewes DC) kindly drafted a plan of where the MUGA may be located.



<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk
<u>MEETING DATE</u>	20th November 2017
<u>SUBJECT</u>	Temporary Forest Activity Club in Chatsworth Park

1. INTRODUCTION

TTC have been approached by a local Community Interest Company called Develop Outdoors to seek approval for using the north end of Chatsworth Park temporarily for the development of a part time Forest School.

2. INFORMATION

Development Outdoors is a locally founded Community Interest Company which has the aim of encouraging local families and young people to undertake outside activities.

The Forest School curriculum involves learning wood working skills, tree, plant & wildlife identification, creative play, and outdoor cookery. All activities are fully risk assessed and undertaken by fully qualified staff (Level 3 Forest School) who also hold first aid and DBS.

Development Outdoors would like to launch the school with a parent child taster day on the 21st December 2017 and then run 2 sessions a week in the New Year (one after school during the week) and one on a Saturday. Development Outdoors would also like to host a programme of outdoor activities during the February and Easter Break and then review the situation with the Council, collating a report of the benefits and impact the activities have had within the local community and potentially discussion other community activities that could enhance and support healthy lifestyles in the area.

3. RECOMMENDATION

Approve the Clerk setting up a temporary use contract for the north end of Chatsworth Park by Development Outdoors for 2 days a week during term time and holiday activity programme, with a full review being provided at the beginning of April 2018.

3. FINANCIAL IMPLICATIONS

N/A

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk
<u>MEETING DATE</u>	20th November 2017
<u>SUBJECT</u>	Forestry outdoor school sessions – For Noting

1. INTRODUCTION

Recently Peacehaven Heights Primary School and Telscombe Cliffs Primary School have developed outdoor sessions as part of their regular timetable and both schools have emailed Telscombe Town Council seeking permission to undertake activities such as pruning branches, litter picking, cutting back brambles, lighting of Kelly kettles etc. in Chatsworth Park.

Unfortunately at this time neither school has provided adequate detailed information or full risk assessments for an informed decision to be made, so the Clerk has written to both schools seeking further information and has expressed at this time that no open fires would be allowed within an open public area.

Ultimately while the children should be allowed to use the park for all sorts of activities, the Council does need to ensure the activities are safely undertaken and as such full risk assessments and ensuring the provision of fully qualified staff etc. is required.

The Clerk will continue to liaise with both schools to ensure this information is forthcoming and these activities can be undertaken with due diligence shown.

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk
<u>MEETING DATE</u>	20th November 2017
<u>SUBJECT</u>	To agree actions contained within the Tree Survey Report for Chatsworth Park & The Copse

1. INTRODUCTION

It was agreed at the last meeting to instruct Richard Jackson Arboriculturist to undertake another tree inspection and submit a survey report for Chatsworth Park and The Copse at a cost of £650.

2. INFORMATION

Richard Jackson's self-explanatory report is attached.

We have funds in the grounds maintenance budget to cover this.

3. RECOMMENDATION

It is recommended that the suggested actions in the report be undertaken and that estimates be obtained and brought back to the next meeting for agreement.

4. FINANCIAL IMPLICATIONS

Costings are unknown at this stage, but there is currently available money in the grounds maintenance budget and we also have an earmarked reserve to be used if necessary.

Richard Jackson (TechArborA), PTI, CAS.

Arboricultural Services.

Arboricultural Consultancy. Tree Surveys and Inspections.

Woodland Management. Planning Services.

**TREE SURVEY AND REPORT FOR CHATSWORTH PARK
AND THE COPSE, TELSCOMBE, EAST SUSSEX.**



Ref: TTC/3/RAJ/17

Client: Telscombe Town Council, Telscombe Civic Centre, 360 South Coast Road,
Telscombe Cliffs, East Sussex BN10 7ES.



Location: Chatsworth Park, Ambleside Avenue BN10 7LN and The Copse, Telscombe Cliffs Way, BN10 7DP, Telscombe, East Sussex.

Inspection Date: 6th, 8th and 10th November 2017.

Report by: Richard Jackson (TechArborA).

Instructions Received: Richard Jackson Arboricultural Services has been instructed by Telscombe Town Council to survey the trees at Chatsworth Park and The Copse. Compile findings, recommendations, and present in a report.



Web site: richardstreeservices.co.uk

Email: dickyjackson@btinternet.com

15 Cornford Close, Burgess Hill, West Sussex RH15 8TJ. Tel: 01444 870798 or 07927 154914.

Summary. Chatsworth Park: The recommendations from the previous survey have been successfully carried out. The majority of the trees at Chatsworth Park are showing good vitality and continue to provide a pleasant and pleasing environment within the parkland setting.

Grey Squirrel (*Sciurus carolinensis*) damage in the form of bark stripping continues and is responsible for the much of the remedial tree work required. The squirrels strip the bark in trees which have soft and smooth bark such as Sycamore (*Acer pseudoplatanus*) and Poplar (*Populus* sp.). The area around and above the damage, becomes dysfunctional and dies, leading to die back in the branch or the upper part of the tree. Subsequently the wood becomes brittle and subjected to high winds, may fracture or fail completely, for example item 4 of recommended work.

At the present time there is no sign of Ash Dieback (*Hymenoscyphus fraxineus*), which has become widely established throughout Sussex. This fungal disease of Ash (*Fraxinus excelsior*) trees was first confirmed in the United Kingdom in 2012 and has spread rapidly. A common vector of the spread has been shown to be windborne spores. It may be that the geographical position of Chatsworth Park with the predominantly south westerly wind and sea breezes has acted as a natural barrier thus far. The fungus is a chronic fungal disease of Ash trees in Europe characterised by leaf loss and crown dieback in infected trees. Some trees succumb to the disease and die, whilst others show some natural resistance. Unfortunately time will be the deciding factor in where the disease spreads and its impact upon the Ash trees.

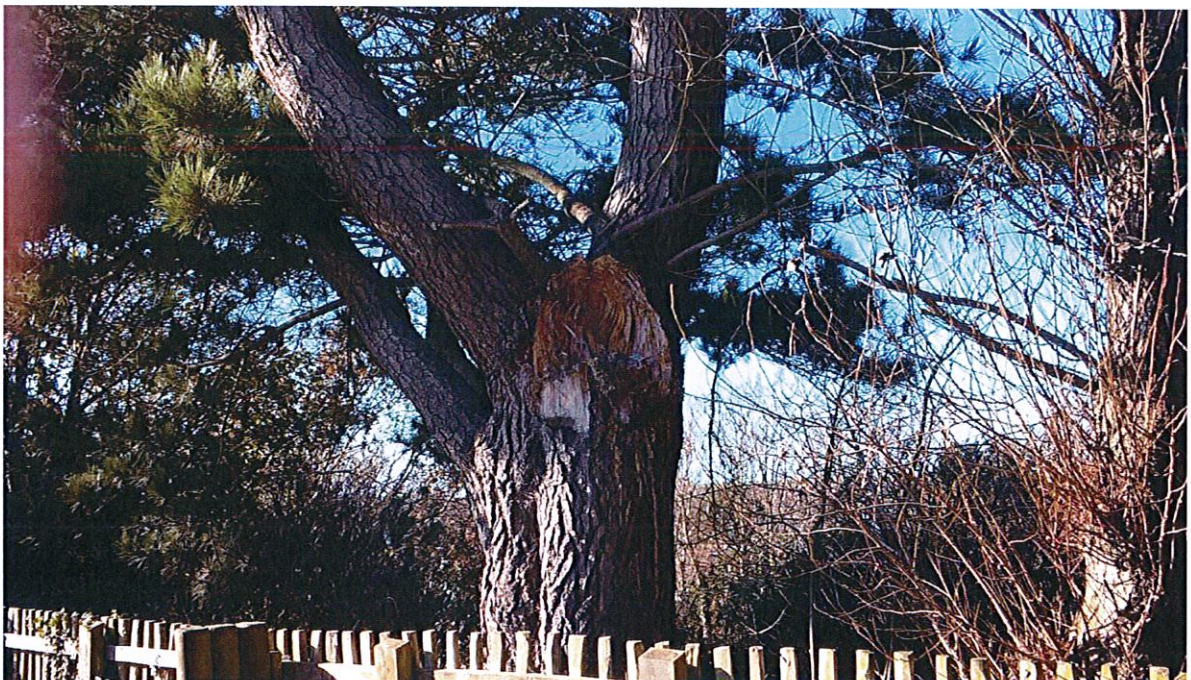
A Pine tree, (*Pinus radiata*), Item1 on the schedule, in area 2 adjacent to the playground has suffered a major limb failure in recent gales. The Pine tree itself is not a particularly good specimen having been suppressed at some point by surrounding trees. However the area of the failure is at the junction with other major limbs. The junction with these limbs has been severely compromised in terms of the stresses now acting on this area. It is my opinion that due to the trees proximity to the playground, should other limbs fail from the junction, they will fall into the playground. I therefore recommend that the tree is removed. The reason for the limb failing is not obvious until inspecting the site of the failure. It appears that there is a degree of embedded bark, (the dark area at the top of the tear in the photograph), which will be a contributory factor if not the main cause. Whilst the likelihood of this type of branch junction failing is given as low to very low (Slater 2016), due to it being within the tree, would not be detectable from a visual inspection.



The damaged Pine showing the crown bias over the playground.



Site of limb failure.



Two major limbs at the area of failure remain.

At the entrance to Bridle Way on the west side of the park, there is a Poplar tree (*Populus nigra* "Italica") that is growing 2.7m from 8 Bridle Way. Although the risk of subsidence to the property is relatively low, due to the soil being freely draining, shallow lime rich soil, over chalk or limestone (Cranfield University Soilscape 3), the tree is becoming dominant and may cause the occupiers concern in the form of tree or branch failure, loss of light or reasonable use of the garden. It may be prudent to take remedial action if funding is available, by removing the tree or carrying out a heavy reduction, but ultimately the tree will need to be removed at some point in the future. It is an item to be considered and monitored.

The Copse. Ivy (*Hedera helix*) has become a dominant feature at this site, and the growth this year has been quite noticeable. A number of trees had the ivy severed during the previous work programme, but the problem seems to be becoming more significant. The ivy in the crowns of the trees will increase the sail area of the crowns of the trees and therefore the loading on the tree. As the site is exposed to the prevailing winds, the likelihood of the tree, or branches, failing is increased. Ivy growing on the trunk of the trees is not a problem and indeed is an important woodland plant. I have therefore recommended that ivy is severed where it is growing into the crown of the tree, not only to negate the loading on the tree, but as the ivy may be covering indicators of ill health or structural problems.

A Hawthorn (*Crataegus monogyna*) at the entrance to The Copse from Telscombe Cliffs Way on the southern side, is ivy clad and has died, and due to its position close to the road and path should be removed. Although The Copse is the subject of a Tree Preservation Order (TPO No27 1998) issued by Lewes District Council, the removal of the Hawthorn will not require permission as the Hawthorn, being dead, it is exempt.

A Sycamore growing on the bank close to 3 Bush Close, was previously recommended to be crown reduced by up to 2 metres to clear the property and negate possible damage, at the same time allowing more natural daylight onto the property. It appears that this was not fully carried out and only minimal cutting back was done. The work should be completed as specified. As permission for the work was granted under the previous application, there is no need to re-apply to Lewes District Council as the consent will be valid for two years.

In conclusion, apart from the need to remove the Pine by the playground, the trees at Chatsworth Park are generally in good order and the recommended work is minor, which is significant given the trees exposure to recent storms. The trees at The Copse being a group of Sycamore, exposed to the south westerly winds, still make a contribution to the environment and landscape.

I will be pleased to meet with the appointed Contractor, if the recommended works are approved, to go over the site to ensure compliance with the specification at no additional cost to Telscombe Town Council.

Please let me know if there are any points which need clarifying, or any other matters with which I may be of assistance.

Kindest regards,

Richard Jackson

Richard Jackson (TechArborA) CAS.

11th November 2017.

RECOMMENDED WORKS.

CHATSWORTH PARK.

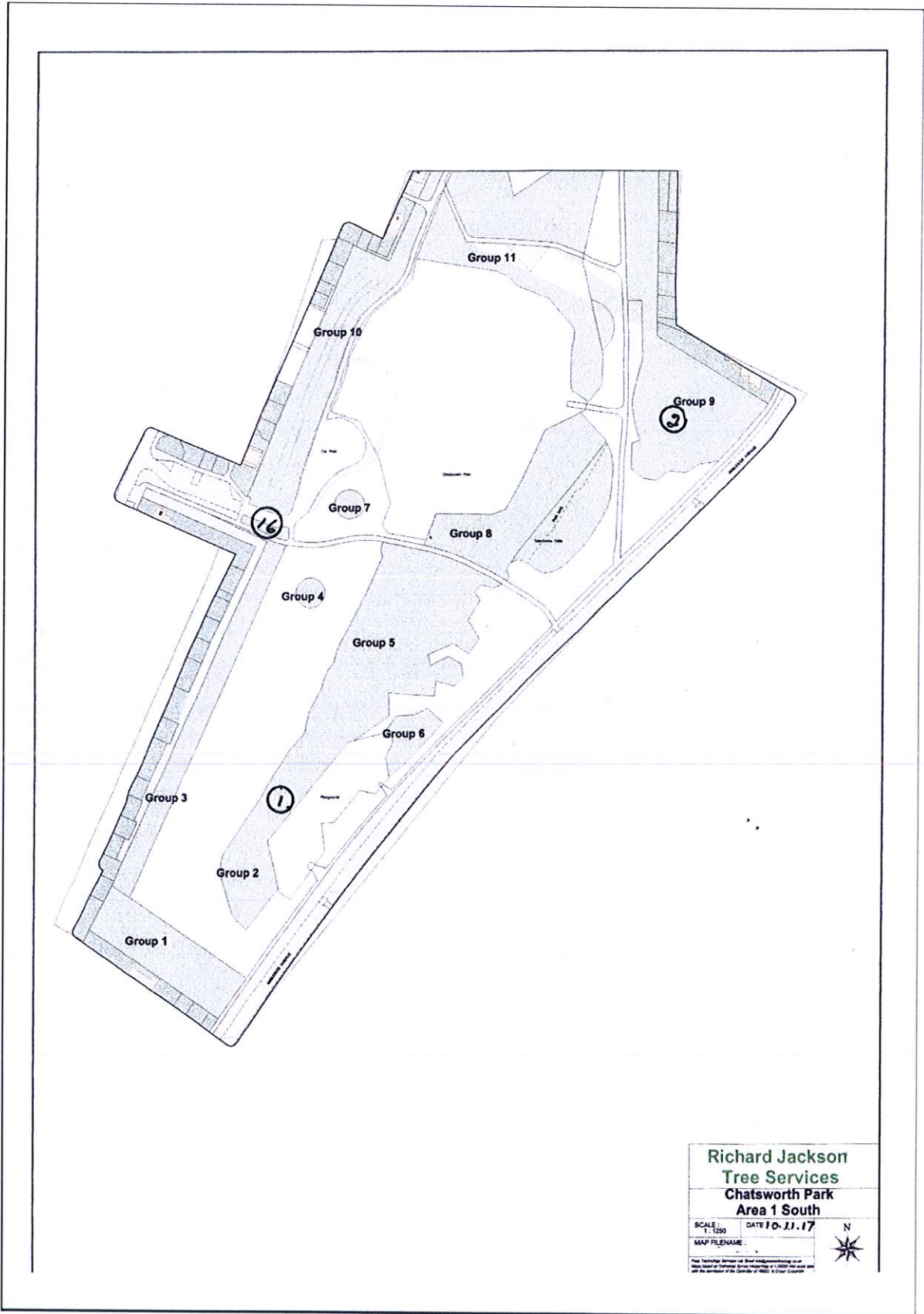
Item	Area	Actions
1	A2	Fell 1no Pine. DBM 1000mm. Insecure branch unions following previous branch failure.
2	A9	Remove 6no dead trees (small <150mm). (Area used by local schools for outdoor activities).
3	A12	Clear fallen Poplar. Fell 2no adjacent dead trees.
4	A12	Fell Aspen with broken top, 10m to the north east of the above.
5	A14	Clear vegetation along path edge to give adequate clearance.
6	A15	Fell Poplar – top broken out.
7	A15	Sever ivy at base of trees in the group indicated. Remove 3no dead ivy clad trees by lamp post, plus Thorn 5m to the south.
8	A17	Fell split Aspen. Cut back vegetation to the edge of the copse and to give a height clearance of 2.5m.
9	A18	Sever ivy at base of trees on northern boundary with play area. Remove broken branch on Willow by path.
10	A21	Remove 2no low dead branches. Remove 4no lowest limbs on west side over play area.
11	A24	Cut back vegetation to give 1m clearance of path edge and 2.5m in height.
12	A24	Remove squirrel damaged branches on path side to crown lift to 2.5m.
		Monitor.
13	A12	Group of Willows in northern section.
14	A15	Poplar adjacent to 8 Bridle Way.
15	A16	Condition of Poplar close to path.
16	T1	Condition of T1 on verge in Park Avenue.

THE COPSE.

17	Sever ivy at base of all trees where the ivy is growing into the crown.
18	Remove dead ivy clad Hawthorn at entrance with Telscombe Cliffs Way.
19	T32 Sycamore: reduce overall by up to 2m (permission granted from previous application – work not carried out).

Note: trees to be removed will be marked with yellow paint

TREE WORK SCHEDULE SOUTH.

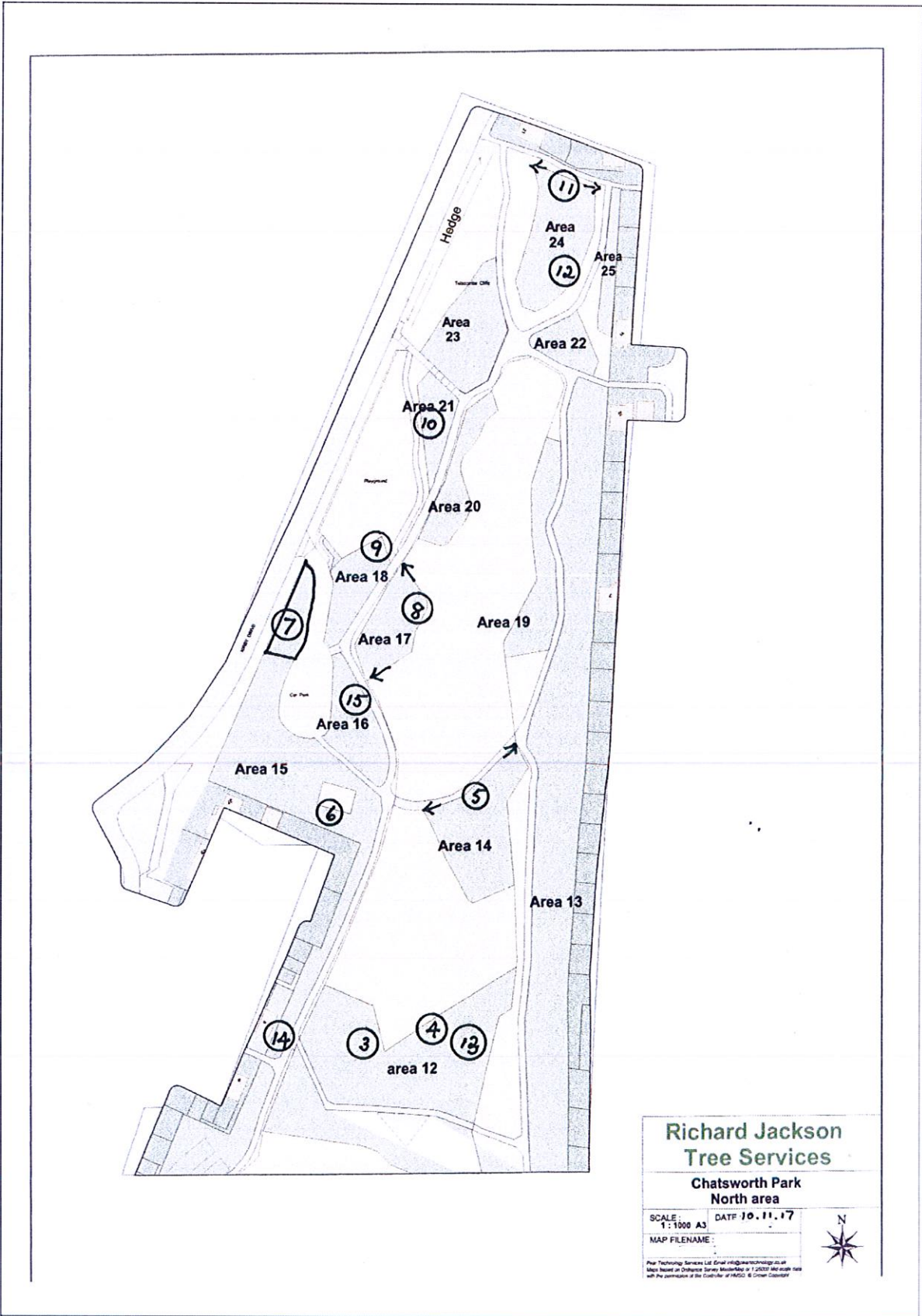


**Richard Jackson
Tree Services
Chatsworth Park
Area 1 South**

SCALE: 1:1250	DATE 10.11.17	N
MAP FILENAME:		

Plan: Richard Jackson Tree Services Ltd. All rights reserved. This map is a reproduction of the original map of Chatsworth Park Area 1 South, dated 10.11.17, and is not to be used for any other purpose without the permission of the Controller of Maps. © 2017 Richard Jackson

TREE WORK SCHEDULE NORTH.



<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk
<u>MEETING DATE</u>	20th November 2017
<u>SUBJECT</u>	To agree estimate for pointing on west & south walls of Civic Centre

1. INTRODUCTION

It was agreed at the last meeting to obtain estimates for the badly worn pointing on the south and west walls and replacement of 3 badly eroded bricks on the west wall.

2. INFORMATION

Despite our best efforts to get estimates, only 2 contractors inspected the damage and only one has submitted an estimate, Complete Property Solutions, in the sum of £875 plus VAT.

3. RECOMMENDATION

In view of the circumstances, as the works need to be undertaken sooner rather than later, it is recommended that Complete Property Solutions be instructed to carry out the works in the sum of £875 plus VAT.

4. FINANCIAL IMPLICATIONS

We have funds in the general repairs budget to cover this.

Complete Property Solutions (SUSSEX) LTD
 5 Newhaven Workshops, Beach Close, Newhaven, East Sussex,
 BN9 0BY

Telephone: 01273945010 Website: www.cpssussex.co.uk VAT Number: GB 197089946



Customer	Telscombe Town Council	Number	SE-376
Reference	Repointing	Created	23/10/2017
Invoice Address	Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, East Sussex, BN10 7ES	Expires	22/11/2017
Delivery Address	Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, East Sussex, BN10 7ES		

Description	Qty/Hrs	Price/Rate	Net Amount	% VAT	VAT	Total (£)
Rake out approximately 30sqm of damaged mortar on front and west side of building. Cut out 3 blown bricks and replace with best match. Clean up area and repoint previously raked out mortar with best match colour. Clean down area and remove all waste generated by us.	1.00	875.00	875.00	20.00	175.00	1,050.00

Amount Ex VAT 875.00 (£)

Total VAT 175.00 (£)

Total	1,050.00 (£)
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Notes	VAT Rate	Net (£)	VAT (£)	Total (£)
All waste generated by us will be removed and property will be left clean and tidy.	Standard 20.00%	875.00	175.00	1,050.00

Terms and Conditions

A deposit is required in cleared funds before works commence for any works over £300.00
 We will not be held responsible for any breakages for valuable's and personal possessions so please put out of the way to prevent such issues.
 We may take photos of our works and use them in our publications, please let us know if you would like us not to.
 We may leave a builders board on-site until the project is finished, please let us know if this is not acceptable.



Registered in England and Wales Number 7576547

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk
<u>MEETING DATE</u>	20th November 2017
<u>SUBJECT</u>	To consider use and room hire cost for room 6

1. INTRODUCTION

The tenant of room 6 has now left and the room is empty.

2. INFORMATION

The room is long and has 2 access doors, so it is possible to partition it off. If it is partitioned off, one half can be used for storage which is something the building lacks and the other half can be rented out on an hourly basis as with the other rooms. There is a possibility of this being used as a 'comfy room' with comfortable seating and a coffee table for more informal meetings – we have had several mediation groups hire and this environment would be ideal. The room will need redecorating as the walls are marked and the blinds on the windows are broken and will need repair/replacement.

3. RECOMMENDATION

It is recommended that consideration of the above be made, and a suggested hourly hire charge rate is £11, the same as room 5.

4. FINANCIAL IMPLICATIONS

We have funds in the general repairs budget and an earmarked reserve.

<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk
<u>MEETING DATE</u>	20th November 2017
<u>SUBJECT</u>	Future Events including fireworks, Christmas morning and any new ideas

1. INTRODUCTION

Updates on events as follows:-

2. INFORMATION

Summer fayre – it was agreed at the last meeting to hold this event again in July 2019.

Proms – it was agreed at the last meeting not to hold this event next year.

Halloween – this event took place on Saturday 28th October and although ticket sales were slow, an extra 12 were sold on the evening resulting in a fun evening for everyone with the bonus of a very small amount being made for the Mayor's charity.

Fireworks – there was much discussion at the last meeting whether this event should take place again and it was agreed to get prices for marshals for the evening and bring it back to this meeting. It has proved difficult tracking down companies who provide this service. One was found in Manchester and although out of our area, gives an indicative price of £14.39 per person per hour with a minimum of 6 hours. Sussex Events who provide the PA system for the fireworks and radios have quoted £430 plus VAT for 15 marshals – see estimate attached. We now need to decide whether to hold this event next year as early booking of the firework company is essential.

Christmas morning – Wayne has agreed to attend the Civic Centre on Christmas morning to cook bacon rolls and provide tea and coffee for everyone from 10am to 12 noon. He has managed to obtain sponsorship from the Lower Hodder Farm Shop.

Legion of Honour Presentation – as per Wayne's email and Councillors subsequent positive response, the presentation ceremony is taking place on 2nd December and Cllrs merely need to ratify payment for refreshments.

Any new ideas – suggestions for new events are welcome.

3. FINANCIAL IMPLICATIONS

We currently have a budget of £4,500 for fireworks/town entertainment and as we are about to set budgets for next year, need to know whether to factor in the fireworks. If not, the budget can reduce down accordingly.

TTC Reception

From: Robert Watson <bob@sussexeventsltd.co.uk>
Sent: 11 October 2017 14:37
To: TTC Reception
Cc: Adam - SEL
Subject: Re: New message via your website, from reception@telscombetowncouncil.org.uk

Hello

We can indeed help you with this, we already provide you with Pa System and radios for the event so know the event well

Costing Wise

01 x Marshal Coordinator onsite 18:30 - 22:30 = £80 + Vat
14 x Marshal's Onsite 20:00 for breifing 20:30 - 22:00 = £350 + Vat
Net = £430
Vat = £86
Total = £516

$£350 \div 14 =$
 $£25 \text{ per person}$
 for 2 hrs

Marshal's will all be provided with a radio and hi-viz jacket as part of the above costs

Let me know if you have any questions or require a formal quote

Kind Regards

Robert Watson

Robert Watson

Sussex Events LTD

Unit 49, Newhaven Workshops

Beach Cl, Newhaven

East Sussex, BN9 0BY

Telephone: 01323 819 219

Direct Line: 07585 226974

[Check Out Our Latest News](#)

TTC Reception

From: Kerry Fox - Flair Events <kerry@flairevents.co.uk>
Sent: 09 October 2017 12:13
To: TTC Reception
Subject: RE: FIRE WORK MARSHALLS - SEPTEMBER 2018

Hi Karen,

Based on previous years costings a very rough idea would be approx. £14.39p.p.p.h. (exc VAT) with a 6hr minimum shift. *= £86.34 per person for 6 hrs*

Please do use this as a comparative for your research but note that we couldn't commit to our ability to staff this venue until Mid Summer next year after we have our calendar fixed with our annual events from our repeat clients.

Kind regards

Kerry

Kerry Fox
Commercial Director

t: 0161 241 2442
m: 07961 988644
kerry@flairevents.co.uk
www.FlairEvents.co.uk



Manchester

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

From: TTC Reception [mailto:reception@telscombetowncouncil.org.uk]
Sent: 09 October 2017 11:50
To: Kerry Fox - Flair Events <kerry@flairevents.co.uk>
Subject: RE: FIRE WORK MARSHALLS - SEPTEMBER 2018

Hi Kerry

Many thanks for the response.

Yes, it is for 2018, but we were looking to try and get a figure so we can budget for this next year. A really rough idea would be appreciated.

Kind regards

karen

Telscombe Town Council Reception

TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

This 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 210916.

Part I- AMENITIES & CIVIC CENTRE COMMITTEE ACC – CP Chatsworth Park N and S – RK Robert Kingham – PF TCW Playing Fields Tels Cliffs Way ACC – Amenities and Civic Centre Committee - P&R – Policy and Resources Committee – FC Full Council TC – Town Clerk DTC – Deputy Town Clerk

Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
<u>1</u>	<u>Tree Survey CP</u>	To survey the trees in CP and the Copse Completed	TC	Summer 2016 Autumn 2016	FC 15/2/17	Autumn 2016 COMPLETED
<u>2</u>	<u>Tree Works</u>	Tree Works Completed in CP Soon to be done in the Copse	TC & DTC	Autumn 2016 Spring 2017	ACC & FC Agenda ACC 28/11 FC 13/2/17	Spring 2017 SOON TO BE COMPLETED
<u>3</u>	<u>Establish a Maintenance Programme for Play equipment in the Play Spaces</u>	Keep Play Equipment in safe and good condition	TC & DTC	Spring 2016	ACC & FC Agenda ACC 26/9 Agenda ACC 28/11	Ongoing
<u>4</u>	<u>Play Equipment Survey</u>	Survey Play Equipment condition Produce a costed plan for replacement/refurbishment.	TC & DTC	Summer 2016 Spring 2017	ACC & FC Agenda ACC 26/9 Agenda ACC 28/11	Spring 2018
				UPDATE ON PROGRESS out of scope.		

2016 -2017

2017 -2018

2018 -2019

V1.9 MAR 2017

Agenda Item 14

TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

				27/3/17	
<u>5</u>	<u>LDC Devolution PI</u>	DECISION FC 21/12 Not to proceed with the LDC offer to devolve the PFTCW and Cliff tops	LDC to be formally written to	TC	Winter 2016
					Winter 2016 DISCONTINUED
<u>6</u>	<u>Allotments P1</u>	Refresh the feasibility of the Council delivering Allotments	Options Paper to FC including any new information on surveys and a detailed explanation of the Councils legal duties.	TC	Summer 2016
				FC	Summer 2016 AGENDA 15/3/17
<u>7</u>	<u>Allotments P2</u>	Subject to Part I approval - Delivery Plan for Allotments	Costed Options Paper to ACC	TC & DTC	Autumn 2016 Spring 2016
					ACC
<u>8</u>	<u>Introduce Combined Dog and General Waste Bins</u>	Audit and Costs then refresh decision on whether a combined bin would be more economical for the Town.	Costed report to ACC Establish best practice through liaison with other councils If Councillors agree business case and tender proposition.	TC & DTC	Spring 2016
					ACC
					Summer 2016 COMPLETED Monitor Cost Savings at ACC

TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

<u>9</u>	Land plots A259	Examine viability of delivering a return on these two land plots found by TC	Options Paper to ACC with recommendations	<u>TC</u>	<u>Summer 2017</u> <u>Spring 2018</u>	<u>ACC</u>	<u>Spring 2019</u>
<u>10</u>	Community Infra-structure Levy	Quantify and agree areas to be funded	Options Paper to FC meeting 15/2/17		<u>Spring 2017</u>	<u>FC then decision on which Committee</u>	<u>Ongoing</u>