



TELSCOMBE TOWN COUNCIL

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

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

15th May 2018

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 21st May 2018** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Stella Newman
Town Clerk/RFO

AGENDA

1. To appoint a Chairman and Vice Chairman
2. 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.
3. Apologies for absence and substitutions
4. To receive Members' declarations of interest
5. To discuss and approve minutes of the meeting held on Monday 26th March 2018 - *attached*
6. To receive action list – *attached*
7. To receive Income & Expenditure to 31st March 2018 – *attached*
8. Car park control measures – *see attached*
9. Partition wall for room 6 update – *see attached*
10. Future events – *see attached*
11. Update on playground refurbishments – *see attached*
12. To consider reducing height of hedge at Chatsworth North Playground – *see attached*
13. Hedge damage at Robert Kingan playground – *see attached*
14. To consider provision of litter bin outside local pet shop/vets – *see attached*
15. To consider assistance for Charity fundraising event – *see attached*
16. To consider repair to inscription of weather vane – *see attached*
17. To consider repairs to bench next to the weather vane – *see attached*
18. Replacement of noticeboard in Ambleside Avenue – *see attached*
19. To consider estimate for tree works adjacent to 27 Kirby Drive – *see attached*
20. Business Plan update – *see attached*
21. Urgent matters at the discretion of the Chairman for noting

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 23rd July 2018

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 26th March 2018** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: T Armour, D Brindley *Chairman & Deputy Mayor*,
G Maskell *Vice-Chairman*, R Maskell, B Page, A Smith,
J Wilkins *Mayor*, D Wright

Also Present: Stella Newman, Town Clerk (*minutes*)

In the absence of the Chairman, the Vice Chairman, Cllr G Maskell, started the meeting.

1053. PUBLIC QUESTION TIME

Mr Peter Seed asked 2 questions as follows:- (a) Regarding agenda item 15, did it include for the Buckhurst Road to Cliff Gardens twitten and he was advised yes and (b) Regarding agenda item 16, he felt that LewesDC were 'trying it on' and his comment was noted.

Cllr D Brindley arrived and took over as Chair of the meeting.

1054. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Cllr Harris was absent, but no apologies had been received.

1055. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Wilkins and Cllr Brindley advised that they know one of the contractors who has quoted for agenda item 10.

1056. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 22nd JANUARY 2018

Min 1030, p 2732 – a query was raised if Peacehaven Heights School had submitted a risk assessment and it was confirmed that one had been received.

It was proposed by Cllr A Smith, seconded by Cllr D Wright and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr D Brindley.

1057. TO RECEIVE ACTION LIST

Min 1018, p 2702 - Temporary Forest Activity Club in Chatsworth Park – as nothing further has been heard regarding this it was agreed to remove it from the action list.

Min 1047, p 2734 - Agree gas tariff for Civic Centre – the Town Clerk/RFO advised she is having trouble arranging the switch as agreed at the last meeting, but will continue to try.

The remainder of the action list was noted.

Cllr T Armour arrived and joined the meeting.

TELSCOMBE TOWN COUNCIL



1058. TO RECEIVE INCOME AND EXPENDITURE TO 30th DECEMBER 2017

Regarding budget head 4325 and 4326 the Town Clerk/RFO was asked if we are still having dog bins emptied. She advised that they are now joint waste bins and just listed under 2 different budgets as that was how it had been set up prior to the change.

Cllr Page asked why the income was up and the Town Clerk advised that some income was from the funfair at the fireworks and she would have to check regarding the rest.

Regarding 4406 refuse collection, Cllr Wilkins asked if the Council could have more recycling collections to bring us in line with households. The Town Clerk/RFO advised as we are a business and are classed as trade waste she was not sure if it is possible, but will investigate. It was proposed by Cllr B Page, seconded by Cllr J Wilkins and **RECOMMENDED** that the following figures be accepted as correct – Amenities expenditure of £21,311 and income of £3,367 and Civic Centre expenditure of £32,199 and income of £25,800 to 31st December 2017.

1059. TO REVIEW FEES AND CHARGES (ROOM HIRE)

It was noted that room hire charges had not been increased since 2014, but that the 2018/19 budget had been based on the current hire charges. It was therefore proposed by Cllr B Page, seconded by Cllr D Brindley and **RECOMMENDED** that the hire charges remain the same for the 2018/19 year, but that they be increased for the 2019/20 year. Cllr Page requested that the proposed changes be brought to a meeting later in the year and agreed before the budget is set for the 2019/20 year.

1060. TO CONSIDER HIRE CHARGES FOR TELSCOMBE RESIDENTS' ASSOCIATION EVENTS

Cllr Smith advised that the Residents' Association had contacted him directly requesting free hire of the Civic Centre for an event they had decided to put on regarding cliff erosion. Cllr Smith explained to them that they need to direct any requests to the Town Clerk/RFO who will then take it to Committee for consideration. There was lengthy discussion as to whether they should be granted the use free of charge and there was concern amongst Councillors that this would set a precedent for other hirers. After further debate it was proposed by Cllr A Smith and seconded by Cllr B Page that the Resident' Association be granted free of charge use for their 'crumbling cliffs' event in April. When put to the vote, however, all the remaining Councillors were against the proposal and it was therefore not carried. The Town Clerk/RFO will inform the Association that they need to pay for the hire.

Following on from the direct approach to Cllr Smith, the Association contacted the Town Clerk requesting that their race night event in November be booked in the Mayor's name so that they could achieve a further discount on the normal hire rate and this be a standing arrangement. It was noted that they normally donate half of the proceeds to the Mayor's fund. Again there was lengthy debate regarding this issue. It was agreed that the event should not be booked in the name of the Mayor or a Councillor as it is not their event, they are not responsible for the organisation and they do not personally hold insurance to cover the event. It was eventually proposed by Cllr R Maskell, seconded by Cllr D Wright and **RECOMMENDED** by a majority vote of agreement that the Association be granted a discount of 25% from their hire rate to bring it in line with the cost had a Councillor booked it, but that this be for this year only and not a standing arrangement. Cllrs A Smith abstained.

TELSCOMBE TOWN COUNCIL



1061. DESIGNATED PREMISES SUPERVISOR UPDATE

The report from the Town Clerk was discussed and it was proposed by Cllr A Smith, seconded by Cllr J Wilkins and **RECOMMENDED** that no replacement Designated Premises Supervisor be appointed and that the Council apply for a Temporary Event Notice when it requires to sell alcohol at an event.

1062. TO AGREE ESTIMATE FOR STUD PARTITION WORKS AT CIVIC CENTRE

Cllrs D Brindley and J Wilkins took no part in the discussion as they had declared an interest. The report from the Town Clerk was considered and it was proposed by Cllr B Page, seconded by Cllr T Armour and **RECOMMENDED** that Sussex Design and Construction be appointed to carry out the partition work in room 6 at a cost of £725. It was noted that this did not include for painting the wall and it was agreed that Sussex Design & Construction be asked to provide a quote for painting.

1063. TO CONSIDER ESTIMATE FOR AUTOMATIC FRONT DOOR SERVICE

The requirement for the front door to be serviced was agreed and it was proposed by Cllr R Maskell, seconded by Cllr D Wright and unanimously **RECOMMENDED** that Thomas Door & Window Controls be instructed to carry out a service on the automatic front door in the sum of £112 plus VAT.

1064. TO CONSIDER CAR PARK CONTROL MEASURES

It was explained that problems had recently been experienced with parking in the Civic Centre car park. The Council's Insurers are currently considering a claim from someone who fell over a car park sign that had blown over, despite the fact that the person was going to the shops and not using the Civic Centre. Insurers considered the fact that the person was not using the Civic Centre immaterial and advised we are liable for controlling the space and ensuring the safety of members of the public. The potential claim pay-out will be several thousands which may affect the insurance premium. Also the Council had recently lost one hirer due to lack of parking and a weekend party hirer complained regarding lack of parking as several cars were parked for the duration of their hire that did not belong to them. It was noted that the Civic Centre is the only Committee that's income mainly covers its expenditure. If hirers are lost it may increase the Council tax as we will not receive enough income to cover the expenditure. Also the building is there for the use of the community and the Council do not want to run the risk of losing further hirers; the car park belongs to the Council and is for Civic Centre users only, not for general public parking. It was noted that currently members of the public, and not only local residents, use the car park to pop to the local shops and also residents are using it for parking their vehicles during the day, overnight and at weekends. Even if someone only parks for 5 minutes, this could coincide with hirers arriving to park and not finding a space available. Also there is a potential for the car park spaces being constantly full by general parking and of course the high footfall could lead to further potential claims. This led to a lengthy discussion regarding options for controlling the parking. The Council did not want to be seen to be against the public using the car park for popping to the local shops/businesses etc, but if they are allowed to do so, it will obviously be detrimental to the Council. It was therefore proposed by Cllr J Wilkins, seconded by Cllr D Wright and unanimously **RECOMMENDED** that quotes for a manual operated barrier and bollards and permanent signage to say that the car park is for Civic Centre users only and the barrier may be closed at any time be obtained and that authorisation for the work is granted if quotations are received for under £2,500. If quotations are more than £2,500, they should be brought back to the next meeting for discussion.

1065. TO CONSIDER ESTIMATES FOR FENCING REPLACEMENT AT THE COPSE

The estimates were considered and it was proposed by Cllr B Page, seconded by Cllr D Wright and unanimously **RECOMMENDED** that EH Treecare be instructed to carry out the fencing replacement in the sum of £2,400 plus VAT.

1066. TO CONSIDER REQUEST FROM ROYAL SOCIETY OF ST GEORGE RE TREE PLANTING

The request was considered and it was proposed by Cllr R Maskell, seconded by Cllr D Wright and unanimously **RECOMMENDED** that the Royal Society of St George be informed that the Council do not consider they have a suitable site for an English Oak tree.

1067. TO RENEW SMALL GROUNDS MAINTENANCE WORKS CONTRACT

It was noted that the previous Town Clerk had obtained competitive tenders for 2 of the 3 grounds maintenance contracts that were up for renewal and contractors had been appointed, but not for the small grounds maintenance works contract. Although it was not competitively tendered and it would be difficult to determine whether it offered best value, in view of the fact that works were due to start immediately, it was proposed by Cllr A Smith, seconded by Cllr J Wilkins and unanimously **RECOMMENDED** that the existing contract be extended for a year being undertaken by Mick Evans in the sum of £4,100 and that competitive estimates be sought at the end of the contract to include Burleys who have been awarded one of the other grounds maintenance contracts.

1068. TO CONSIDER CLIFFTOP FENCING REPLACEMENT

There was a long debate regarding the necessity to replace cliff-top fencing to bring the fence line in by 10 metres following a cliff-top fall and who should pay for the fencing. It was noted that the Council owned part of the land in question, Mitchells and Butler the rest and that LewesDC had approached both regarding a third contribution and they had agreed to pay the remaining third. LewesDC had also informed us that initial estimates suggest the work will be in the region of £20,000 to £24,000. It was therefore proposed by Cllr A Smith, seconded by Cllr T Armour and unanimously **RECOMMENDED** that the Town Clerk investigate costs and try and negotiate the best deal possible and bring back the information to the next meeting.

1069. TO CONSIDER PROPOSAL FOR LONG DISTANCE WALKING ROUTE AROUND THE ENGLISH COAST

The maps and proposed route received from Natural England were considered and it was proposed by Cllr J Wilkins, seconded by Cllr D Wright and unanimously **RECOMMENDED** that the route be agreed.

1070. UPDATE ON PLAYGROUND REFURBISHMENTS

The Town Clerk advised that the contracts had been signed and the start date agreed for 16th April. Cllr Smith advised he will arrange for the graphics to be forwarded from LewesDC to enable an article to be put in the Council's next newsletter to keep residents informed.

TELSCOMBE TOWN COUNCIL



1071. BUSINESS PLAN UPDATE

Cllr Smith advised that the Town Clerk has now taken over updating the business plan. Regarding item 3. maintenance of the play equipment, it was noted that snagging issues will be covered for a year from installation of the new equipment and that maintenance requirements be reviewed at the end of that period.

1072. FUTURE EVENTS

The Town Clerk advised that after a long and serious illness. the Director of the Airfields of Britain Conservation Trust and returned to work and arranged for the plaque commemorating the Telscombe airfield to be made and delivered. It was **agreed** that this be fixed to a wall of the Civic Centre near the entrance to the building.

1073. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Armour advised that he has got a temporary lock to fit on the bridleway 8 gate.

There were no other urgent matters.

There being no further business the meeting closed at 9.45 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 21st May 2018 at 7.30 pm

Agenda Item 6 - Amenities and Civic Centre Action List for 21st May 2018

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
20.11.17	Min 1027, p 2704 – actions on Tree Survey Report for Chatsworth Park & The Copse	SN	All works have been undertaken, apart from one tree by the Chatsworth South playground which was due to be felled. It has nesting birds in it and will have to wait until the nest is empty.	Spring 2018
22.1.18	Min 1046, p 2733 – maintenance plan for boiler/central heating system	SN	British Gas have been instructed as agreed and carried out check of system last week and all ok. – contract confirmed & awaiting DD mandate for signature.	n/a
22.1.18	Min 1047, p 2734 – agree gas tariff for Civic Centre	SN	Trouble getting through to SSE to sign up. Will keep trying. Eventually got through to SSE. Paperwork received for 4 year contract, signed by Town Clerk & returned.	Summer 2018
26.3.18	Min 1062, p 2765 – stud partition wall for room 6	SN	This has been placed on the agenda for the meeting on 21.5.18 for discussion.	Spring 2018
26.3.18	Min 1064, p 2765 – car park control measures	SN	Agreed at last meeting to get quotes for manual barrier & proceed if costs under £2,500. All quotations in excess of £2.5k so placed on agenda for 21.5.18 for discussion.	Summer 2018
26.3.18	Min 1065, p 2766 – Copse fencing work	SN	Work has been carried out. Before & after pictures will be available at the meeting. Excellent job carried out.	n/a
26.3.18	Min 1068, p 2766 – To consider cliff top fencing replacement	SN	As the cliff-top land in question is the Tye, this matter is now being dealt with by the P&R Committee.	n/a
26.3.18	Min 1070, p 2766 Playground refurbishments	SN	Placed on agenda for 21.5.18 for an update.	Summer 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 Town Events</u>								
4362	Fireworks & Town Entertainment	-9	4,710	4,600	-110		-110	102.4 %
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	-9	6,210	6,475	265	0	265	95.9 %
1054	Income entertainment	0	1,525	375	1,150			406.7 %
	Town Events :- Income	0	1,525	375	1,150			406.7 %
<u>201 Parks, Open Spaces/Playgrounds</u>								
4098	PlayEquipment Replacement	0	-2,000	12,500	14,500	6,000	8,500	32.0 %
4100	Playgrounds Spare Parts	25	132	2,250	2,118		2,118	5.9 %
4101	Grounds Maintenance	8,132	24,524	28,000	3,476		3,476	87.6 %
4103	Playground Inspections+ROSPA	360	2,310	2,600	290		290	88.8 %
4120	Community Capital Projects	0	0	250	250		250	0.0 %
4325	Dog Bins Emptying	416	1,508	2,000	492		492	75.4 %
4326	Litter Bin Emptying	0	156	200	44		44	78.0 %
	Parks, Open Spaces/Playgrounds :- Expenditure	8,933	26,631	47,800	21,169	6,000	15,169	68.3 %
1061	Income miscellaneous	0	1,842	0	1,842			0.0 %
	Parks, Open Spaces/Playgrounds :- Income	0	1,842	0	1,842			
<u>202 Amenities General</u>								
4351	Seats and Notice Boards	190	190	2,000	1,810		1,810	9.5 %
	Amenities General :- Expenditure	190	190	2,000	1,810	0	1,810	9.5 %
	Net Expenditure over Income	190	190	2,000	1,810			
	Amenities :- Expenditure	9,114	33,031	56,275	23,244			69.4 %
	Income	0	3,367	375	2,992			897.9 %

Month No : 12

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Civic Centre								
301 Civic Building								
4401	General Repairs	0	3,000	3,000	0		0	100.0 %
4402	Consumable Supplies	44	735	900	165		165	81.6 %
4403	Equipment Maintenance	86	1,891	1,800	-91		-91	105.1 %
4404	External/Internal Decorating	0	581	1,000	419		419	58.1 %
4406	Refuse collection	0	850	900	50		50	94.5 %
4407	Equipment	45	1,533	1,500	-33		-33	102.2 %
4411	Rates	1,105	13,514	14,500	986		986	93.2 %
4412	Water and Sewage	0	1,624	1,670	46		46	97.3 %
4413	Electricity	508	1,797	2,300	503		503	78.1 %
4414	Gas	1,060	1,929	2,000	71		71	96.5 %
4417	Internal Works	165	1,738	3,500	1,762		1,762	49.7 %
	Civic Building :- Expenditure	3,013	29,193	33,070	3,877	0	3,877	88.3 %
1000	Income Civic Centre	5,243	34,122	35,000	-878			97.5 %
	Civic Building :- Income	5,243	34,122	35,000	-878			97.5 %
302 Civic Building Loan								
4060	Loan Accounts	0	11,049	11,500	451		451	96.1 %
	Civic Building Loan :- Expenditure	0	11,049	11,500	451	0	451	96.1 %
	Civic Centre :- Expenditure	3,013	40,241	44,570	4,329			90.3 %
	Income	5,243	34,122	35,000	-878			97.5 %

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	21st May 2018
<u>SUBJECT</u>	Car park control measures

1. INTRODUCTION

It was recommended at the last meeting that quotes for a manual operated barrier and bollards and permanent signage be obtained. Authorisation was given to proceed with the work if quotations received were under £2,500.

2. INFORMATION

We have received estimates as follows:-

Frontline Automation	£2,543.00 plus VAT (with red powder coated bollards) £2,377.00 plus VAT (with galvanised bollards)
Smith Metal Fabrications	£2,666.18 plus VAT (lightweight – no signage) £3,430.19 plus VAT (heavyweight – no signage)
D-Tect Security	£2,756.00 plus VAT (no signage)
TR Security Solutions Ltd	£2,998.68 plus VAT

The estimates are attached.

Frontline Automation's quotation, which includes supply and installation of signage, works out the cheapest at £2,377 plus VAT if we opt for 2 galvanised bollards.

3. RECOMMENDATION

It is recommended that we proceed with the quotation from Frontline Automation at a cost of £2,377 plus VAT.

4. FINANCIAL IMPLICATIONS

We have an earmarked reserve of £10,000 for Civic Centre maintenance.



Frontline Automation
Units 41 & 42 Bolney Grange Business Park
Stairbridge Lane
Bolney
West Sussex
RH17 5PB
Web: www.frontline-auto.com
Email: sales@frontline-auto.com
Tel: 01444 248292
Fax: 01444 870936

5 April 2018

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

Ref: FAQ6275A

Re: Manual Barrier System

We thank you for your enquiry and, further to our site meeting on Tuesday 3rd April 2018, we wish to offer our quotation for your consideration.

Our installation price is based on the works being carried out during normal working hours Monday-Friday, 8am-5pm with one continuous visit. Should phased visits be required this may incur an additional charge. It has also been assumed for costing purposes that the road is clear of services and level throughout gate travel line.

We trust that the information submitted will be sufficient to enable you to evaluate our quotation, but should you require any further information or assistance relating to this project, or any other matter, please do not hesitate to contact me.

Yours sincerely

Neil Jones
FRONTLINE automation
Encl:

QUOTATION

FAQ6275A

The price to supply, deliver, install and commission, will be as follows:

Manual Barrier

1. FA5000S Manual Traffic Barrier c/w 5500mm Boom Arm.
Barrier Body: Red. Barrier Boom: White and Red Stripes
2. Fixed Lockable End Rest

Groundworks / Civils

1. Barrier Base Concrete Foundation
2. Fixed End Rest Foundation

Price £ 1,865.00

Fixed Bollards

1. Two 114mm Diameter Root Mounted Static Bollards - Powder Coated Red

Two 114mm galvanised bollards **Price £ 544.00**

Options

£378.00

- 600 x 300mm Foamex Warning Sign
"This Car Park May Be Locked at Any Time" £ 58.00
- 300mm "STOP" Sign £ 38.00
- 300mm "NO ENTRY" Sign £ 38.00

**THE PRICE(S) QUOTED EXCLUDE VAT
& WILL REMAIN OPEN FOR ACCEPTANCE WITHIN 30 DAYS**

PLEASE NOTE THAT COSTING ASSUMES GROUND IS FREE FROM SERVICES

Frontline Automation will not be held responsible for damage to any under-ground service unless they are clearly marked prior to works being carried out.

The PF5000S Standard Manual Raise Arm Barrier is a low maintenance, cost effective way of manually controlling access to unauthorised areas.

The PF5000S barrier spans an area of up to 7.0 metres.

The pivot assembly is made of steel box section, the zinc plated shaft pivots on two heavy-duty stainless steel bearing blocks.

The design of the PF5000S incorporates a locking mechanism, allowing you to fix the barrier in the raised or lowered position prior to applying the padlock. A counter balanced fish tail weight, is fine tuned for ease of operation.

The PF5000S comes complete with a lockable end rest, padlock and keys.

Aluminium arm, finished in either alternate red and white or alternate yellow and black vinyl hatching as standard (other colours available).

Standard colours: Red/white or yellow/black.



Terms of Payment [Subject to our Terms and conditions of Sale]

A 30% deposit will be required with order. Final invoices will be raised on completion of manufacture and on completion of delivery, installation and commissioning. Payment is to be made within 30 days of invoice date. Queries on invoices to be made within 7 days of date of invoice.

Note - Trade and Bank references may be taken up for non-account holders.

It is assumed that all work is to be carried out during normal working hours. Aborted visits will be charged at our prevailing daily rate. Variations will only be undertaken on receipt of written instructions. All goods and services are sold subject to our Terms and Conditions of Sale. Acceptance of this quotation involves acceptance of our Terms and Conditions and will lead to a binding contract between the parties. It should be noted that any cancellation, alteration or postponement, by the client entitles the Company to claim for any loss or expense incurred as a result.

Warranty

Frontline Automation products are generally supplied with 12 months warranty providing the goods have been used and maintained in accordance with our instructions and information sheets. Any defects found by reason of faulty materials or workmanship will be made good or replaced. This warranty does not cover the following: accidental damage; malicious damage; operational misuse or goods supplied outside the United Kingdom. Warranty on your equipment is dependent upon proper maintenance being carried out at recommended intervals by competent engineers.

Installation and delivery is currently 4/6 weeks from receipt of an official order and finalisation of details.

Detailed drawings of foundation and cabling requirements will be issued on receipt of an official order.



SMITH METAL FABRICATIONS LTD
SHEET METAL FABRICATIONS

Unit J Rich Industrial Estate, Avis Way, Newhaven. BN9 0DS.
SMF Tel: 01273 513411 Fax: 01273 513086 AEP Tel: 01273 515135 Fax: 01273 612777

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

16th April 2018

Dear Stella

Further to your enquiry please find price below for barrier and bollards to the Civic Centre in Telscombe Cliffs.

Option 1

6m long lightweight barrier and 2 No. bollards all yellow and black, including concreting 6 No bases.

For the sum of £2666.18 plus vat

Option 2

6m long heavyweight barrier and 2 No bollards all yellow and black, including concreting 6 No bases.

For the sum of £3430.19 plus vat.

Trusting this meets with your approval.

Kind regards

Ross Stuart
Smith Metal Fabrications Ltd

Payment Terms:

If credit facilities are not established – cash on collection/delivery

If credit facilities are established – strictly 30 day net monthly

We reserve the right, if payment is not received to terms, to charge interest on invoices not paid by the due date.

M.D/Shareholder: Mr Michael E Smith – Shareholder: Mr NEF Smith

SHEET METAL WORK – FABRICATION – BESPOKE PROJECTS – WELDING – STAINLESS STEEL
MILD STEEL – ALUMINIUM – CNC PUNCHING – CNC MILLING & TURNING

VAT Reg No: 192 0568 57 Established 1974 Co Reg No: 1185246



1 Liverpool Terrace, Worthing, West Sussex BN11 1TA
info@d-tfs.co.uk 01903 357000

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

Ref: A500

Surveyor: Marc Seager

Date: 17/04/2018

Manual Car Park Barrier

Dear Karen, thank you for your enquiry as requested I have put a price together for a manual car park barrier including all ground works and installation. As discussed when I came down to see you I do not feel this is the answer to your problems and also feel this solution falls short of the councils duty of care to its staff as there is normally only one member of staff on shift and they will have to go out into the car park with potentially hostile drivers who have had their vehicles locked in.

A better solution would be an automatic barrier controlled from within the office with an intercom attached for visitors.

7m Manual Arm Barrier Specification

- Strong steel main construction
- Aluminium Boom
- Lockable Tip Support (included)
- Lockable by Padlock (included)
- Length – 7m
- Pole Diameter 76mm
- Frame construction - regular hollow section 200x100mm
- Pole construction - aluminium 16swg x 76mm
- Pedestal Finish - Red Paint
- Pole Finish -Red/White gloss vinyl film
- Reinforced concrete base

Total installed cost: £2756.00 plus vat

Please do not hesitate to contact me should you have any questions or require further information.

Kind regards,

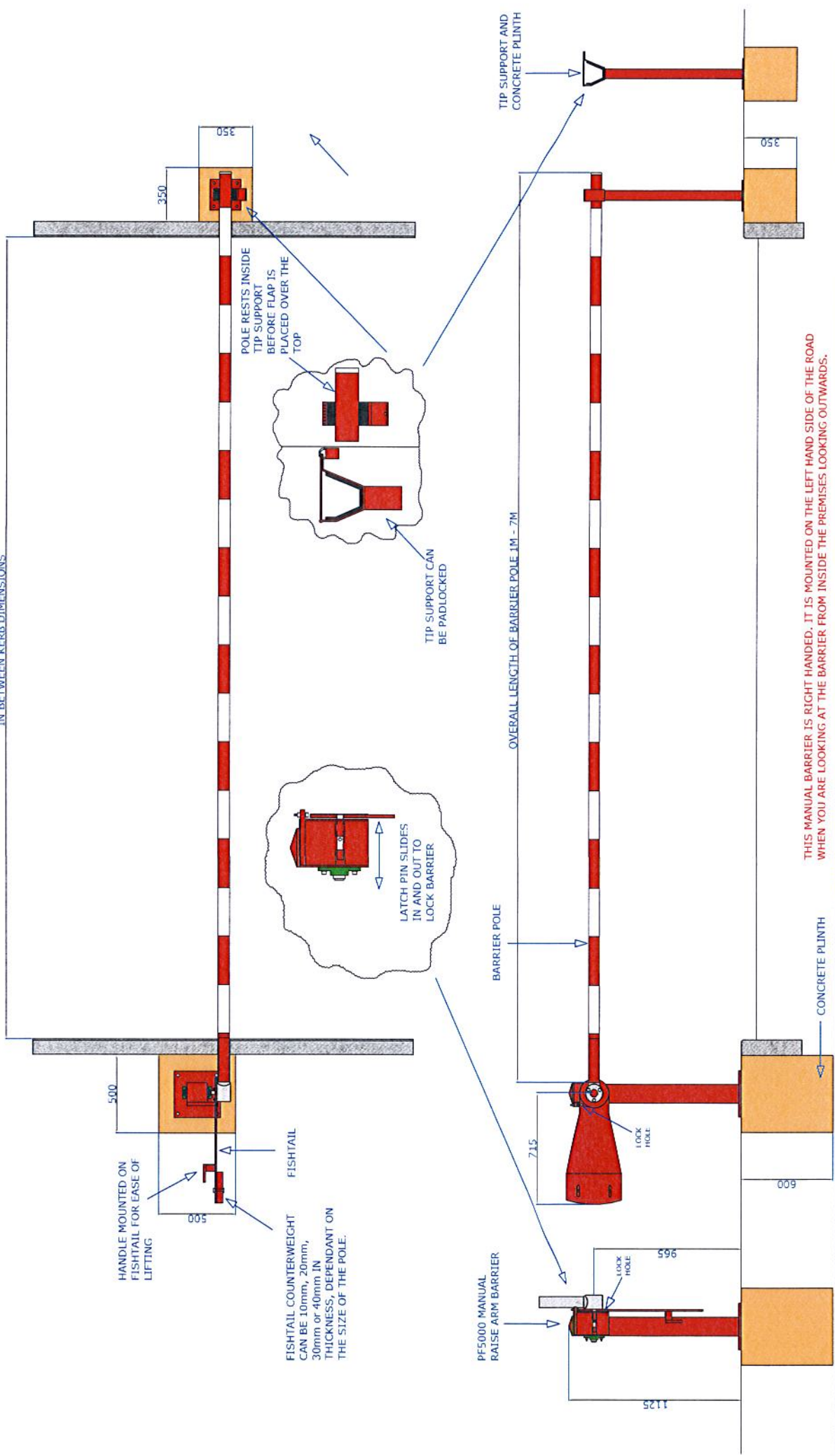
Marc Seager
Director

D-TECT Fire and Security Ltd

A500

PF5000 MANUAL STANDARD RAISE ARM BARRIER

IN BETWEEN KERB DIMENSIONS



THIS MANUAL BARRIER IS RIGHT HANDED. IT IS MOUNTED ON THE LEFT HAND SIDE OF THE ROAD WHEN YOU ARE LOOKING AT THE BARRIER FROM INSIDE THE PREMISES LOOKING OUTWARDS.

DRAWN BY : STUART RUSSELL		TITLE : PF5000 STANDARD MANUAL RAISE ARM BARRIER	
DATE : 04/12/2008	SCHEMATIC	DRAWING NUMBER : PF5000-ST	REVISION : 1



T R SECURITY SOLUTIONS LTD

Karen Shaddick
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES

28/03/2018

Customer No: 100580
Quote No: 200634

Re: Quote to Supply and Install Manual Barrier

Dear Karen

I am pleased to provide you with our quote to supply and install a manual barrier and bollards as per your requirements.

The products specified are selected for their quality and reliability for long term use. They will be complemented by our installation service and maintenance warranty.

Regards

Karl McMurray

Nightingales, Horsham Road, Cranleigh, Surrey, GU6 8EH Tel: 01483 901914

sales@trsecuritysolutions.com

www.trsecuritysolutions.com

Company No. 8183484 VAT No. 183 9409 75



T R SECURITY SOLUTIONS LTD

Quote

Barrier

Supply and install 1 x 6 metre manual opening barrier to entrance of car park.

Concrete base to be dug out and laid to right hand side of entrance behind bin.

End support to be installed to left hand side of entrance to support and enable locking of barrier.

Bollards

Supply and install 3 x galvanized steel bollards to run alongside current disabled bay to stop cars cutting across grass to car park.

Signage

Supply and install sign - wording to be confirmed.

Subtotal	£2,998.68
VAT	£599.74
Total	£3,598.42

Nightingales, Horsham Road, Cranleigh, Surrey, GU6 8EH Tel: 01483 901914

sales@trsecuritysolutions.com

www.trsecuritysolutions.com

Company No. 8183484 VAT No. 183 9409 75

Stella Newman

From: Denise McMurray <trssdenise@gmail.com>
Sent: 04 April 2018 15:13
To: Stella Newman
Subject: Re: Barrier Quote
Attachments: Manual Barrier.jpg

Hi Stella

Further to your email yesterday I now have the answers to your questions:

1. The barrier will be white and red as per the attached picture.
2. The red paint on the barrier is reflective.
3. The barrier is heavy duty and robust. It is designed for intensive use. We would be dubious installing a cheaper barrier given your location and the sea air.
4. Photo attached.
5. Yes, the quote covers the supply and installation of both the pole and sign.
6. The quote would be reduce by £39.00–VAT if you were to just have the 2 bollards installed.

If you have any further queries please do not hesitate to let me know.

Kind regards

Denise McMurray
Office Manager

TR Security Solutions
Nightingales
Horsham Road
Cranleigh
Surrey
GU6 8EH
01483 901914

www.trsecuritysolutions.com

On Tue, Apr 3, 2018 at 5:03 PM, Denise McMurray <trssdenise@gmail.com> wrote:
Hi Stella

Many thanks for your email. I will find out the answers to your questions and email you back.

Kind regards

Denise

On 3 Apr 2018, at 14:56, Stella Newman <stella.newman@telscombetowncouncil.org.uk> wrote:



TR SECURITY SOLUTIONS LTD

Warranty

12 months parts and labour

(Excludes incorrect use of equipment or malicious damage)

(Excludes any existing equipment not installed by TR Security Solutions Ltd)

Commissioning & training

The completed systems will be tested/commissioned & training given to relevant person/staff members.

We look forward to hearing from you.

Yours Sincerely

Karl McMurray
TR Security Solutions

Notes:

- i. VAT to be added a 20%
- ii. Payment terms: 50% Deposit on acceptance of quotation. Balance in full on completion.
- iii. The quotation will remain valid for 60 days from the above date and is subject to site survey.
- iv. Delivery is 15-20 working days from receipt of order.
- v. All orders are accepted in accordance with TR Security Solutions Ltd terms & Conditions.
- vi. Includes for all labour, materials & travelling.
- vii. No responsibility is accepted for the removal or re-siting of power, telephone or mains cable.
- viii. It's the client's responsibility to remove all stock and or any obstruction that may impede our fitters during the installation.
- ix. Prices are based on clear & uninterrupted access to the site/property during normal working hours Monday-Friday 8.30am-5.30pm.

Nightingales, Horsham Road, Cranleigh, Surrey, GU6 8EH Tel: 01483 901914

sales@trsecuritysolutions.com

www.trsecuritysolutions.com

Company No. 8183484 VAT No. 183 9409 75

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	21st May 2018
<u>SUBJECT</u>	Partition wall for room 6

1. INTRODUCTION

It was agreed at the last meeting to proceed with the estimate from Sussex Design and Construction. However, they are not responding to my emails or phone calls.

2. INFORMATION

We received 2 other estimates as detailed below and we should now consider proceeding with an alternative contractor:-

Drew Stevenson £1,458.00
Jace Home Improvements £1,782.00

3. RECOMMENDATION

It is recommended to proceed with the estimate from Drew Stevenson for £1,458.

4. FINANCIAL IMPLICATIONS

We have a budget of £3,500 for internal works.

DREW STEVENSON

30 January 2017

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

RECEIVED

31 JAN 2017

Q U O T A T I O N

Construction of Partition Wall

Construct stud wall between doors to divide the room into two as discussed. Build stud wall using C16 (47 x 100mm) timbers, with structural noggins for added support. Insulate wall with acoustic 100mm insulation. Board wall with sound block plaster boards (12.5mm) on both sides and then multi finish plaster. Fit new skirting boards to match existing room. Plaster-seal new plaster and then paint with 2 coats of emulsion to match existing paintwork. Undercoat and gloss new skirting boards.

This price includes all materials, labour (approximately 5 days work) and the removal of all rubbish.

TOTAL **£1458***

*If double sound block plasterboard is required, it will cost an additional £70 making the total £1528.

Drew Stevenson

17a Seaview Avenue
Telscombe Cliffs
BN10 7SA
Tel: 07872 312 419

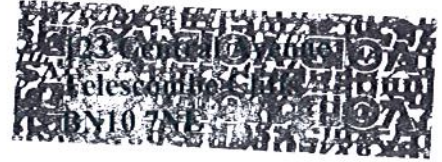
ESTIMATE



JACE HOME IMPROVEMENTS

Tel: 01273 587676 Mobile: 07970116559

(All Work Fully Insured)



Job
Stella
360 south coast road
Telcombe cliffs
Civic centre

RECEIVED

30 JAN 2013

Build new partition wall in room with acoustic sound insulation in wall

Plaster wall both sides

Put new skirting both sides

Paint wall both sides

Labour&matirals £1782.00

MANY THANKS JASON

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	21st May 2018
<u>SUBJECT</u>	Future Events including fireworks, Christmas morning and any new ideas

1. INTRODUCTION

At the moment we have confirmed the fireworks and Halloween party events which have been booked. We need to consider if we want to hold any other events.

2. INFORMATION

An update on current booked events:-

Fireworks – Frontier Fireworks have been booked for Saturday 8th September at a cost of £3,000. We normally use Sussex Events for the PA system and need to agree if we want to use them again. We also need to consider the following: (a) will we be having parking on the Tye? (b) how many definite Councillor/staff volunteers do we have? (c) do we need to pay for marshals?

Macmillan Coffee morning – we have hosted a coffee morning for the last few years to raise funds for Macmillan, finding a Thursday to be a better day. Do we want to hold this event on Thursday 27th September?

Halloween – booked for Saturday 27th October at cost of £150. Agreed ticket price per person of £3.

Christmas morning – We have held this event for the last few, but it has been hosted by the previous town clerk and Councillor. Do we have any volunteers to run the event this year.

Bingo – does the Mayor wish to continue with the bingo fundraising evenings?

Any new ideas – suggestions for new events are welcome.

3. FINANCIAL IMPLICATIONS

We currently have a budget of £4,500 for fireworks/town entertainment, which will leave £1,500 after payment of the fireworks.

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	21st May 2018
<u>SUBJECT</u>	Playground refurb

1. INTRODUCTION

The start date for works was put back, but have now started.

2. INFORMATION

Chatsworth South playground works commenced on 3rd May and children from Telscombe Cliffs Primary School attended site on 8th May and measured and marked out where some of the equipment would go. Works are progressing well and are due to be finished in the first week of June.

Works at Chatsworth North and Robert Kingan playgrounds are due to start the week commencing 11th June and should be finished by 16th July.

The contractors, Playsafe, have requested stage payments every 2 weeks and this request for payment has been taken to full Council for approval.

3. RECOMMENDATION

None.

4. FINANCIAL IMPLICATIONS

Our CIL grant bid to LDC was successful and they are in the process of releasing the funds totalling £28,212. LDC are also sending over the S106 monies they were holding for us from the Buckhurst Road development of just over £63,000. The remainder of the funds required are in our Earmarked Reserve.

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	21st May 2018
<u>SUBJECT</u>	To consider reducing height of hedge at Chatsworth North playground

1. INTRODUCTION

Cllr G Maskell has asked for this item to be placed on the agenda.

2. INFORMATION

Cllr G Maskell is concerned at the height of the hedge, as the playground is not visible from the road which in turn may cause a safety issue as the children playing are hidden.

If the hedge height is reduced to the top of the fence line, there will still be issues with visibility.

3. RECOMMENDATION

It is recommended that we consider either reducing the height of the hedge or total removal.

4. FINANCIAL IMPLICATIONS

The work would be covered under the grounds maintenance budget.

<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	21st May 2018
<u>SUBJECT</u>	Hedge damage at Robert Kingan playground

1. INTRODUCTION

A resident of Chailey Crescent has complained that the hedge surrounding the Robert Kingan playground is getting damaged by lorries driving round the narrow Crescent.

2. INFORMATION

The resident wanted to ban lorries totally and I have spoken to ESCC regarding this who have advised it is not possible.

The resident has therefore asked if we would allow them to put up notices on our trees in the park requesting people not to drive over the kerb on the corners.

The resident is also concerned regarding the damage to the hedge on the north side of the playground and wondered what we would do about it – photos will be available on the night of the meeting.

3. RECOMMENDATION

To consider the resident's request.

4. FINANCIAL IMPLICATIONS

None.

<u>AGENDA ITEM</u>	14
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	21st May 2018
<u>SUBJECT</u>	To consider litter bin outside the local pet shop/vets

1. INTRODUCTION

Cllr G Maskell has received a request from the local vets shop on the South Coast Road for us to provide a litter bin outside the shop.

2. INFORMATION

Apparently they have tried putting out a normal plastic dustbin, but it gets blown away. They have advised that they will provide bin liners and their staff will empty the bin. They are merely requesting us to provide and install a bin.

The bins we currently use across the town are the Topsy 2000 which costs £168.

3. RECOMMENDATION

To consider the request.

4. FINANCIAL IMPLICATIONS

The bin could be funded from the grounds maintenance budget which has enough funds to cover this.

AGENDA ITEM 15

COMMITTEE Amenities & Civic Centre

REPORT FROM Town Clerk/RFO

MEETING DATE 21st May 2018

SUBJECT To consider assistance for Charity fundraising event

1. INTRODUCTION

Cllr R Maskell has been approached for assistance by the local line dancing group who are holding a charity bingo event to raise money for the Martlets.

2. INFORMATION

The group have asked if Cllr R Maskell can call the numbers to which he has agreed. He was intending to use his own personal laptop, but unfortunately when he tried to load the bingo programme, the laptop died. Cllr R Maskell is therefore asking if he can use the Council's laptop for this fundraising event and also if we will be prepared to supply the bingo cards. The laptop will remain with Cllr R Maskell and only be used by him.

All Councillors are invited to the event being held on Sunday 10th June 14:00 until 16:30 (cost £6) and the Mayor is asked if he may be able to draw the raffle?

Cllr R Maskell will leave flyers advertising our monthly bingo events which may increase attendance.

3. RECOMMENDATION

To consider the request.

4. FINANCIAL IMPLICATIONS

The cost of the bingo cards will be minimal and these are purchased from the bingo proceeds, not Council funds.

<u>AGENDA ITEM</u>	16
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	21st May 2018
<u>SUBJECT</u>	To consider repairs to inscription on weather vane

1. INTRODUCTION

The Saltdean Residents Association have advised that the inscription on the weather vane has worn away.

2. INFORMATION

A weather vane was erected on the cliff top to mark 50 years from the end of the second world war. It had the inscription on it 'This weather van was erected in 1995 to mark 50 years from the end of the Second World War 1939-1945.' Unfortunately due to weathering the inscription has worn away.

As it is a very exposed site, it may be better to have a plaque made up and fixed to the weather vane, rather than having another inscription.

3. RECOMMENDATION

To consider the request.

4. FINANCIAL IMPLICATIONS

Unknown at this stage.

<u>AGENDA ITEM</u>	17
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	21 st May 2018
<u>SUBJECT</u>	To consider repairs to bench next to the weather vane

1. INTRODUCTION

The Saltdean Residents Association have advised that the bench next to the weather vane is in need of repair.

2. INFORMATION

The bench is to be inspected shortly and its condition will be reported at the meeting.

3. RECOMMENDATION

To consider the request and see if the bench can be repaired.

4. FINANCIAL IMPLICATIONS

Unknown at this stage.

<u>AGENDA ITEM</u>	18
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	21st May 2018
<u>SUBJECT</u>	Replacement of noticeboard in Ambleside Avenue

1. INTRODUCTION

The noticeboard in Ambleside Avenue is in need of replacement.

2. INFORMATION

The perspex front of the board has clouded over and notices cannot be seen through it and the inside metal magnetic board has totally rusted away at the bottom.

The boards in Longridge Avenue and outside the Civic Centre were replaced approximately a year ago with Weathershield dark blue boards. The current cost of a Weathershield dark blue board with blue pin board and posts is £471 plus VAT – see attached.

3. RECOMMENDATION

It is recommended to purchase a Weathershield board.

4. FINANCIAL IMPLICATIONS

The purchase price is £471 and installation anticipated in the region of £200, total £671. We have a budget of £2,000 for seats and noticeboards.

WeatherShield External Freestanding Showcase

Dimensions W x H (mm)

Options

Board Colour

Frame Colour - Blue Frame

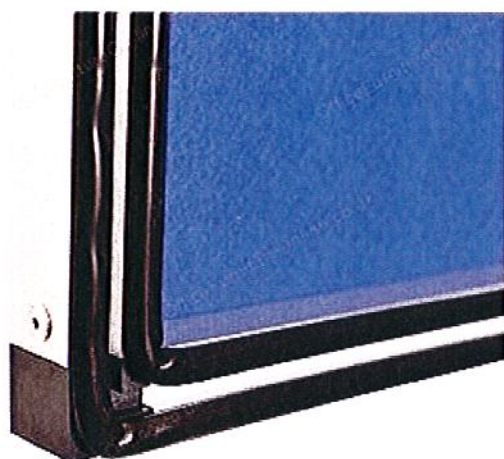
£471 (ex VAT) **£565.20** (inc VAT)

Quantity

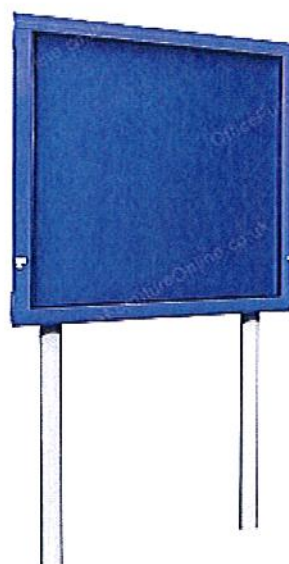
Product Code: 153998AB

FREE DELIVERY to the UK Mainland.

Estimated Delivery: 25 - 30 working days



TWIN WEATHER SEALS



• **Product Information**

WeatherShield External Freestanding Showcase Product Information

- WeatherShield freestanding outdoor showcase
- Manufactured in the UK
- Contemporary noticeboard is perfect for schools, leisure centres and universities
- Complete with gas strut mechanism which assists while changing information
- Doors have 90° angle opening for easy access
- Double locking system for added security
- Fire rated and shatterproof polycarbonate glazed doors
- Double sealed doors comply with IP55 test of dust & water access
- Showcase is raised on robust aluminium legs which are finished with a grey powder coating
- Select from sunken posts which are suitable for landscaped areas and surface posts suit concrete surfaces
- **Sunk posts** - These should be installed in a 600mm deep hole
- **Surface posts** - We recommend these be fitted to 600mm deep preformed concrete
- Textiles and core are tested to Class 0
- Available in a range of popular sizes
- 5 frame colours and 4 board colours to choose from which can be mixed and matched

<u>AGENDA ITEM</u>	19
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	21st May 2018
<u>SUBJECT</u>	To consider estimate for tree works adjacent to 27 Kirby Drive

1. INTRODUCTION

The resident of 27 Kirby Drive has complained that trees from Chatsworth Park are overhanging the boundary of the park onto her property.

2. INFORMATION

I visited site and the branches are touching cables and the side of the property. I have received an estimate from EH Treecare to carry out the works in the sum of £480.

3. RECOMMENDATION

It is recommended that the works are authorised.

4. FINANCIAL IMPLICATIONS

This will be paid from the grounds maintenance budget.

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 Kingan – 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> Tree Survey CP	To survey the trees in CPark and the Copse. Annual surveys to be undertaken	Tender Completed	TC	Summer 2016 Autumn 2016	FC 15/2/17	Autumn 2016 COMPLETED Autumn 2017 COMPLETED
<u>2</u> Tree Works	Tree Works Completed in CPark and The Copse		TC	Autumn annually Spring 2017	ACC & FC Agenda ACC 28/11 FC 13/2/17 ACC 22/1/18	Spring 2017 CPark & Copse COMPLETED Spring 2018 Copse & CPark Completed Ongoing
<u>3</u> Establish a Maintenance Programme for Play equipment in the Play Spaces	Keep Play Equipment in safe and good condition	ACC resolved to keep maintenance in house and monitor	TC	Spring 2016	ACC & FC Agenda ACC 26/9 Agenda ACC 28/11	

Agenda Item 20

TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

<u>4</u>	<p><u>Play Equipment Survey</u></p> <p>Survey Play Equipment condition Produce a costed plan for replacement/refurbishment.</p>	<p>Explore grant/match funding</p>	TC	<p>Summer 2016 Spring 2017</p>	<p>ACC & FC Agenda ACC 26/9 Agenda ACC 28/11 ACC Agenda 27/3/17</p>	<p>Spring 2018 COMPLETED</p>
<u>5</u>	<p><u>LDC Devolution PI</u></p> <p>DECISION FC 21/12 Not to proceed with the LDC offer to devolve the PFTCW and Cliff tops</p>	<p>LDC to be formally written to</p>	TC	<p>Winter 2016</p>	<p>FC Agenda ACC 21/12</p>	<p>Winter 2016 DISCONTINUED</p>
<u>6</u>	<p><u>Allotments PI</u></p> <p>Refresh the feasibility of the Council delivering Allotments</p>	<p>Options Paper to FC including any new information on surveys and explanation of the Councils legal duties.</p>	TC	<p>Summer 2016</p>	<p>ACC/FC AGENDA 15/3/17 & 17/5/17</p>	<p>Summer 2016 SUSPENDED</p>

TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

<u>7</u>	<u>Allotments P2</u>	Subject to Part 1 approval - Delivery Plan for Allotments	Part 1 suspended for time being so part 2 also suspended	TC	Autumn 2016 Spring 2016	ACC	Spring 2017 SUSPENDED
<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
<u>9</u>	<u>Land plots A259</u>	Examine viability of delivering a return on these two land plots found by TC	Options Paper to ACC with recommendations	TC	Summer 2017 Spring 2018	ACC	Spring 2019
<u>10</u>	Community Infra-structure Levy	Quantify and agree areas to be funded	Options Paper to FC 15/2/17 – agreed go to playground refurb & put into ER	TC	Spring 2017	FC 15.2.17	COMPLETED