

# TELSCOMBE TOWN COUNCIL



To: Chairman and Members of the  
Amenities & Civic Centre Committee:-  
Cllr T Armour, 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  
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15<sup>th</sup> January 2018

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 22<sup>nd</sup> January 2018** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Stella Newman  
Acting 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 20<sup>th</sup> November 2017 - *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 30<sup>th</sup> October 2017 – *attached*
7. To agree Telscombe School farm visits – *see attached*
8. To agree estimates for tree works in Chatsworth Park & The Copse – *see attached*
9. To appoint Designated Premises Supervisor – *see attached*
10. To agree central heating works at Civic Centre – *see attached*
11. To consider maintenance plan for boiler/central heating system – *see attached*
12. To agree gas tariff for Civic Centre – *see attached*
13. To agree estimate for stud partition works at Civic Centre – *see attached*
14. Future events - including sing-along, coffee morning and any new ideas – *see attached*
15. Business Plan update – *see attached*
16. To consider Telscombe Residents' Association maintaining boat planter – *see attached*
17. 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 26<sup>th</sup> March 2018*

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 20<sup>th</sup> November 2017** in Telscombe Civic Centre at 7.30 pm.

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

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

It was agreed to bring agenda item 8 Temporary Forest Activity Club in Chatsworth Park, forward as two of the people who want to run the club were present to give an insight into the club and answer Councillors questions.

## **1018. TEMPORARY FOREST ACTIVITY CLUB IN CHATSWORTH PARK**

Yolandi Taylor and Claire Bullimore of Development Outdoors introduced themselves and advised they would like to start a Forest School for 4-11 year olds and possibly older people for a trial 6 months period which would fit in with key Government initiatives. Following questions from Councillors they confirmed that they would perform activities such as making wooden reindeers, use hand tools to saw wood and drill holes and build temporary shelters with tarps. They would use fire strikers and undertake cookery, foraging nettles for tea and teach students which berries are good. The activities would be risk assessed and undertaken by a level 3 forest school teacher who also holds first aid and is DBS checked. Cllr Smith advised that Chatsworth Park is a park and not a forest and asked why they had chosen this site and was advised it is close to where Yolandi lives and wants to do something for people in this area. They would like to hold a taster day on 21<sup>st</sup> December and then run 2 sessions a week, one after school and one on a Saturday. They would make a charge for the sessions but are not sure how much at this stage. Concerns were raised as to the impact this would have on the 2 local schools who also have forest school classes and the impact on the park. Cllr Wilkins advised she felt it would simply be having extra tuition in a subject. Cllr Smith would like to see a full business plan before making a decision and following discussion it was proposed by Cllr Page, seconded by Cllr Wilkins and **AGREED** that the taster day be held on 21<sup>st</sup> December from 10am – 2.30pm and that they provide a full business plan to be taken to the next meeting.

## **1019. PUBLIC QUESTION TIME**

Peter Seed said that a possible forest school was discussed for the E Piece some time ago and he asked if anything had happened regarding that. The Town Clerk advised she had heard nothing further. Mr Seed also advised he thought the Tree Survey Report, agenda item 10, was very informative.

## **1020. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr T Armour as he was moving sheep and had been caught in traffic. This reason for absence was accepted. Cllr W Botting was also absent but no apologies were received.

## **1021. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST**

None.



## **1022. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 2<sup>nd</sup> OCTOBER 2017**

Min 1012, p 2684 – Cllr Page asked if anything had been heard back from Moulands and the Town Clerk advised that she had made a proposal re hire, but they had not responded.

Min 1006, p 2682, Update on Playground Refurbishments – Cllr Smith asked why a meeting hadn't been set as requested at the last meeting. The Town Clerk advised she had not heard from Chris Bibb. Cllr Smith asked the Town Clerk to set up a meeting.

It was proposed by Cllr G Maskell, 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.

## **1023. TO RECEIVE ACTION LIST**

Min 952, p 2604, Radiator/heating works - Cllr R Maskell advised that he had been away so had not been able to check the system yet. Cllr Brindley advised he is available on a Saturday and a date will therefore be agreed shortly for Cllrs Maskell and Brindley to attend the Civic Centre and check the system.

The remainder of the action list was noted.

## **1024. TO RECEIVE INCOME AND EXPENDITURE TO 30<sup>th</sup> SEPTEMBER 2017**

It was proposed by Cllr B Page, seconded by Cllr A Smith and **RECOMMENDED** that the following figures be accepted as correct – Amenities expenditure of £14,899 and income of £1,525 and Civic Centre expenditure of £20,879 and income of £16,159 up to 31<sup>st</sup> September 2017.

## **1025. VEOLIA FUNDING APPLICATION**

The Town Clerk explained regarding the Veolia funding application she had made. Cllr Smith advised that Chris Bibb had already drawn up the specification and an application for a new muga unit to Veolia should not have been made. He explained that he wanted the Town Clerk to work closely with Chris Bibb on the playground refurbishments. Following discussion it was **agreed** not to progress with the Veolia funding application and a meeting of the playground refurbishment working party was set up at Chatsworth Park south playground to agree the final part of the specification.

## **1026. FORESTRY OUTDOOR SCHOOL SESSIONS**

Following deliberation it was proposed by Cllr R Maskell, seconded by Cllr J Harris and **RECOMMENDED** that both Telscombe Cliffs primary school and Peacehaven Heights school be allowed to use Chatsworth Park for forestry school outdoor sessions, providing they both produce a satisfactory risk assessment and have their own insurance. It was also proposed by Cllr R Maskell, seconded by Cllr J Wilkins and **RECOMMENDED** that the Council buy 10 litter pickers for Telscombe Cliffs School to enable them to litter pick during their sessions in the park.

# TELSCOMBE TOWN COUNCIL



## **1027. TO AGREE ACTIONS ON TREE SURVEY REPORT FOR CHATSWORTH PARK AND THE COPSE**

The report from Richard Jackson Arboricultural Services was noted and following discussion it was proposed by Cllr A Smith, seconded by Cllr J Wilkins and **RECOMMENDED** that quotes be obtained to carry out the recommended works in the report and the quotes be brought back to the next meeting.

## **1028. TO AGREE ESTIMATE FOR POINTING ON SOUTH AND WEST WALLS OF CIVIC CENTRE**

Following agreement at the last meeting, estimates had been sought for the pointing work required and following debate it was proposed by Cllr B Page, seconded by Cllr J Wilkins and **RECOMMENDED** that Complete Property Solutions be instructed to carry out the work for the sum of £875 plus VAT.

## **1029. TO CONSIDER USE AND ROOM HIRE COST FOR ROOM 6**

Following discussion it was proposed by Cllr A Smith, seconded by Cllr J Wilkins and **RECOMMENDED** that, a) as the room has 2 access doors, it be divided with a stud partition wall with redecoration to be carried out as necessary b) the smaller side be used for storage, c) the larger side be turned into a 'comfy' room for hiring for events such as mediation meetings etc, with a hire charge of £11 per hour and the appropriate sofas and furniture be purchased.

## **1030. FUTURE EVENTS UPDATE INCLUDING FIREWORKS, CHRISTMAS MORNING AND ANY NEW IDEAS**

Halloween – this year's event was a success and it was proposed by Cllr D Brindley, seconded by Cllr J Wilkins and **RECOMMENDED** that the event take place next year on Saturday 27<sup>th</sup> October, that Unique Kids Parties be hired to provide entertainment and tickets be charged at £3 each.

Fireworks – following lengthy discussion it was proposed by Cllr R Maskell, seconded by Cllr A Smith and **RECOMMENDED** that only fireworks be held on the day with no other events on the Tye, that the event be held on Saturday 8<sup>th</sup> September at 8.30pm and Frontier Fireworks be hired to provide the display at the best possible price the RFO could get.

Christmas morning – Cllr Botting was thanked for agreeing to attend the Civic Centre on Christmas morning and cook bacon rolls and for securing sponsorship for the event from Lower Hodden Farm.

Legion of Honour Presentation – It was proposed by Cllr A Smith, seconded by Cllr J Wilkins and **RECOMMENDED** that a payment of up to £200 be made to Cllr Botting to provide food and drink at the presentation on 2<sup>nd</sup> December.

## **1031. BUSINESS PLAN UPDATE**

Cllr Smith asked the Town Clerk to confirm again to LewesDC that we do not want to progress with devolution. Cllr Smith advised he will make the necessary updates to the business plan shortly.

# TELSCOMBE TOWN COUNCIL



## 1032. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Details of an incident that had recently occurred to a family at their property in Chatsworth Park had been emailed to Cllr Botting earlier in the day and forwarded to committee members for discussion. It was **agreed** that the Town Clerk visit the family and get full details.

There were no other urgent matters.

## 1033. 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.

## 1034. TO APPROVE TENDER FOR TREE/HEDGE MAINTENANCE CONTRACT 2018-2021 IN PARKS AND PLAYGROUNDS

The report from the Town Clerk and tenders received were considered and it was proposed by Cllr A Smith, seconded by Cllr B Page and unanimously **RECOMMENDED** that EH Treecare be appointed for the next 3 years starting in April 2018 for the contract for hedge and tree maintenance in the sum of £6,410 plus VAT.

## 1035. TO APPROVE TENDER FOR GROUNDS MAINTENANCE CONTRACT 2018-2021 (GRASS CUTTING/LITTER COLLECTION) IN PARKS AND PLAYGROUNDS

The report from the Town Clerk and tenders received were considered and it was proposed by Cllr A Smith, seconded by Cllr B Page and unanimously **RECOMMENDED** that Burleys be appointed for the next 3 years starting in April 2018 for the contract for grounds maintenance in the sum of £5,708.08 plus VAT.

There being no further business the meeting closed at 9.41pm.

Signed.....  
CHAIRMAN

*NB Next meeting of the Committee - Monday 22<sup>nd</sup> January 2018 at 7.30 pm*



## Amenities and Civic Centre Action List for 22<sup>nd</sup> January 2018

| Date of Meeting | Issue Detail   | Action Owner | Update  | Due Date    |
|-----------------|--|--------------|---|-------------|
| 27.3.17         | Min 952, p 2604 Radiator/heating works   | RM/DB        | Clirs R Maskell & D Brindley attended the Civic Centre on 6 <sup>th</sup> January – system now appears to be working well. Further minor work necessary & new radiator installation.                                | Spring 2018 |
| 02.10.17        | Min 1006, p 2682 Update on playground refurbishments                             | SN           | Tenders have been received & opened by LewesDC. The working party have also seen the tenders and a contractor agreed. In view of the amount involved, this will be taken to full Council in March for ratification. | Spring 2018 |
| 20.11.17        | Min 1018, p 2702 Temporary Forest Activity Club in Chatsworth Park               | SN           | The taster day took place on 21 <sup>st</sup> December and Development Outdoors are in the process of putting together a business plan  | Spring 2018 |
| 20.11.17        | Min 1026, p 2703 – forestry outdoor school sessions                              | SN           | 10 litter pickers have been purchased and presented to Telscombe Cliffs School  | n/a         |
| 20.11.17        | Min 1027, p 2704 – actions on Tree Survey Report for Chatsworth Park & The Copse | SN           | Estimates have been obtained for the necessary works and have been placed on the agenda for tonight's meeting for consideration   | Spring 2018 |
| 20.11.17        | Min 1028, p 2704 – pointing work at Civic Centre                                 | SN           | Complete Property Solutions were instructed as agreed at the last meeting and works have been undertaken  | n/a         |
| 20.11.17        | Min 1029, p 2704 – room 6 use  | SN           | Only one estimate has been obtained for a partition wall in room 6 and this item has been placed on the agenda for tonight's meeting  | Spring 2018 |

Month No : 7

## Committee Report

|   | Actual<br>Current Mth                         | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |                |
|---|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|----------------|
| <b><u>Amenities</u></b>                   |   |                        |                       |                          |                          |                    |                |                |
| <u>105 Town Events</u>                    |   |                        |                       |                          |                          |                    |                |                |
| 4362                                      | Fireworks & Town Entertainment                | -20                    | 4,203                 | 4,600                    | 397                      | 397                | 91.4 %         |                |
| 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                    | <b>-20</b>             | <b>5,703</b>          | <b>6,475</b>             | <b>772</b>               | <b>0</b>           | <b>772</b>     | <b>88.1 %</b>  |
| 1054                                      | Income entertainment                          | 0                      | 1,525                 | 375                      | 1,150                    |                    | 406.7 %        |                |
|   | Town Events :- Income                         | <b>0</b>               | <b>1,525</b>          | <b>375</b>               | <b>1,150</b>             |                    | <b>406.7 %</b> |                |
| <br>                                      |   |                        |                       |                          |                          |                    |                |                |
| <u>201 Parks, Open Spaces/Playgrounds</u> |   |                        |                       |                          |                          |                    |                |                |
| 4098                                      | PlayEquipment Replacement                     | 0                      | 0                     | 12,500                   | 12,500                   | 6,000              | 6,500          | 48.0 %         |
| 4100                                      | Playgrounds Spare Parts                       | 0                      | 58                    | 2,250                    | 2,192                    |                    | 2,192          | 2.6 %          |
| 4101                                      | Grounds Maintenance                           | 1,768                  | 11,558                | 28,000                   | 16,442                   |                    | 16,442         | 41.3 %         |
| 4103                                      | Playground Inspections                        | 390                    | 1,560                 | 2,600                    | 1,040                    |                    | 1,040          | 60.0 %         |
| 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 | <b>2,158</b>           | <b>13,176</b>         | <b>47,800</b>            | <b>34,624</b>            | <b>6,000</b>       | <b>28,624</b>  | <b>40.1 %</b>  |
| 1061                                      | Income miscellaneous                          | 0                      | 1,842                 | 0                        | 1,842                    |                    |                | 0.0 %          |
|   | Parks, Open Spaces/Playgrounds :- Income      | <b>0</b>               | <b>1,842</b>          | <b>0</b>                 | <b>1,842</b>             |                    |                |                |
| <br>                                      |   |                        |                       |                          |                          |                    |                |                |
| <u>202 Amenities General</u>              |   |                        |                       |                          |                          |                    |                |                |
| 4351                                      | Seats and Notice Boards                       | 0                      | 0                     | 2,000                    | 2,000                    |                    | 2,000          | 0.0 %          |
|   | Amenities General :- Expenditure              | <b>0</b>               | <b>0</b>              | <b>2,000</b>             | <b>2,000</b>             | <b>0</b>           | <b>2,000</b>   |                |
|   | <b>Net Expenditure over Income</b>            | <b>0</b>               | <b>0</b>              | <b>2,000</b>             | <b>2,000</b>             |                    |                |                |
| <hr/>                                     |   |                        |                       |                          |                          |                    |                |                |
|   | Amenities :- Expenditure                      | <b>2,138</b>           | <b>18,879</b>         | <b>56,275</b>            | <b>37,396</b>            |                    |                | <b>44.2 %</b>  |
|   | Income  | <b>0</b>               | <b>3,367</b>          | <b>375</b>               | <b>2,992</b>             |                    |                | <b>897.9 %</b> |

Month No : 7

## Committee Report

|                                | Actual<br>Current Mth              | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |               |
|--------------------------------|------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|---------------|
| <b>Civic Centre</b>            |                                    |                        |                       |                          |                          |                    |                |               |
| <u>301 Civic Building</u>      |                                    |                        |                       |                          |                          |                    |                |               |
| 4401                           | General Repairs                    | 0                      | 2,000                 | 3,000                    | 1,000                    | 1,000              | 66.7 %         |               |
| 4402                           | Consumable Supplies                | 3                      | 313                   | 900                      | 587                      | 587                | 34.8 %         |               |
| 4403                           | Equipment Maintenance              | 185                    | 906                   | 1,800                    | 894                      | 894                | 50.3 %         |               |
| 4404                           | External/Internal Decorating       | 0                      | 581                   | 1,000                    | 419                      | 419                | 58.1 %         |               |
| 4406                           | Refuse collection                  | 213                    | 638                   | 900                      | 262                      | 262                | 70.8 %         |               |
| 4407                           | Equipment                          | 100                    | 858                   | 1,500                    | 642                      | 642                | 57.2 %         |               |
| 4411                           | Rates                              | 1,105                  | 7,989                 | 14,500                   | 6,511                    | 6,511              | 55.1 %         |               |
| 4412                           | Water and Sewage                   | 0                      | 1,624                 | 1,670                    | 46                       | 46                 | 97.3 %         |               |
| 4413                           | Electricity                        | 357                    | 706                   | 2,300                    | 1,594                    | 1,594              | 30.7 %         |               |
| 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      | <b>1,963</b>           | <b>17,265</b>         | <b>33,070</b>            | <b>15,805</b>            | <b>0</b>           | <b>15,805</b>  | <b>52.2 %</b> |
| 1000                           | Income Civic Centre                | 4,116                  | 20,276                | 35,000                   | -14,724                  |                    | 57.9 %         |               |
|                                | Civic Building :- Income           | <b>4,116</b>           | <b>20,276</b>         | <b>35,000</b>            | <b>-14,724</b>           |                    | <b>57.9 %</b>  |               |
| <u>302 Civic Building Loan</u> |                                    |                        |                       |                          |                          |                    |                |               |
| 4060                           | Loan Accounts                      | 0                      | 5,577                 | 11,500                   | 5,923                    | 5,923              | 48.5 %         |               |
|                                | Civic Building Loan :- Expenditure | <b>0</b>               | <b>5,577</b>          | <b>11,500</b>            | <b>5,923</b>             | <b>0</b>           | <b>5,923</b>   | <b>48.5 %</b> |
|                                | <b>Net Expenditure over Income</b> | <b>0</b>               | <b>5,577</b>          | <b>11,500</b>            | <b>5,923</b>             |                    |                |               |
|                                | Civic Centre :- Expenditure        | <b>1,963</b>           | <b>22,842</b>         | <b>44,570</b>            | <b>21,728</b>            |                    | <b>51.2 %</b>  |               |
|                                | Income                             | <b>4,116</b>           | <b>20,276</b>         | <b>35,000</b>            | <b>-14,724</b>           |                    | <b>57.9 %</b>  |               |



|                            |  |
|----------------------------|--|
| <b><u>AGENDA ITEM</u></b>  | <b>7</b>                                     |
| <b><u>COMMITTEE</u></b>    | <b>Amenities &amp; Civic Centre</b>          |
| <b><u>REPORT FROM</u></b>  | <b>Acting Town Clerk</b>                     |
| <b><u>MEETING DATE</u></b> | <b>22<sup>nd</sup> January 2018</b>          |
| <b><u>SUBJECT</u></b>      | <b>To agree Telscombe School Farm Visits</b> |

## **1. INTRODUCTION**

Telscombe School has confirmed that they would like the farm visits to go ahead again this year.

## **2. INFORMATION**

Three days have been agreed with the school and Stud Farm being April 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup>. The CTLA have been approached and costs for transport are awaited.

## **3. RECOMMENDATION**

It is recommended that the school farm visits take place.

## **4. FINANCIAL IMPLICATIONS**

We have allowed funds in the town entertainment budget to cover transport costs. In previous years the cost has been £300.

|                            |  |
|----------------------------|--|
| <b><u>AGENDA ITEM</u></b>  | <b>8</b>   |
| <b><u>COMMITTEE</u></b>    | <b>Amenities &amp; Civic Centre</b>                                      |
| <b><u>REPORT FROM</u></b>  | <b>Acting Town Clerk</b>   |
| <b><u>MEETING DATE</u></b> | <b>22<sup>nd</sup> January 2018</b>                                      |
| <b><u>SUBJECT</u></b>      | <b>To agree estimate for tree works in Chatsworth Park and The Copse</b> |

## **1. INTRODUCTION**

At the last meeting it was agreed to obtain estimates for the works required as detailed in the Tree Survey Report from Richard Jackson Arboricultural Services.

## **2. INFORMATION**

Three companies were approached to quote and two have responded. The costings are attached. There are a few discrepancies in individual figures, but the overall costs are as follows:-

EH Treecare - Chatsworth Park £2,970, The Copse £510 **Overall £3,480 plus VAT**  
RW Green Ltd - Chatsworth Park £3,215, The Copse £490 **Overall £3,705 plus VAT**

## **3. RECOMMENDATION**

It is recommended that the quotation from EH Treecare be accepted.

## **4. FINANCIAL IMPLICATIONS**

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



## Arboricultural, Horticultural & Ecological Management

Upper Stoneham Farm, Lewes, East Sussex, BN8 5RH  
 www.rwgreenlimited.co.uk info@rwgreenlimited.co.uk

RS/DP

11<sup>th</sup> January 2018

Tel: 01273 589777

Telscombe Town Council  
 Telscombe Civic Centre  
 360 South Coast Road  
 Telscombe Cliffs  
 BN10 7ES  
 For the attention of Stella Newman

Dear Sirs

Further to your recent enquiry regarding tree work we are pleased to provide our quotation as follows:-

### Chatsworth Park

| Item | Area | Action   | Cost     |
|------|------|--|----------|
| 1    | A2   | Fell 1 No. Pine  | £1170.00 |
| 2    | A9   | Remove 6 No. dead trees  | £ 195.00 |
| 3    | A12  | Clear fallen Poplar and fell 2 No. adjacent dead trees   | £ 55.00  |
| 4    | A12  | Fell Aspen with broken top   | £ 55.00  |
| 5    | A14  | Clear vegetation along path edge to give adequate clearance  | £ 100.00 |
| 6    | A15  | Fell Poplar – top broken out   | £ 55.00  |
| 7    | A15  | Sever Ivy at base of trees in group indicated. Remove 3 No. dead Ivy clad trees by lamp post, plus Thorn 5 metres to the south | £ 390.00 |
| 8    | A17  | Fell split Aspen, cut back vegetation to the edge of the copse and to give a height clearance of 2.5 metres.                   | £ 150.00 |
| 9    | A18  | Sever Ivy at base of trees on northern boundary with ply area. Remove broken branches on Willows by path                       | £ 100.00 |
| 10   | A21  | Remove 2 No. low dead branches. Remove 4 No. lowest limbs on west side over play area  | £ 55.00  |
| 11   | A24  | Cut back vegetation to give 1 metre clearance of path edge and to 2.5 metres in height   | £ 55.00  |
| 12   | A24  | Remove squirrel damaged branches on path side and crown lift to 2.5 metres   | £ 55.00  |
| 14   | A15  | Poplar adjacent to 8 Bridle Way – remove   | £ 780.00 |

£3215.00



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Directors: Richard W Green NCH (ARB) & Alison J Green  
 Vat Registration No. GB 781 8713 96, Registered in England & Wales No. 03949783  
 Registered Office: One Bell Lane, Lewes, BN7 1JU

# RW Green Limited



## The Copse

| Item | Action  | Cost     |
|------|---|----------|
| 17   | Sever Ivy at base of all trees where Ivy is growing into the crown  | £ 195.00 |
| 18   | Remove dead Ivy clad Hawthorn at entrance with Telscombe Cliffs Way | £ 100.00 |
| 19   | T32 – Sycamore – reduce overall by up to 2 metres                   | £ 195.00 |

All arisings are to be removed and working areas left clean and tidy.

£490.00

Please note prices for smaller jobs depend upon all works being accepted and having access to all work areas for disposal of arisings.

Some work may rely on ground being dry and firm.

Overall £3705 + VAT

We hope this is of interest and await your instruction.

Yours faithfully

ROB STEVENS

## Stella Newman

---

**From:** Ed <ed@ehtreecare.co.uk>  
**Sent:** 12 January 2018 14:35  
**To:** Stella Newman  
**Cc:** Office  
**Subject:** RE: Works to be carried out at Chatsworth Park and The Copse

Hi Stella

As follows

| Item Number          | Cost |                    |
|----------------------|------|--------------------|
| 1                    | 540  |                    |
| 2                    | 120  |                    |
| 3                    | 380  |                    |
| 4                    | 260  |                    |
| 5                    | 300  |                    |
| 6                    | 260  |                    |
| 7                    | 320  |                    |
| 8                    | 180  |                    |
| 9                    | 120  |                    |
| 10                   | 90   |                    |
| 11                   | 90   |                    |
| 12                   | 90   |                    |
| 14                   | 220  | sub total £2,970-  |
| 17 this is all trees | 180  |                    |
| 18                   | 90   |                    |
| 19                   | 240  | sub total £, 510-- |

All costs are plus Vat

Overall £3,480 + VAT

Speak soon

Ed  
Ed Haunton  
E H Treecare Ltd.

For All Your Arboricultural and Fencing Requirements,

**Office** - 01273 588503

**Mobile** - 07985 467222

[office@ehtreecare.co.uk](mailto:office@ehtreecare.co.uk)

[www.ehtreecare.co.uk](http://www.ehtreecare.co.uk)

Registered in England and Wales No 7951197

Registered Office 83 Cornwall Avenue, Peacehaven, East Sussex, BN108SE -

VAT Reg No. 144309233

Have you two minutes to fill out an online survey?

<https://www.surveymonkey.com/s/NJ7SKMS>

|                            |  |
|----------------------------|--|
| <b><u>AGENDA ITEM</u></b>  | <b>9</b>   |
| <b><u>COMMITTEE</u></b>    | <b>Amenities &amp; Civic Centre</b>                |
| <b><u>REPORT FROM</u></b>  | <b>Acting Town Clerk</b>                           |
| <b><u>MEETING DATE</u></b> | <b>22<sup>nd</sup> January 2018</b>                |
| <b><u>SUBJECT</u></b>      | <b>To appoint a Designated Premises Supervisor</b> |

## **1. INTRODUCTION**

Cllr Botting's resignation has left the necessity to appoint a Designated Premises Supervisor.

## **2. INFORMATION**

The Designated Premises Supervisor is detailed on the Council's Premises Licence and enables the Council to sell alcohol at events. The person will therefore need to be at Council functions when alcohol is being sold.

## **3. RECOMMENDATION**

It is recommended that a Designated Premises Supervisor be chosen.

## **4. FINANCIAL IMPLICATIONS**

Not applicable.



|                            |   |
|----------------------------|---|
| <b><u>AGENDA ITEM</u></b>  | <b>10</b>   |
| <b><u>COMMITTEE</u></b>    | <b>Amenities &amp; Civic Centre</b>                   |
| <b><u>REPORT FROM</u></b>  | <b>Acting Town Clerk</b>                              |
| <b><u>MEETING DATE</u></b> | <b>22<sup>nd</sup> January 2018</b>                   |
| <b><u>SUBJECT</u></b>      | <b>To agree central heating works at Civic Centre</b> |

## **1. INTRODUCTION**

As agreed at Committee previously, Cllrs R Maskell and D Brindley recently checked the heating system.

## **2. INFORMATION**

Radiators were removed and cleaned and de-sludge solution put into the system. Some further work is necessary, including replacement of a radiator for a larger one, costing approximately £150, in the entrance foyer.

## **3. RECOMMENDATION**

It is recommended that the work and associated cost of parts/equipment be agreed.

## **4. FINANCIAL IMPLICATIONS**

There are several budget heads under the Civic Centre to cover the costs.

|                            |   |
|----------------------------|---|
| <b><u>AGENDA ITEM</u></b>  | <b>11</b>   |
| <b><u>COMMITTEE</u></b>    | <b>Amenities &amp; Civic Centre</b>                                   |
| <b><u>REPORT FROM</u></b>  | <b>Acting Town Clerk</b>  |
| <b><u>MEETING DATE</u></b> | <b>22<sup>nd</sup> January 2018</b>                                   |
| <b><u>SUBJECT</u></b>      | <b>To consider maintenance plan for boiler/central heating system</b> |

## **1. INTRODUCTION**

It has been suggested by Cllr R Maskell that the boilers and central heating system be placed on a maintenance contract with British Gas, thus ensuring that if any problems occur, they will be seen to without delay.

## **2. INFORMATION**

Although local firms could be approached, a contract with British Gas will give us 24 hour callout 7 days a week. I have contacted British Gas and cover for our 2 boilers and central heating system will be £83.50 per month inclusive of VAT, which will include an annual service, parts and labour.

We currently pay for an annual service of the boilers costing £185. However, if any problems occur with the system or boilers, a call out is required and that could take some time.

## **3. RECOMMENDATION**

It is recommended that a contract with British Gas be taken out in the annual sum of £1,002 including VAT. It is also suggested that a monthly direct debit be taken out.

## **4. FINANCIAL IMPLICATIONS**

This amount would take over half of our annual budget for equipment maintenance. We would therefore need to 'top up' from another budget as the year progresses.

|                            |  |
|----------------------------|--|
| <b><u>AGENDA ITEM</u></b>  | <b>12</b>  |
| <b><u>COMMITTEE</u></b>    | <b>Amenities &amp; Civic Centre</b>                    |
| <b><u>REPORT FROM</u></b>  | <b>Acting Town Clerk</b>                               |
| <b><u>MEETING DATE</u></b> | <b>22<sup>nd</sup> January 2018</b>                    |
| <b><u>SUBJECT</u></b>      | <b>To agree fixed rate gas tariff for Civic Centre</b> |

### 1. INTRODUCTION

British Gas have notified us of new variable plan prices effective from 1<sup>st</sup> March 2018 and also the option of a 1, 2 or 3 year fixed price plan.

### 2. INFORMATION

|                        | Current Variable Plan Prices | <b>New Variable Plan Prices from 1<sup>st</sup> March</b> | 1 Year Fixed Price Energy Plan | 2 Year Fixed Price Energy Plan | <b>3 Year Fixed Price Energy Plan</b> |
|------------------------|------------------------------|---|--------------------------------|--------------------------------|---------------------------------------|
| <b>Standing Charge</b> | 159.717 p/day                | <b>43.667 p/day</b>                                       | 39.300 p/day                   | 39.737 p/day                   | <b>40.174 p/day</b>                   |
| <b>Unit Charge</b>     | 3.786 p/kwh                  | <b>5.776 p/kwh</b>  | 5.198 p/kwh                    | 5.256 p/kwh                    | <b>5.314 p/kwh</b>                    |

According to British Gas, fixing the plan for 1 year will give us savings of 11%, 2 years 10% or 3 years a 9% saving. We are currently on a variable plan. Below is the usage for 2016/17 and so far for 2017/18. Based on usage figures for April to December 2017 below, if we were on the new variable price we would save approximately £168 for the 9 months and on the 3 year fixed price energy plan approximately £240.

| Month     | Usage (kWh)     | Usage for last year (kWh) |
|-----------|-----------------|---------------------------|
| Apr - Jun | 2,899.00 [2017] | 2,914.00 [2016]           |
| Jul - Sep | 255.00 [2017]   | 21.00 [2016]              |
| Oct - Dec | 9,649.00 [2017] | 8,022.00 [2016]           |
| Jan - Mar | 0.00 [2018]     | 10,672.00 [2017]          |

### 3. RECOMMENDATION

Prices are more likely to go up than down and even on the 3 year fixed price energy plan, we will be making savings, albeit relatively minor.

It is therefore recommended that we sign up for the 3 year fixed price energy plan.

|                            |  |
|----------------------------|--|
| <b><u>AGENDA ITEM</u></b>  | <b>13</b>  |
| <b><u>COMMITTEE</u></b>    | <b>Amenities &amp; Civic Centre</b>                    |
| <b><u>REPORT FROM</u></b>  | <b>Acting Town Clerk</b>                               |
| <b><u>MEETING DATE</u></b> | <b>22<sup>nd</sup> January 2018</b>                    |
| <b><u>SUBJECT</u></b>      | <b>To agree estimate for stud partition wall works</b> |

### **1. INTRODUCTION**

It was agreed at the last meeting to divide room 6 into two separate rooms.

### **2. INFORMATION**

Several local firms were approached to provide a quotation, but unfortunately to date only one has come in and provided a quotation – it is attached for your information. The price has not been made public in case you decide to obtain an alternative quotation.

### **3. RECOMMENDATION**

In view of the circumstances it may be worthwhile going out for an alternative quotation so we have some sort of comparison.

## SUSSEX DESIGN AND CONSTRUCTION



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**Office; 01273 590925, Mobile; 07798748299**

[Sussex-design-and-construction@outlook.com](mailto:Sussex-design-and-construction@outlook.com)

Telscombe Civic Centre

360 South Coast Road

Telscombe Cliffs

Bn10 7ES

24/12/17

To whom it may concern,

Thank you for your enquiry for works to be carried out on the above named property.

### **Separating Partition/Wall**

Build new dividing partition wall to room in property using 47m x 100m Timber and 12.5m plaster board either side, packing wall with IS over 100mm roll insulation in between to help with travelling sound. Both sides of wall to be multi finished plaster on both sides to ensure a smooth finish and add new skirting to match original skirting to room.

**Total cost of material and labour ~~2500.00~~**

Please note: Full decoration of both rooms to be discussed with client as stated on visit that may use a handy man.

Any queries please do not hesitate to contact me.

Kind regards

Aaron

|                            |   |
|----------------------------|---|
| <b><u>AGENDA ITEM</u></b>  | <b>14</b>   |
| <b><u>COMMITTEE</u></b>    | <b>Amenities &amp; Civic Centre</b>   |
| <b><u>REPORT FROM</u></b>  | <b>Acting Town Clerk</b>  |
| <b><u>MEETING DATE</u></b> | <b>20<sup>th</sup> November 2017</b>  |
| <b><u>SUBJECT</u></b>      | <b>Future Events including sing-along evening, coffee morning and any new ideas</b> |

### **1. INTRODUCTION**

Updates on events as follows:-

### **2. INFORMATION**

Halloween – it was agreed at the last meeting to hold this event on Saturday 27<sup>th</sup> October with a ticket price of £3 per person and Unique Kids Parties to provide entertainment. They have been booked and are charging £150, the same price as last year.

Fireworks – it was decided at the last meeting to hold the fireworks on the Tye on Saturday 8<sup>th</sup> September at 8.30pm. The firework company have been booked and are charging the same price as last year being £3,000.

Sing-along evening – The Mayor is considering holding a sing-along evening on Saturday 14<sup>th</sup> April, along the lines of the singing at half time at the bingo evenings. Details to be discussed at the meeting.

Coffee morning – following the Christmas coffee morning, one of the ladies present who also attends the bingo evenings, asked if we had considered holding a regular coffee morning. She is willing to volunteer to make the teas/coffees. Details to be discussed at the meeting.

Any new ideas – suggestions for new events are welcome.

### **3. FINANCIAL IMPLICATIONS**

N/A



# 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<br>Autumn 2016  | FC<br><b>15/2/17</b>   | Autumn 2016<br><b>COMPLETED</b>            |
| <u>2</u> | <u>Tree Works</u>  | Tree Works Completed in CP<br>Soon to be done in the Copse   | TC & DTC           | Autumn 2016<br>Spring 2017  | ACC & FC<br>Agenda<br>ACC 28/11<br>FC 13/2/17                          | Spring 2017<br><b>SOON TO BE COMPLETED</b> |
| <u>3</u> | <u>Establish a Maintenance Programme for Play equipment in the Play Spaces</u> | Keep Play Equipment in safe and good condition<br><b>ACC resolved to keep maintenance in house and Monitor</b> | TC & DTC           | Spring 2016   | ACC & FC<br>Agenda<br>ACC 26/9<br>Agenda<br>ACC 28/11                  | Ongoing                                    |
| <u>4</u> | <u>Play Equipment Survey</u>   | Survey Play Equipment condition<br>Produce a costed plan for replacement/refurbishment.                        | TC & DTC           | Summer 2016<br>Spring 2017<br><b>UPDATE ON PROGRESS out of scope.</b> | ACC & FC<br>Agenda<br>ACC 26/9<br>Agenda<br>ACC 28/11<br>ACC<br>Agenda | Spring 2018                                |



# TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

|          |  |  |  |          |  |                                      |  |
|----------|--|--|--|----------|--|--------------------------------------|--|
| <b>5</b> | <u>LDC Devolution PI</u>                             | DECISION FC 21/12<br>Not to proceed with the LDC offer to devolve the PFTCW and Cliff tops             | LDC to be formally written to  | TC       | Winter 2016                              | 27/3/17<br>FC<br>Agenda<br>ACC 21/12 | Winter 2016<br><b>DISCONTINUED</b>                             |
| <b>6</b> | <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<br><b>AGENDA 15/3/17</b>          | Summer 2016  |
| <b>7</b> | <u>Allotments P2</u>                                 | Subject to Part I approval - Delivery Plan for Allotments  | Costed Options Paper to ACC  | TC & DTC | Autumn 2016<br>Spring 2016               | ACC                                  | Spring 2017  |
| <b>8</b> | <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<br>If Councillors agree business case and tender proposition. | TC & DTC | Spring 2016                              | ACC                                  | Summer 2016<br><b>COMPLETED</b><br>Monitor Cost Savings at ACC |
| <b>9</b> | <u>Land plots A259</u>                               | Examine viability of delivering a return   | Options Paper to ACC   | TC       | <u>Summer 2017</u><br><u>Spring 2018</u> | ACC                                  | <u>Spring 2019</u>   |

|                            |  |
|----------------------------|--|
| <b><u>AGENDA ITEM</u></b>  | <b>16</b>  |
| <b><u>COMMITTEE</u></b>    | <b>Amenities &amp; Civic Centre</b>  |
| <b><u>REPORT FROM</u></b>  | <b>Acting Town Clerk</b>   |
| <b><u>MEETING DATE</u></b> | <b>20<sup>th</sup> November 2017</b>   |
| <b><u>SUBJECT</u></b>      | <b>To consider Telscombe Residents' Association<br/>maintaining Council's boat planter</b> |

#### **1. INTRODUCTION**

Chris Bowman, Secretary of the Telscombe Residents Association recently approached me regarding putting a plaque on the boat planter at the front of the Civic Centre saying it is maintained/sponsored by the Association.

#### **2. INFORMATION**

I asked who had agreed for them to maintain the boat planter and she advised it had been agreed at one of their meetings and they have already carried out work/planted some bulbs in it. Unfortunately, however, they have not approached the Council to seek permission to do this and I advised her that I would have to take it to a meeting for approval. Therefore for the time being she should not purchase a plaque.

#### **3. RECOMMENDATION**

Members therefore need to decide if they would like the Telscombe Residents' Association to maintain the Council's boat planter. If they do, the Council should approve work/planting before it is carried out and ensure that anyone from the TRA carrying out work is covered by their own insurance.

#### **4. FINANCIAL IMPLICATIONS**

N/A