

TELSCOMBE TOWN COUNCIL



To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr T Armour *Deputy Mayor*, 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

17th July 2018

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 23rd July 2018** in Telscombe Civic Centre at **7.00 pm** when it is proposed to transact the following business.

Yours faithfully

Stella Newman
Town Clerk/RFO

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 21st May 2018 - *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 30th April 2018 – *attached*
7. Chatsworth North Playground (including new fencing) – *see attached*
8. Update on playground refurbishments & plaque for TRA – *see attached*
9. Ratification for repair to swings at Chatsworth South playground – *see attached*
10. To agree quote for Tree Surveys – *see attached*
11. Hedge damage at Robert Kingan playground – *see attached*
12. To consider playground inspection training for Bianca Buss – *see attached*
13. To agree contribution to Wave Leisure for the summer school – *see attached*
14. To consider quotes for plaque for weather vane – *see attached*
15. To consider increase in room hire charges – *see attached*
16. Future events (including summer fayre) – *see attached*
17. Business Plan update – *see attached*
18. 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 24th September 2018

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 21st May 2018** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: T Armour *Deputy Mayor*, D Brindley *Mayor*, J Harris, B Page, A Smith, D Wright and I Sharkey

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

1074. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN

Cllr Page nominated Cllr G Maskell as Chairman of the committee. Cllr Armour seconded the proposal and Cllr G Maskell was unanimously elected as Chairman.

Cllr Smith proposed Cllr Armour as Vice Chairman of the committee, seconded by Cllr Wright and Cllr Armour was unanimously elected as Vice Chairman.

1075. PUBLIC QUESTION TIME

No questions.

1076. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr G Maskell and Cllr R Maskell, who were both on leave and this reason for absence was accepted. In Cllr G Maskell's absence, Cllr Armour as Vice-Chairman chaired the meeting.

1077. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Brindley advised that he knew one of the contractors who has quoted for agenda item 9.

1078. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 26th MARCH 2018

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 Vice Chairman, Cllr T Armour.

1079. TO RECEIVE ACTION LIST

The Town Clerk shared before and after pictures of the Copse fencing work from Min 1065, Page 2766. All actions were noted by the Committee.

1080. TO RECEIVE INCOME AND EXPENDITURE TO 31st MARCH 2018

It was proposed by Cllr Smith, seconded by Cllr Page and **RECOMMENDED** that the following figures be accepted as correct – Amenities expenditure of £33,031 and income of £3,367- and Civic Centre expenditure of £40,241 and income of £34,122 to 31st March 2018.

1081. CAR PARK CONTROL MEASURES

The Town Clerk provided estimates from three companies for a manual operated barrier and bollards, alongside permanent signs. Cllr Armour queried the dynamics of the barrier and the Town Clerk confirmed that most of the time the barrier would be locked in an upright

TELSCOMBE TOWN COUNCIL



1081. Contd. Car Park Control Measures

position, but that it could be locked shut at any time and that bollards will run alongside the current disabled bay to stop cars driving around the barrier. There will also be signage confirming "This Car Park May Be Locked at Any Time and Private Car Park for Civic Centre Users Only, No Unauthorised Parking". Once the barrier has been installed, the car park spaces will need to be re-painted. It was proposed by Cllr Wright, seconded by Cllr Harris and unanimously **RECOMMENDED** that the estimate from Frontline Automation in the sum of £2,377 plus VAT for supply and installation of the barrier, bollards and signage be accepted.

1082. PARTITION WALL FOR ROOM 6 UPDATE

Cllr Brindley took no part in the discussion as he had declared an interest in this particular Agenda item. The remaining Committee members considered the information provided and it was proposed by Cllr Harris, seconded by Cllr Smith and **RECOMMENDED** to proceed with the estimate from Drew Stevenson at £1,528, including the double sound block plasterboard.

1083. FUTURE EVENTS

Fireworks (Saturday 8th September 2018) – The Town Clerk confirmed that Sussex Events can provide 8 support staff including a manager, for £250, to marshal the event and a PA system for £375, total £630 plus VAT. It was unanimously **agreed** to book Sussex Events. The Committee also unanimously **agreed** that parking will be provided on the Tye, with assistance provided by the Councillors.

Macmillan Coffee Morning (Thursday 27th September 2018) – It was unanimously **agreed** to host this event to raise funds for Macmillan.

Halloween (Saturday 27th October 2018) – The Town Clerk confirmed that this event has been booked at a cost of £150, and that the ticket price will be £3 per person.

Christmas Morning – Cllr Brindley and Cllr Armour volunteered to run this event. It will cost approximately £60, unless we can find a sponsor, as with previous years.

Monthly Bingo evenings – Cllr Brindley as our newly appointed Mayor confirmed he would like to continue with the bingo fundraising evenings.

Any new ideas – Cllr Wright suggested that once the playground refurbishments have finished, that the Council request a Royal Visit to officially open the playgrounds. The Town Clerk informed the Committee that following a recent meeting with the Lord Lieutenant of East Sussex, Peter Field, he had advised her that it is a simple process of filling in a form to make a request. It was therefore proposed by Cllr Wright, seconded by Cllr Harris and unanimously **RECOMMENDED** to place a request in for a Royal Visit.

1084. UPDATE ON PLAYGROUND REFURBISHMENTS

The Town Clerk informed the Committee that the playground refurbishments have started at Chatsworth Park South and are due to finish on 18th June 2018. The refurbishments for Chatsworth Park North and Robert Kingan playground are due to start 11th June 2018, and finish by 16th July 2018. Cllr Smith thanked the Town Clerk for the hard work she had put in

TELSCOMBE TOWN COUNCIL



1084. Contd. Update on Playground Refurbishments

and offered to organise an opening with the local press, as the works are due to be finished before the next Amenities and Civic Centre Meeting. The Town Clerk suggested that the Council ask the local School Children to come along to the opening and will organise this with Cllr G Maskell.

1085. TO CONSIDER REDUCING HEIGHT OF HEDGE AT CHATSWORTH NORTH PLAYGROUND

There was deliberation amongst the Committee if the hedge should be reduced to the top of the fence line or completely removed. If fully removed, privacy will be lost between the public and children using the park, but will be more likely to stop vandalism. Cllr Smith suggested that Councillors and the Town Clerk visit the site to aid the decision making process, and the decision be delegated to those Councillors at the site visit. A date and time is to be confirmed after the meeting had finished.

1086. HEDGE DAMAGE AT ROBERT KINGAN PLAYGROUND

It was proposed by Cllr Armour, seconded by Cllr Smith and unanimously **RECOMMENDED** to allow the resident from Chailey Crescent to place notices on our trees at Robert Kingan playground requesting people not to drive over the kerb on the corners.

1087. TO CONSIDER PROVISION OF LITTER BIN OUTSIDE LOCAL PET SHOP/VETS

The Committee considered the request to provide a litter bin outside the local vets shop on the South Coast Road. It was noted that the shop will provide bin liners and empty the bin themselves so this will not be the responsibility of the Council. There was discussion that providing the bin would set a precedent for other businesses. It was proposed by Cllr Brindley, seconded by Cllr Harris and unanimously **RECOMMENDED** to provide a different coloured bin (proposed blue) to the shop at a cost of £168 on the proviso that the shop arrange and pay for installation and provide bin liners and empty the bin themselves.

1088. TO CONSIDER ASSISTANCE FOR CHARITY FUNDRAISING EVENT

It was proposed by Cllr Brindley, seconded by Cllr Page and unanimously **RECOMMENDED** that Cllr R Maskell can use the Council's laptop for the charity fundraising event hosted by the local line dancing group, if it remains in his possession only and the Council will also provide bingo cards.

1089. TO CONSIDER REPAIR TO INSCRIPTION OF WEATHER VANE

Cllr Armour requested that the Town Clerk get estimates for providing a plaque for the weather vane rather than having the inscription re-done and bring the prices back to the next meeting.

1090. TO CONSIDER REPAIRS TO BENCH NEXT TO THE WEATHER VANE

Bianca reported that she had been out to visit the bench with the Caretaker, M Evans, who had confirmed he can fix the seat by adding spurs to the back of the chair with sleeper screws at an approximate cost of £60. It was proposed by Cllr Page, seconded by Cllr Harris and unanimously **RECOMMENDED** that the works be carried out by the Caretaker as above.

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1091. REPLACEMENT OF NOTICEBOARD IN AMBLESIDE AVENUE

It was proposed by Cllr Wright, seconded by Cllr Brindley and unanimously **RECOMMENDED** to replace the noticeboard in Ambleside Avenue with a Weathershield dark blue boards at a cost of £471 plus VAT, plus installation at an estimated cost of £200.

1092. TO CONSIDER ESTIMATE FOR TREE WORKS ADJACENT TO 27 KIRBY DRIVE

It was proposed by Cllr Brindley, seconded by Cllr Harris and unanimously **RECOMMENDED** to instruct EH Treecare to carry out tree works for £480 plus VAT as per their estimate.

1093. BUSINESS PLAN UPDATE

The Committee noted the Business Plan update.

1094. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Brindley reported that a child was recently hit at Telscombe Cliffs Way outside the school by a re-routed bus, and would like it added to the next Town Crier newsletter that any antisocial driving can be reported to Operation Crackdown. It was **agreed** to add this request to the next Planning & Highways Meeting.

Cllr Page informed the Committee that a previous Town Crier newsletter from April/May 2016 reported that more information regarding the memorial garden will be announced shortly, but nothing else was revealed thereafter. The Town Clerk confirmed that it was previously decided that the Council would not officially open the garden, but maintenance is included in the new grounds maintenance contract, and that in future the Town Crier newsletter will be further regulated.

There being no further business the meeting closed at 9.06 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 22nd July 2018 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List for 23rd July 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. <i>July – nest with eggs still present</i>	Spring 2018
21.5.18	Min 1081, p 2790 – car park control measures	SN	The barrier has been ordered and they subsequently requested a deposit. This has been made and delivery/installation is due soon.	Summer 2018
21.5.18	Min 1082, p 2791 – stud partition wall	SN	The wall has now been installed. The caretaker is painting the other walls and should be finished shortly.	Summer 2018
21.5.18	Min 1085, p 2792 - hedge at Chatsworth North playground	SN	This item has been placed on the agenda for the meeting on 23 rd July for discussion/agreement.	Summer 2018
21.5.18	Min 1087, p 2792 – litter bin for pet shop/vets	SN	The vets agreed to undertake installation so the bin was been ordered and has now been delivered.	n/a
21.5.18	Min 1089, p 2792 – weather vane inscription repair	SN	Estimates have been obtained for a plaque and are an agenda item for meeting on 23 rd July.	Summer 2018
21.5.18	Min 1090, p 2792 – repairs to bench next to weather vane	SN	The repairs have now been undertaken.	n/a
21.5.18	Min 1091, p 2793 – noticeboard replacement at Ambleside Av	SN	The noticeboard was ordered, delivered & has now been installed.	n/a
21.5.18	Min 1092, p 2793 – tree works adjacent to 27 Kirby Drive	SN	The works have now been undertaken and the resident is happy with the work.	n/a

Month No : 1

Committee Report

		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	147	147	4,600	4,453		4,453	3.2 %
4365	Entertainment consumables	0	0	300	300		300	0.0 %
4366	Wave Leisure	0	0	1,500	1,500		1,500	0.0 %
	Town Events :- Expenditure	147	147	6,400	6,253	0	6,253	2.3 %
1054	Income entertainment	0	0	300	-300			0.0 %
	Town Events :- Income	0	0	300	-300			0.0 %
<u>201 Parks, Open Spaces/Playgrounds</u>								
4098	PlayEquipment Replacement	0	0	22,000	22,000	6,000	16,000	27.3 %
4100	Playgrounds Spare Parts	0	0	2,000	2,000		2,000	0.0 %
4101	Grounds Maintenance – year end bills o/s	-5,565	-5,565	25,000	30,565		30,565	-22.3 %
4103	Playground Inspections+ROSPA	195	195	2,600	2,405		2,405	7.5 %
4325	Dog Bins Emptying	-416	-416	0	416		416	0.0 %
4328	Joint litter/dog bin emptying	0	0	2,200	2,200		2,200	0.0 %
	Parks, Open Spaces/Playgrounds :- Expenditure	-5,786	-5,786	53,800	59,586	6,000	53,586	0.4 %
<u>202 Amenities General</u>								
4351	Seats and Notice Boards	0	0	2,000	2,000		2,000	0.0 %
	Amenities General :- Expenditure	0	0	2,000	2,000	0	2,000	0.0 %
	Net Expenditure over Income	0	0	2,000	2,000			
	Amenities :- Expenditure	-5,639	-5,639	62,200	67,839			0.6 %
	Income	0	0	300	-300			0.0 %

Month No : 1

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	0	3,250	3,250	3,250	0.0 %	
4402	Consumable Supplies	28	28	900	872	872	3.1 %	
4403	Equipment Maintenance	0	0	1,900	1,900	1,900	0.0 %	
4404	External/Internal Decorating	0	0	1,000	1,000	1,000	0.0 %	
4406	Refuse collection	227	227	900	673	673	25.2 %	
4407	Equipment	0	0	1,600	1,600	1,600	0.0 %	
4411	Rates	1,160	1,160	14,500	13,340	13,340	8.0 %	
4412	Water/Sewage – annual payment made	1,695	1,695	1,700	5	5	99.7 %	
4413	Electricity	0	0	2,300	2,300	2,300	0.0 %	
4414	Gas – year end bill paid in May	-977	-977	2,000	2,977	2,977	-48.8 %	
4417	Internal Works	0	0	3,500	3,500	3,500	0.0 %	
	Civic Building :- Expenditure	2,133	2,133	33,550	31,417	0	31,417	6.4 %
1000	Income Civic Centre	1,048	1,048	35,000	-33,952			3.0 %
	Civic Building :- Income	1,048	1,048	35,000	-33,952			3.0 %
302 Civic Building Loan								
4060	Loan Accounts	0	0	11,000	11,000	11,000	0.0 %	
	Civic Building Loan :- Expenditure	0	0	11,000	11,000	0	11,000	0.0 %
	Net Expenditure over Income	0	0	11,000	11,000			
	Civic Centre :- Expenditure	2,133	2,133	44,550	42,417			4.8 %
	Income	1,048	1,048	35,000	-33,952			3.0 %

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	23rd July 2018
<u>SUBJECT</u>	Chatsworth North playground (including new fencing)

1. INTRODUCTION

The refurbishments are well under way but several issues have arisen as follow:-

2. INFORMATION

- a) The new slide has been installed, but there is a problem with the surrounding landscaped area. The area was due to be turfed, but in view of the very hot weather and the fact that we have no water supply in the park, Chris Bibb has advised that it is not worth doing the turfing yet as it will die. The area therefore has fine loose soil that will not stay in place if children play on it.
- b) There has been a delay in delivery of the rotary cycle piece of equipment and delivery is anticipated the week beginning 6th August.
- c) When the contractors went to put in the new zip wire on the existing piece of equipment, they found the end fixings to be worn and seized and they have had to order new parts. A delivery date for the parts is unknown at this stage.
- d) At a site visit with Chris Bibb and Gwen Maskell last week the pathway leading to the southern gate entrance was inspected. It is lined each side with the log palisade which is rotten. The area each side of the path is overgrown with brambles which are encroaching across the path and trees with branches at eye level also crossing the path.
- e) Also at the site visit the northern gate and fencing were inspected. The gates have been highlighted on the annual inspection report as failing requirements due to pinch points and sticking on the ground and the fencing is now leaning with broken posts.

3. RECOMMENDATION

The following actions are recommended regarding the above:-

A, B and C – In view of the problems mentioned regarding these 3 pieces of equipment, following discussion at a meeting with Gwen and Brian following the site visit with Chris

Bibb, it is recommended that Chatsworth North playground remains closed until all the pieces of equipment have been installed.

d) This area would require a lot of work and expense to clear the overgrown vegetation, remove the log palisade and replace with alternative edging. Again following discussion at the meeting with Gwen and Brian, it is recommended to close the southern gate permanently as a means of access to the park. There are two alternative gates, one to the north and one to the east.

e) At the last committee meeting, removal of the hedge was considered and a site visit arranged to discuss the way forward. It was agreed by the Councillors at that site visit that only the dead area of hedging be removed and new fencing be put in place (area one on the attached map). Estimates were therefore sought for this work and are attached.

However, as mentioned earlier, after the recent inspection by Chris Bibb and Gwen the necessity to replace the northern gate and that line of fencing was also highlighted – (area three on the plan attached).

Chris has suggested replacement with metal fencing and metal gates as has been used at Chatsworth South playground. Following the meeting with Gwen and Brian it is therefore recommended to replace areas one and three with metal fencing and gates. Although area two on the map still has live hedging, to keep all this northern area in keeping, it is recommended to also remove the hedging and replace the fence with metal fencing.

4. FINANCIAL IMPLICATIONS

The only financial implications are regarding item (e) replacement of the fencing and removal of the hedge. Chris has provided a cost from Playsafe for the replacement as follows:-

Removal of existing fence @ £15/meter – 35 metres =	£ 525
Supply and erect fencing @ £68/meter - 35 metres =	£2,380
Supply and fit vehicle gate	<u>£1,398</u>
	<u>£4,303</u>

A price will also be needed to remove the area of hedging in question, of which a guide can be found on the initial estimates regarding the dead area of hedge removal.



Countrymans Contractors Ltd

ESCC Highways Depot
 Burwash Road, Off A265 Heathfield
 East Sussex. TN21 8RA
 TEL: 01273 814 816

Quotation Order Acknowledgement

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Customer Name	Bianca Buss – Telscombe Town Council
Customer Address	Email: amenities@telscombetowncouncil.org.uk Telscombe Civic Centre
Location Address	360 South Coast Road Telscombe Cliffs BN10 7ES
	Chatsworth Park North
	Telscombe Cliffs
On site contact name & number	[01273] 589777

Date Quote Issued:	Description of Work:	Price	Price inc VAT
10/07/18	<p align="center">Removal of Hedge Chatsworth Park North</p> <p align="center">Day 1</p> <p>Removal of Hedge, transport & disposal of waste to an authorised site. 3 Man Team with chainsaw/Hedge cutter & hand tools.</p>	£630.00	£756.00
	<p align="center">Day 2</p> <p>2 Man Team to remove existing fence & dispose of. Erect new fence.</p>	£415.00	£498.00
	<p align="center">Fencing</p> <p>Option A – Picket Panel Fencing</p>	£580.00	£696.00
	Option B – Chestnut Paling with Green Rail	£825.00	£990.00
	Option C – Replacement posts only	£310.00	£372.00

Payment Terms 30 Days from date of invoice

Customer order number [if applicable]

.....
Name:signed
Print name

Customers name & Signature

Thank you for the invitation to quote.
 Should you wish to proceed with our service please post, email acknowledgement of the order to Email
 secretary@countrymans.co.uk
 Yours sincerely

Karen Waters
 Operations Manager

Clean Cut Gardening Peacehaven

Caxton House 142 South Coast Road Peacehaven East Sussex BN10 8NN
01273 434408 | info@cleancutgardening.co.uk | www.cleancutgardening.co.uk

RECIPIENT:

Bianca Buss
Chatsworth Park North
Telscombe Cliffs, England BN10

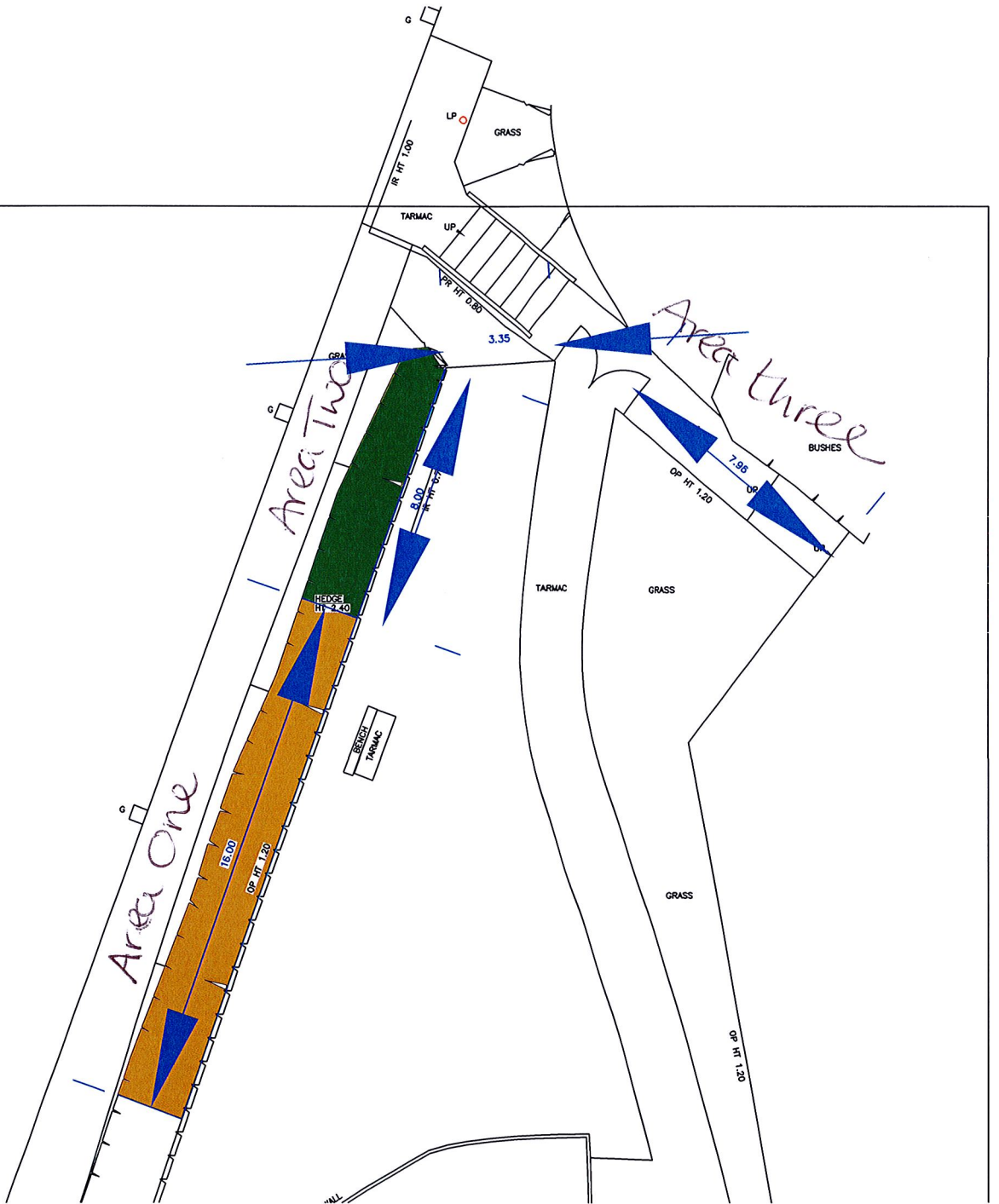
Quote #85

Sent on

12/07/2018

SERVICE / PRODUCT	DESCRIPTION	QTY.	UNIT COST	TOTAL
Fencing option 1: Replace existing fencing and posts with Cleft Chestnut fencing (see attached picture)		1	£410.00	£410.00
Fencing Option 2: Replace existing fencing and posts with 4x4 posts and 2 rails 4x2 at 6 foot spaces with chestnut fencing across the front	Note this option is more expensive because the frame work is different and more robust and will be made bespoke	1	£800.00	£800.00
Remove existing hedge and shrub row as discussed including roots		1	£450.00	£450.00

This quote is valid for the next 30 days, after which values may be subject to change.



<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	23rd July 2018
<u>SUBJECT</u>	Update on playground refurbishments and plaque for TRA

1. INTRODUCTION

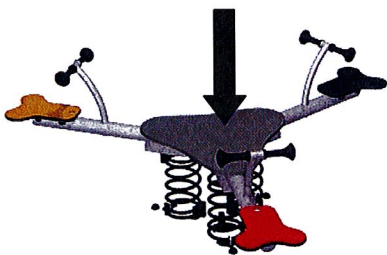
As discussed under the last item, it is suggested Chatsworth North remains closed for the time being.

Chatsworth South is now open with an official opening scheduled for 11.30am on Thursday 19th July.

Works at Robert Kingan playground are on track for completion by the beginning of August.

2. INFORMATION

As you are aware, a donation of £2,000 was made by the Telscombe Residents Association via assistance from The House Project for a new springer unit for Chatsworth South playground. The Residents Association have advised me that following their meeting in October 2017, Cllr Gwen Maskell emailed agreeing to a plaque being put on the springer saying it was donated by the TRA and that we would bear the cost of this. They have advised they would like the following wording on the plaque "***This seesaw has been donated by the Telscombe Residents Association, with grateful thanks to The House Project who made this possible – dated July 2018***" and have asked that it be put on the central area of the springer.



3. RECOMMENDATION

It is therefore recommended that a plaque be made up and installed on the springer unit.

4. FINANCIAL IMPLICATIONS

It is unknown how much the plaque will be, but it is only small and the anticipated cost minimal. It can be taken from the playground spare parts budget.

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	23rd July 2018
<u>SUBJECT</u>	Ratification for repair to swings at Chatsworth South

1. INTRODUCTION

During the course of refurbishments at Chatsworth South playground, damage was found to top beam of the junior swing unit.

2. INFORMATION

As Playsafe were on site undertaking the refurbishments, Chris Bibb got them to provide an estimate for replacement – see attached.

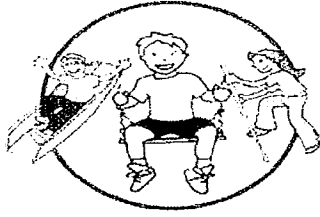
As the refurbishments were taking place and to avoid waiting for this meeting, I emailed Councillors requesting approval of the quotation and received a majority response in favour. The part was ordered and replacement has taken place.

3. RECOMMENDATION

Ratification of the expenditure of £843 plus VAT is therefore recommended.

4. FINANCIAL IMPLICATIONS

This costs will come out of the playground spare parts budget.



PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,
Midhurst, West Sussex GU29 0JS
Tel: 01730 815472 Fax: 01730 815872
E-mail: info@playsafeplaygrounds.co.uk

Chris Bibb
Lewes District Council
Southover House
Southover Road
Lewes
BN7 1AB

Ref: 15918

23rd May 2018

QUOTATION - Chatsworth South - Swing Beam

Playdale Swing

Supply and fit a replacement top beam on the existing Playdale 2-bay swing set.
Existing seats and fixings will be re-used, although replacement nyloc nuts will be supplied.
All old parts will be removed and disposed off site.

£843.00

Notes: Prices assume all of the above is made as one order (options excluded), are subject to good site access, a site survey and assume no underground services or obstructions which may all alter the final cost. Splitting a quotation may be subject to a price change.

Service plans of the working and surrounding area will be required a minimum of 1 week prior to starting works. These should be provided by the client. Playsafe can obtain service plans at an additional cost, this may delay commencement of works if sufficient notice to provide is not given (3-4 weeks).

All prices are excluding VAT and valid for 60 days.
MCD has been included unless otherwise stated.
Terms: 50% of total invoice on order of works, balance due within 30 days of completion.

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	23rd July 2018
<u>SUBJECT</u>	Tree Survey Chatsworth Park & The Copse

1. INTRODUCTION

The Council has a statutory duty of care to ensure that members of the public and staff are not to put at risk because of any failure by the Council to take all reasonable precautions to ensure their safety regarding trees on their land.

2. INFORMATION

In 2017 we therefore had a comprehensive tree survey carried out by Richard Jackson Arboriculturist of the trees in Chatsworth Park and The Copse and had works carried out in accordance with his recommendations. Last year we had a further report carried out by him and again had works carried out in accordance with his recommendations. We have since put in the business plan to have annual tree surveys carried out.

We have contacted Richard Jackson regarding carrying out a survey and report this year and he has quoted £650. The cost is the same as last year, with the initial comprehensive survey costing twice that much. The recommended time to carry out the surveys is in early autumn when the trees are still in leaf.

3. FINANCIAL IMPLICATIONS

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

4. RECOMMENDATION

It is recommended that Richard Jackson be instructed to carry out the surveys at a cost of £650.

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	23rd July 2018
<u>SUBJECT</u>	Hedge Damage at Robert Kingan playground

1. INTRODUCTION

As discussed at the last meeting, damage to the hedge surrounding the Robert Kingan playground occurs on a regular basis. This is occurring as it is a very narrow crescent and several properties are being extended/having works undertaken and deliveries are being made by large lorries.

2. INFORMATION

A resident of the Crescent has been very proactive in replacing damaged areas of the hedging and getting the owners of the properties having deliveries to pay for it. However, they now feel that they cannot carry on spending their time to sort out the Council's hedge, but have made one last request as follows:-

'Could EH Treecare upon their next visit cut, prune and remove all dead wood all along the northern side as a lot of clearing is needed to make way for new planting.'

The resident has again managed to get one of the property owners to pay for some hedging plants which they are looking after for the time being and they have also asked if *'EH Treecare can plant them out during the summer or autumn.'*

3. RECOMMENDATION

It is recommended that consideration be given to the resident's request and they be thanked for their valiant past efforts to keep the hedge healthy.

4. FINANCIAL IMPLICATIONS

EH Treecare have the contract to cut back the hedge and I can get an estimate for them to clear the dead wood and plant new plants. It is not a large area and I do not anticipate the cost to be great and there are funds in the grounds maintenance budget to cover this.

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	23rd July 2018
<u>SUBJECT</u>	Playground inspection training

1. INTRODUCTION

Lewes District Council currently carry out our playground inspections at a cost of £15 each per week.

2. INFORMATION

The possibility of Bianca being trained to do the inspections has been suggested. I have made a few enquiries and have found out the following:-

The Royal Society for the Prevention of Accidents (RoSPA) carry out a one day course, but the nearest places are Brentwood or Sittingbourne. The one day course costs £260 and the details are as follows:-

‘This course is aimed at those who are responsible for routine (daily/weekly) inspections. The Register of Play Inspectors International (RPII) exam for routine Inspections can also be taken on the same day (extra charges apply).

A RoSPA Certificate of Training will be given to all participants who complete the course.’

The Play Inspection Company run a Routine Inspectors one day Training Course at their Head Office in Poole, Dorset.

The cost is:-

£250.00 excl.VAT per delegate - course fee

£95.00 excl.VAT per delegate - RPII examination cost (if required)

All training costs are exclusive of VAT.

3. FINANCIAL IMPLICATIONS

Our staff training budget for the entire year is only £600. If Bianca is trained and we no longer use LewesDC, we could make a virement from the play inspections budget.

4. RECOMMENDATION

To consider Bianca undertaking playground inspection training.

<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	23 rd July 2018
<u>SUBJECT</u>	Contribution to Wave Leisure Summer Holiday Scheme

1. INTRODUCTION

For the last 5 years we have contributed £1,500 to Wave Leisure's Summer Holiday scheme.

2. INFORMATION

At Council last year, following a presentation by Wave Leisure, it was agreed to budget the same amount of £1,500 for the summer school. A copy of their request for funding along with information regarding the scheme is attached.

3. RECOMMENDATION

It is recommended that we now make a contribution £1,500 towards the scheme.

4. FINANCIAL IMPLICATIONS

We have a budget of £1,500 for this scheme.



Application for Funding to support program of activities across Peacehaven & Telscombe during the Summer holidays.

1. Project Details:	
Project title	Peacehaven Summer Holiday Activity Programme
Start date	Monday 23 July 2018
Finish date	Monday 3 September 2018
Contact Name	David Wright
Organisation	Wave Leisure, Targeted Youth Services, Peacehaven Community School, Peacehaven Bowls Club
Address	c/o Wave Leisure, Sutton Road, Seaford, East Sussex, BN25 4QW
Contact details	01323 408857
E Mail	David.wright@waveleisure.co.uk

2. Which priorities is the initiative addressing?
Reduce ASB
Youth diversion
Increase accessibility and social inclusion
To reduce the health inequalities
To give children a better start to a healthy life
To increase participation in positive activities

3. Description of the Project:
<p>For the seventh year of this very successful Summer Holiday Activity Programme Wave Leisure have once again taken the lead in co-ordinating and pulling together the programme for 2018.</p> <p>We continue to work closely with Peacehaven Community School, Targeted Youth Services, alongside the many other groups and organisations from across Peacehaven and Telscombe.</p> <p>In 2017 the partners were very pleased to welcome just over 2,000 visits to the various activities and sessions laid on for children and young people from around Peacehaven & Telscombe to attend. This year we are once again looking to run a programme with partners to offer a diverse and engaging range of activities and sessions for the residents of the towns to take part in.</p> <p>The project aims to provide a comprehensive programme of activities for young people and families to take part in sport, play and recreational activities at a reduced cost or for free. Sessions also offer the chance to improve life skills and encourage character development as well as to develop learning for ongoing participation in activity. It is also a fantastic opportunity for residents of Peacehaven & Telscombe to meet new people and create new friendships within the local community as well as finding out about local services that are available for them to access.</p>





All partners are suitably qualified and experienced to provide the activities they are delivering.

We have several locations where activities are planned to take place this year including Peacehaven Leisure Centre, Peacehaven Football Club, The Joff Centre, Telscombe Civic Centre, Peacehaven Bowls Club, East Saltdean Park & Chatsworth Park and outside space where young people congregate, to engage and support access to participation.

Once again, all partners are committed to funding of certain activities however the support is requested from both Peacehaven Town Council and Telscombe Town Council to enable the full schedule of activities to take place.

At this early stage the specifics of the programme in terms of days and times of delivery are still being confirmed by some of the partners so will be confirmed before the programme goes to print and are also subject to the project gaining funding from Peacehaven and Telscombe Town Councils, however all the partners listed have agreed to participation.

Each session and activity run by each organisation and club will be promoted through a promotional program which is being co-ordinated and produced by Wave Leisure which will then be distributed to the town through the partners and local business and partner's websites and social media. This marketing will also be included in Wave Leisure's district wide programme so as to promote it locally to Peacehaven & Telscombe and the surrounding areas in the Lewes District along with digital promotion on social media which will inform the younger generations of the activities and sessions going on locally.

All the partners feel that it is an important part of the project and wish to stick to the philosophy that cost shall not be a barrier to participation of any activity or session throughout the summer holiday programme and therefore we will continue with a scale of charges ranging from free to a maximum of £5.00.

4 How will the success of the project be measured?

Funding is sought to support the program and having had just over 2,000 visits in 2017 our aim would be to continue to or improve upon that. The funding also ensure that the activities are accessible at a reduced cost to try and encourage that initial participation.

We will ask all partners to report on participants learned outcomes, such as improved knowledge of physical activity, health and wellbeing, eating well and benefits to young people

We will ask partners to report on uptake of services provided and funded and to provide a case study of soft data.

We will record attendance numbers of participants for each session and are happy to report back to council at a meeting to be agreed after the conclusion of the programme.





wave
Live life

Wave Leisure Trust
"Inspiring Active Lifestyles"

5 Funding Requested:	
Peacehaven Town Council	£2,800
Telscombe Town Council	£1,800

Signed: D Wright

Name and Position David Wright
Sports and Activities Development Coordinator– Wave Leisure Trust
Ltd

Date: 11 June 2018



<u>AGENDA ITEM</u>	14
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	23rd July 2018
<u>SUBJECT</u>	To consider quotes for plaque for weather vane

1. INTRODUCTION

Following agreement at the last meeting, quotations have been obtained for a plaque for the weather vane as the inscription had 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.'

Two quotations have been received as follows:-

Able Engraving – to provide a 2mm bronze finished brass plaque, etched & infilled with 1 colour £345, artwork £25, carriage £16.50 = total £386.50

BEL Sign & Display Solutions – to provide a 1.5mm thick bronze plaque, etched but not paint filled (as unlikely to resist extreme weather conditions) & delivery = total £275.00

BEL Sign & Display Solutions – to provide a 1.5mm grade 316 stainless steel (recommended) plaque, etched but not paint filled (as unlikely to resist extreme weather conditions) & delivery = total £210.00

3. RECOMMENDATION

The BEL estimate for stainless steel at £210 is the preferred option.

4. FINANCIAL IMPLICATIONS

We have various budgets it could be taken from.

COMMITTEE	Amenities & Civic Centre Committee
AGENDA ITEM	15
REPORT FROM	Town Clerk/RFO
MEETING DATE	23rd July 2018
SUBJECT	Review fees and charges (room hire)

1. INTRODUCTION

Paragraph 9.3 of our Financial Regulations requires the Council to review all fees and charges at least annually.

2. INFORMATION

Following last year's review, room hire charges and equipment charges were not increased, but it was agreed to increase them for the 2019/20 year. The last time charges were increased was 5 years ago in 2014.

As the budget setting process is due to start in September, I am looking to agree the increases now.

I am proposing a 5% increase on the private/commercial hire rate for the weekday hourly rate and a 2.5% increase for the weekend session rates.

At the moment we offer a 30% discount for registered charities and I am suggesting we decrease this to 26%. I attach a report showing the current and suggested charges.

3. RECOMMENDATION

It is recommended that the increases shown on the attached spreadsheet be agreed and implemented for the 2019/20 financial year. They will have to be taken to full Council for ultimate agreement.

**Civic Centre Room
Hire Charges**

Room	Current Private/Commercial Rate per hr	Suggested New Private/Commercial Rate (approx 5% inc)	Current Registered Charities Rate (30% discount) per hr	Suggested New Charities Rate (approx 26% discount)
Council Chamber	20.00	21.00	14.00	15.55
Chamber/Ex. Area	33.50	33.50	22.40	24.80
Room 1	12.00	12.50	8.40	9.25
Rooms 3 & 4	10.00	10.50	7.00	7.80
Rooms 5 & 6	11.00	11.50	7.70	8.50
Weekend Session Rates	Morning & afternoon	Suggested new rate (approx 2.5% increase)		Suggested new Charities rate (approx 26% discount)
	90.00	92.00	63.00	68.00
	Evening			
	160.00	164.00	112.00	121.00

<u>AGENDA ITEM</u>	16
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	23rd July 2018
<u>SUBJECT</u>	Future Events including summer fayre and any new ideas

1. INTRODUCTION

At the moment we confirmed the following events at previous meetings:-

Fireworks on Saturday 8th September (can we set up a working party to manage this event please)

Macmillan Coffee morning on Thursday 27th September

Halloween kids party on Saturday 27th October

Christmas coffee morning on Tuesday 25th December

2. INFORMATION

Summer fayre – As you know, Peacehaven Town Council decided not to carry on with the joint summer fayre that was held in Peacehaven one year and Telscombe the next year. We have continued to organise this event bi-annually and Peacehaven hold their own event annually. We need to consider whether we want to hold a summer fayre next year. Following their event in July this year, PeacehavenTC have already advertised they are holding the event on Saturday 13th July next year. Many years ago we held the event at the end of June, but it got changed until mid-July. This event takes a lot of organising and it cannot take place without numerous volunteers. As the elections are taking place next May, it is unknown what Councillors will be in office and whether they will be able to volunteer on the day. Staff are limited and in the past have been expected to attend all day without pay.

Merchant Navy Day, 3rd September – Apparently Merchant Navy Day has been commemorated since 2000. It is suggested that Civic Buildings fly the 'Red Ensign' which is the official flag of the British Merchant Navy – please see literature attached. It is recommended that we purchase a Red Ensign flag and hold a brief ceremony at 11am on Monday 3rd September. We could advertise if there are any veterans we would like to attend as well as our Councillors.

Battle's Over – a Nation's Tribute 11th November 2018 – I previously emailed Councillors after receiving the following email from SALC regarding the 100th anniversary of the end of the First World War:-

'To mark the end of the First World War communities are being encouraged to organise events locally and the link below will take you into a 68 page guide to those already planned and provide guidance in how towns and parishes might participate. <http://brunopeek.co.uk>

It is likely there will be a request for a uniformed presence, either Regular, Reserve or Cadets and it would be extremely helpful to the South East Reserve Forces & Cadets Association [SERFCA] to be aware of such requests. In the first instance if you can let me know if you wish to have such a presence, I will liaise with Colonel John Saville, SERFCA Vice Chairman [Sussex] in Surrey with a greater Regular Army presence we will engage with Canon Peter Bruinvels representing 11 Brigade.

In West Sussex this is a standing item on the agenda of the Civilian / Military Partnership Board upon which SSALC is represented, in East Sussex the CMPB is emerging and currently I liaise direct with County Councillor Bill Bentley, Cabinet Member for Communities & Public Protection.

As it is Remembrance Sunday, lots of events take place locally, including a service at the joint Peacehaven and Telscombe War memorial and a service at the Telscombe Community Church. As we like to have representation at these events, I am not sure that we have the capacity to undertake an event ourselves.

Any new ideas – suggestions for new events are welcome.

3. FINANCIAL IMPLICATIONS

We currently have a budget of £4,500 for fireworks/town entertainment. After payment for the fireworks, marshals and sound system it will leave just under £1,000.

We have an earmarked reserve for the summer fayre of £3,649 and also try and get sponsorship to cover the event. Any profit goes back into the earmarked reserve to cover the next one. Proceeds from the raffle go to the Mayor's fund.

The Chair
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Peacehaven
East Sussex
BN10 7ES

38501

1 8 MAY 2018

14th May 2018

Dear Chair

Please help to raise public awareness of our island nation's reliance on seafarers and shipping by flying a Red Ensign ashore on Merchant Navy Day, 3rd September

The Red Ensign is the official flag of the British Merchant Navy and those men and women on whom we depend to keep our island nation supplied with food, fuel and other imports.

Merchant Navy Day on 3rd September has been commemorated since 2000 and for the past three years has been the focus of our UK-nationwide campaign to raise awareness of our ongoing reliance on seafarers and shipping.

Flying the Red Ensign on a civic building or prominent flagpole in your neighbourhood provides an ideal opportunity for you to issue a press release with a photograph and to use social media for publicity.

You may also wish to organise a flag-hoisting ceremony, inviting Merchant Navy veterans to attend alongside your own Councillors and local VIPs? In which case please feel free to read out the message of support from HRH The Earl of Wessex included in the enclosed guide, that contains plenty of other helpful information.

This is a free service! So please let us know what you are planning to do by completing the online registration form at www.merchantnavyday.uk or emailing nick.harvey@seafarers.uk

All participating Councils and Local Authorities will be added to our prestigious 'Roll of Honour' on the website. And all those who send us a photograph will be rewarded with a Commemorative Certificate. (Please ensure you register again this year - even if you participated in previous years - to enable us to keep our records up to date and in accordance with GDPR requirements).

On behalf of Seafarers UK may I thank you in advance for supporting this important initiative.

Yours sincerely



Nick Harvey
Campaigns Manager

P.S. As Merchant Navy Day falls on a Monday this year, you may wish to arrange for your Red Ensign to be flown for the whole week and the preceding weekend? There are no restrictions on when or where a Red Ensign may be flown ashore in the UK.

**FLY THE
RED ENSIGN**

FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2018

MESSAGE

from HRH The Earl of Wessex KG, GCVO, CD, ADC(P)



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BAGSHOT PARK

On this Merchant Navy Day, I very much hope you will support this campaign by Seafarers UK to remember the sacrifices, salute the courage and support the future of the often unsung personnel of our Merchant Navy. Too often they are the forgotten or invisible service, by raising the Red Ensign you will ensure that at least on this day they are remembered. Your act will mean so much to their families and to the retired, but most especially to those at sea.

A handwritten signature in black ink, appearing to read 'Edward'.

HRH The Earl of Wessex KG, GCVO



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

Agenda Item 17.

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	

TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

4	<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> <p>Apply for CIL funding</p> <p>Tenders returned & company agreed. Contract signed and work started.</p>	<p>TC</p> <p>TC</p> <p>TC/LDC</p>	<p>Summer 2016 Spring 2017</p> <p>ACC & FC Agenda ACC 26/9 Agenda ACC 28/11 ACC Agenda 27/3/17</p> <p>Early 2018</p> <p>Spring 2018</p> <p>Agenda FC 21/3/18</p>	<p>Spring 2018 COMPLETED</p> <p>completed</p> <p>Summer 2018</p>
5	<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>TC</p>	<p>Winter 2016</p> <p>FC Agenda ACC 21/12</p>	<p>Winter 2016 DISCONTINUED</p>
6	<p><u>Allotments PI</u></p>	<p>Options Paper to FC including any new information on surveys and explanation of the Councils legal duties.</p>	<p>TC</p>	<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 I 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	<u>Summer 2017</u> <u>Spring 2018</u>	ACC	<u>Spring 2019</u>
<u>10</u>	<u>Community Infrastructure Levy</u>	Quantify and agree areas to be funded	Options Paper to FC 15/2/17 – agreed go to playground refurb & put into ER	TC	<u>Spring 2017</u>	FC 15.2.17	COMPLETED