

TELSCOMBE TOWN COUNCIL



To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr D Brindley *Deputy Mayor*, Cllr C Clarkson
Cllr C Gallagher *Chairman*, Cllr J Harris, Cllr D Judd,
Cllr L Mills *Vice-Chairman*, Cllr L O'Connor, Cllr B Page,
Cllr C Robinson, Cllr I Sharkey *Mayor* & Cllr A Smith

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

16th September 2019

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 23rd September 2019** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Stella Newman
Town Clerk/RFO

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions relevant to the Committee 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 in relation to matters on the agenda
4. To discuss and approve minutes of the meeting held on Monday 29th July 2019 - *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 31st July 2019 – *attached*
7. To agree actions contained in the Tree Survey Report for Chatsworth Park and The Copse – *see attached*
8. To agree suggested tree works for properties bordering Chatsworth Park – *see attached*
9. To ratify emergency tree works undertaken in Chatsworth Park – *see attached*
10. To consider removing the hedge at Chatsworth Park North playground – *see attached*
11. To consider the Telscombe Residents Association's request for a replacement plaque at Chatsworth Park South playground – *see attached*
12. To consider sponsoring park benches – *see attached*
13. To consider outcomes from meeting between Cllr C Gallagher and Amenities Officer – *see attached*
14. To consider a café and toilets in Chatsworth Park – *see attached*
15. To consider use of Chatsworth Park for a forest school – *see attached*
16. To consider installation of cigarette disposal bin at front of Civic Centre – *see attached*
17. To consider display cabinet for Freeman of Telscombe's medals – *see attached*
18. Proposals to increase Civic Centre revenue – *see attached*
19. To ratify new operating system for Civic Centre automatic front door – *see attached*
20. Future events – *see attached*
21. Urgent matters at the discretion of the Chairman for noting

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will instruct that they are not included in the filming.

Date for next meeting of the Committee – Monday 25th November 2019

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 29th July 2019** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: C Clarkson, C Gallagher *Chairman*, J Harris,
L Mills *Vice-Chairman*, L O'Connor, B Page,
C Robinson & I Sharkey *Mayor*, A Smith

Also Present: Stella Newman, Town Clerk & RFO (*minutes*)
Approx. 6 members of the public

1185. PUBLIC QUESTION TIME

A member of the Telscombe Residents' Association (TRA) asked if he could speak when agenda items 8, 9 and 11 were discussed but the Chair asked him to speak now. Cllr O'Connor advised he thought it would be appropriate to suspend the meeting and let the TRA speak when agenda item 8 was discussed. Regarding agenda item 9, bench replacement in Chatsworth Park, the TRA member suggested that a replacement be put further up the hill so there would be less anti-social behaviour and also suggested that the Council look at bench sponsorship. He was advised that bench sponsorship had been discussed at a previous meeting and was being looked into by the Amenities Officer. Regarding agenda item 11 the TRA member noted that the Council have agreed to hold a race night and said the Council should have contacted them as a matter of courtesy as they are no longer holding a race night themselves. Cllr O'Connor had not been at the working group meeting when it was agreed and was not aware of the history of the race night and apologised that the TRA had not been contacted. The Chairman noted the comments.

Another member of the public asked if the Council was considering anything for teenagers as her son has nowhere to go and there is nothing for him and his friends to do. The Chairman advised that a youth package is currently being reviewed. Cllr Robinson asked the resident's son if he attended the Joff youth club in Peacehaven and he replied that he does not like to go to youth clubs. Cllr Robinson then asked him what he wanted to do and he said he just wanted somewhere to go. The Chairman advised that in Rottingdean they are getting games consuls and music mixing equipment for the teenagers to use.

Another member of the public spoke regarding agenda item 11, the race night. He advised that the Council initially held the event and it was handed over to the TRA a few years ago. He suggested it should be a joint evening between the TRA and Council.

1186. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies. Cllr Brindley was not present but had not submitted apologies.

1187. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

1188. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 3rd JUNE 2019

It was proposed by Cllr Gallagher, seconded by Cllr Harris and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

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1189. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
28.1.19	Min 1144, p 2910 – To consider estimates for bench replacements at Chatsworth North playground	BB	Benches received and installation is imminent.	July 2019
1.4.19	Min 1161, p 2954 – To consider estimates for tree works at Chatsworth Park and The Copse	BB/SN	EH Treecare have been instructed. <i>Most works complete but some have had to wait due to nesting birds.</i>	Sept 2019
1.4.19	Min 1165, p 2955 - Civic Centre security	BB/SN	Quotations still awaited for reception alteration work – <i>no responses despite chasing.</i> Additional CCTV camera/monitor and door intercom work due to start shortly. Additional estimates for front door works awaited (contractor will need to carry out service to provide estimate)	Sept 2019
3.6.19	Min 1177, p 2987 - Works to fencing and basketball unit at Chatsworth South playground	BB	Parts ordered and work due to commence next week.	Sept 2019
3.6.19	Min 1178, p 2987 – Tree works and tree survey in Chatsworth Park and The Copse	BB	Update placed on agenda for tonight's meeting	Nov 2019
3.6.19	Min 1179, p 2988 – picnic bench at Chatsworth Park	SN/BB	Bench ordered and delivery due in 3 weeks. Amenities Officer investigating bench sponsorship scheme & will bring back to future meeting.	Sept 2019
3.6.19	Min 1180, p 2988 – funding for Wave Leisure Summer Holiday Scheme	SN	Agreed funds have been released to Wave Leisure. They have confirmed places advertising for the summer holiday scheme was placed as per our request.	July 2019
3.6.19	Min 1181, p 2988 – Re-decorating Civic Centre	SN	Work scheduled for end July/Aug to coincide with quiet hire period.	Sept 2019

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1189. To Receive Action List (Contd)

3.6.19	Min 1182, p 2989 – Display Freeman’s medals and cap	CR	Cllr Robinson is investigating prices for a box frame. <i>Cllr Robinson advised shop she contacted cannot assist so she has passed this to Admin Assistant to progress.</i>	Sept 2019
3.6.19	Min 1183, p 2989 – Future Events	SN	A working group meeting was held and an update has been placed on this agenda	July 2019

1190. TO RECEIVE INCOME AND EXPENDITURE TO 31st MAY 2019

Cllr O’Connor asked what the -£686 was for under budget head 4351-202. The Town Clerk explained this was the balance of payment for two benches that were ordered in the last financial year so the funds had been carried forward to make the payment. Cllr O’Connor said he thought a budget for the year of £1,000 for seats and notice boards was low. Cllr Page advised that it seemed a sensible estimate when the budget was set.

It was unanimously **agreed** that the income and expenditure figures for Amenities of £1,196.00 expenditure of and income of £103 and Civic Centre expenditure of £10,347.00 and income of £2,385 at 31st May 2019 be accepted as correct.

1191. TO AGREE QUOTE FOR TREE SURVEYS IN CHATSWORTH PARK AND THE COPSE

Although it was agreed at the last meeting to instruct Richard Jackson to undertake the tree surveys, he has since notified us that due to ill health he can no longer carry out surveys. Alternative estimates were sought and two received. Based on the recommendation in the report from the Amenities Officer it was proposed by Cllr O’Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** to instruct Arbosense Arboricultural Consultants to carry out a tree survey and provide a full report on any health & safety issues to include any future management recommendations on the trees in Chatsworth Park and The Copse for the sum of £500 and to also to inspect the trees on the boundaries of properties at 1 Cavendish Close and 9 Bridle Way and provide a brief summary of findings for £100 (no VAT applicable).

1192. TO CONSIDER REQUEST FROM TELSCOMBE RESIDENTS’ ASSOCIATION REGARDING INFORMATION BOARDS

Meeting adjourned 8.04pm

The Chairman allowed adjourned the meeting to allow a member of the Telscombe Residents’ Association (TRA) to speak about the boards. He advised that the TRA had suggested this as a community project. They felt that Telscombe Cliffs is a historical area, but there is nothing letting people know the history and there is nothing at the memory garden to let people know how to get a plaque to put up there. They had applied to The House Project for funding of £500 per board and wanted 4 boards, 4’ x 2’ on 2 6’ poles as follows:- one near the weather vane on the cliff top explaining about Footpath 12a, one near the entrance to the Tye and one at the Crossdyke explaining the and one at the memory garden explaining how and why the garden was created and how to obtain a memory plaque. Discussion ensued regarding the request. Councillors were supportive of the idea but wanted to know actual size, construction and wording before agreeing. The TRA explained that The House Project want confirmation from

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1192. To Consider Request from Telcombe Residents' Association Regarding Information Boards (Contd)

the Council that we are agreeable to the boards and are unable to fund them from Council monies before they agree to a grant; the TRA are not prepared to carry out any design/wording work until they are in receipt of this confirmation.

The meeting reconvened at 8.14pm

As a stalemate appeared to have been reached it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that the Council write to the TRA advising them that 'in principal the Council does not object to the possibility of information boards being investigated and that the boards cannot be funded from this year's budget.'

1193. TO CONSIDER REQUEST FROM TELSCOMBE RESIDENTS' ASSOCIATION REGARDING REPLACEMENT BENCH IN CHATSWORTH PARK

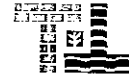
It was noted that the bench in question was in a secluded area of the park and despite foliage being cut back, youths still congregated in the area, there was anti-social behaviour and in the end the bench was vandalised and removed. Following discussion, it was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the bench is not replaced.

Discussion ensued regarding the park generally and the Chairman advised the park needed more facilities such as temporary toilets during the summer months. It was noted that litter picking was not included in the grounds maintenance contract and suggested that volunteers could possibly assist. The Town Clerk advised regarding problems with the insurance aspect when she had tried to arrange volunteer litter picking before. It was felt that the Council should form a working group to discuss improvements for Chatsworth Park and also try and work with the 'Friends of Chatsworth Park'. Cllr Mills said she would try and get signs regarding picking up dog mess from the Neighbourhood First team at LewesDC to put up in the park.

1194. TO CONSIDER REPAIR TO SANDPIT IN CHATSWORTH PARK SOUTH PLAYGROUND OR REPLACEMENT WITH ALTERNATIVE EQUIPMENT

The damage to the sandpit roof following a large branch falling on it during 'Storm Miguel' was noted. The Town Clerk has submitted a claim to the Council's Insurers and is awaiting a response. The claim for emergency making safe and ultimate repair is £3,417 in total. It was noted that as the sandpit is situated directly next to the new perimeter fencing, youngsters had been climbing on the fence and onto the roof of the sandpit which had caused damage to the fence. The cost of 'topping up' the sandpit and general keeping clean of the sand was noted. The Town Clerk advised it was the perfect opportunity to consider removing the sandpit and replacing with another piece of equipment. She had got costs from 2 companies for an 'inclusive springie.' Taking the aforementioned into consideration it was proposed by Cllr Robinson, seconded by Cllr Smith and unanimously **RECOMMENDED** that the sandpit be removed and replaced with a gravity rider inclusive unit from Playdale Playgrounds at a cost of £2,446 plus VAT to include delivery and a Grasslok surface. Prices are to be obtained for removal of the remaining sandpit housing and making good to a turfed surface ready for installation of the new unit and it is hoped that the cost will be within the insurance claim payment.

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1195. FUTURE EVENTS

At a recent meeting of the Events Working Group the following events had been discussed and agreed which need Committee approval:-

Fun Dog Show – This was agreed at the working group meeting. It is to be held in Chatsworth Park on Sunday 15th September 2019 starting at 1.00pm. Someone known to Cllr Mills who holds dog shows on a regular basis has agreed to host the classes and do the judging free of charge. We are also advertising stalls for the show at a cost of £10 each, looking for food stalls and sponsorship of each class (14 in total) of £5 to cover the rosettes (1st to 5th place) and donations for raffle prizes. We will need to hire toilets and have a cost of £270, have one quote for first aid of £110 net, Seahaven FM to possibly compere at £100 and a cost for fire extinguisher hire of £48 plus VAT. It was proposed by Cllr Robinson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the necessary facilities be hired at the best price possible.

Halloween – It was noted that the usual entertainer had moved out of the area and it was proposed by Cllr Clarkson, seconded by Cllr B Page and unanimously **RECOMMENDED** that N Emmet be hired for entertainment at a cost of £130, the event be held on Friday 1st November from 7-9pm and the ticket price be £3 per person to include a hot dog and drink. Cllr O'Connor confirmed he would be available to cook the hot dogs.

Race Night – It was agreed at the working group meeting to hold a race night on Saturday 23rd November 2019 as the TRA were no longer holding this event. A volunteer who ran the races for the TRA was willing to do the same for the Council and an ex-Councillor who had previously run the tote and again agreed to do it.

The meeting was adjourned at 8.55pm to enable a representative from the TRA to speak.

The TRA member again advised he thought the Council should have contacted them as a matter of courtesy regarding holding the race night. They only decided not to hold the event from last year as ticket sales had dropped and there was a lack of support from the Mayor and Councillors. The event had been their main fundraiser, and they shared the profit 50/50 with the Mayor.

The meeting resumed at 9pm.

Cllr Mills said she had spoken to the TRA before the meeting regarding this and was prepared to discuss it further with them. It was therefore proposed by Cllr Sharkey, seconded by Cllr Mills and agreed that Cllr Mills discuss this with the TRA at the forthcoming Councillors surgery to see what they wanted to do going forward and it be brought back to the next meeting for discussion and ultimate agreement on how to progress.

Kid's Christmas party – this is to be held at the Civic Centre on Sunday 8th December from 2.30-4.30pm. Entry fee and full details to be discussed and agreed by the working group and brought back to Committee for approval.

Film singalong event – This is to be held on Friday 7th February 2020 at 7.30pm. We will show a musical type film which will have the words on the screen that you can sing along to. There will be an entry fee and popcorn provided. People can bring their own drink. Entry fee and full details to be agreed/arranged.

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1195. Future Events (Contd)

Art and poetry reading event - This is an idea from Cllr Sharkey and full details are to be agreed/arranged. A date of Saturday 4th April 2020 has been agreed starting at 4pm in the afternoon and going through to the evening.

Sussex Day County Fare – This was agreed for Saturday 13th June 2020 from 12-4pm to be held in Chatsworth Park to coincide with Sussex Day which is on 16th June annually. It is planned to have local food and crafts, a maypole and/or Morris dancers, a story teller, tug of war, etc.

Mayor's final event – It was agreed that the Mayor will host an event on Saturday 16th May 2020 in the Civic Centre. Details to be agreed.

Fun run in Chatsworth Park – this was mentioned as a possibility in January 2020 but no details were discussed or agreed.

Tye Walk – this was mentioned as a possibility for March.

VE Day 75/Change of May Day Bank Holiday 2020 – It was noted that the early May bank holiday in 2020 will move from Monday 4th May to Friday 8th May to mark the 75th anniversary of VE Day which takes place on 8th May. This will enable people to pay tribute to those who served in one of the most significant events in our Country's history. It was **agreed** to take this back to the Events Working Group to discuss if we wanted to hold an event.

Christmas Day Coffee Morning – over the last several years we have held a Christmas Day coffee morning at the Civic Centre from 10am to midday where bacon sandwiches were provided. The mornings were hosted and cooking done by Councillors. We need to decide if we will do it again this year.

1196. TO CONSIDER NEW MAYOR'S BOARD FOR COUNCIL CHAMBER

It was noted that the Mayor's board in the Council Chamber is now full and a replacement will need to be arranged before next year. It was proposed by Cllr C Robinson, seconded by Cllr D Judd and unanimously **RECOMMENDED** to get a new board the same as the old wooden board. Quotations will be obtained and brought back to a future meeting for approval.

1197. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

None.

There being no further business the meeting closed at 9.10 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 23rd September 2019 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List for 23rd September 2019

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
28.1.19	Min 1144, p 2910 – To consider estimates for bench replacements at Chatsworth North playground	BB	Benches received and installation is imminent – <i>work now complete.</i>	complete
1.4.19	Min 1161, p 2954 – To consider estimates for tree works at Chatsworth Park and The Copse	BB/SN	EH Treecare have been instructed – <i>work now complete.</i>	complete
1.4.19	Min 1165, p 2955 - Civic Centre security	BB/SN	Quotations still awaited for reception alteration work – <i>no responses despite chasing.</i> Additional CCTV camera/monitor and door intercom work partly complete. Additional estimates for front door works awaited – <i>item on this meeting's agenda</i>	Sept 2019
3.6.19	Min 1177, p 2987 - Works to fencing and basketball unit at Chatsworth South playground	BB	Parts ordered and work due to commence next week – <i>work now complete</i>	complete
3.6.19	Min 1179, p 2988 – picnic bench at Chatsworth Park	SN/BB	Bench ordered and delivery due in 3 weeks – <i>bench now delivered and installed.</i>	complete
3.6.19	Min 1181, p 2988 – Re-decorating Civic Centre	SN	Work scheduled for end July/Aug to coincide with quiet hire period – <i>work complete</i>	complete
3.6.19	Min 1182, p 2989 – Display Freeman's medals and cap	CR	Cllr Robinson is investigating prices for a box frame – <i>update placed on agenda for this meeting</i>	Sept 2019
29.7.19	Min 1191, p 3016 – To agree quote for tree surveys in Chatsworth park & The Copse	BB	Inspection carried out and report received from Arborsense. Items added to this agenda for discussion.	Nov 2019
29.7.19	Min 1192, p 3016 – To consider request from TRA regarding information boards	SN	Letter written to TRA as per agreement at meeting on 29.7.19. Update awaited from TRA.	Nov 2019
29.7.19	Min 1194, p 3017 – To consider repair to sandpit in Chatsworth park	BB	Estimates still awaited for sandpit removal before order for new equipment made,	Nov 2019

Agenda Item 5 - Amenities and Civic Centre Action List for 23rd September 2019

	South Playground or replacement with alternative equipment			
29.7.19	Min 1195, p 3018 – Future Events	BB	Working group meeting held and an update placed on agenda for this meeting	Nov 2019
29.7.19	Min 1196, p 3019 – To consider new Mayor's Board for Council Chamber	SN	One estimate received and further ones to be obtained and brought back to a future meeting.	Dec 2019

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

105 Town Events

4362	Town Entertainment	168	374	4,600	4,226	4,226	8.1 %
4365	Entertainment consumables	0	0	200	200	200	0.0 %
4366	Wave Leisure	0	1,500	1,500	0	0	100.0 %
	Town Events :- Expenditure	168	1,874	6,300	4,426	0	29.8 %
1012	Income miscellaneous	0	53	0	53		0.0 %
1013	Income memory plaques	0	160	100	60		160.0 %
1054	Income entertainment	0	0	50	-50		0.0 %
	Town Events :- Income	0	213	150	63		142.0 %

201 Parks, Open Spaces/Playgrounds

4098	PlayEquipment Replacement	0	0	22,000	22,000	22,000	0.0 %
4100	Playgrounds Spare Parts	0	129	2,000	1,871	1,871	6.5 %
4101	Grounds Maintenance	2,879	4,510	22,100	17,590	17,590	20.4 %
4103	Playground Inspections	195	938	2,600	1,663	1,663	36.1 %
4328	Joint litter/dog bin emptying-(due ¼'ly)	0	0	2,200	2,200	2,200	0.0 %
	Parks, Open Spaces/Playgrounds :- Expenditure	3,074	5,577	50,900	45,323	0	11.0 %

202 Amenities General

4351	Seats and Notice Boards	0	0	1,000	1,000	1,000	0.0 %
	Amenities General :- Expenditure	0	0	1,000	1,000	0	0.0 %

	Amenities :- Expenditure	3,242	7,451	58,200	50,749		12.8 %
	Income	0	213	150	63		142.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<u>Civic Centre</u>								
<u>301 Civic Building</u>								
4401	General Repairs	45	361	2,250	1,889	1,889	16.0 %	
4402	Consumable Supplies	6	186	900	714	714	20.6 %	
4403	Equipment Maintenance	170	595	1,900	1,305	1,305	31.3 %	
4404	External/Internal Decorating	0	0	1,000	1,000	1,000	0.0 %	
4406	Refuse collection	213	425	900	475	475	47.2 %	
4407	Equipment	0	497	1,600	1,103	1,103	31.1 %	
4411	Rates	1,187	4,743	14,500	9,757	9,757	32.7 %	
4412	Water and Sewage <i>(total pd for the year)</i>	0	1,781	1,800	19	19	99.0 %	
4413	Electricity	379	379	2,300	1,921	1,921	16.5 %	
4414	Gas	437	652	2,000	1,348	1,348	32.6 %	
4419	Internal/external works	0	0	3,500	3,500	3,500	0.0 %	
	Civic Building :- Expenditure	2,437	9,619	32,650	23,031	0	23,031	29.5 %
1000	Income Civic Centre	1,457	8,777	35,000	-26,223			25.1 %
	Civic Building :- Income	1,457	8,777	35,000	-26,223			25.1 %
<u>302 Civic Building Loan</u>								
4060	Loan Accounts	0	5,154	10,250	5,096	5,096	50.3 %	
	Civic Building Loan :- Expenditure	0	5,154	10,250	5,096	0	5,096	50.3 %
	Civic Centre :- Expenditure	2,437	14,773	42,900	28,127			34.4 %
	Income	1,457	8,777	35,000	-26,223			25.1 %

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To agree actions contained within the Tree Survey Report for Chatsworth Park & The Copse

1. INTRODUCTION

It was agreed at the meeting on 29th July to instruct Arborsense to undertake a tree inspection and submit a survey report for Chatsworth Park and The Copse.

2. INFORMATION

The report is attached. On page 5 of the report, there were two trees that required urgent attention in Chatsworth Park and it was requested that the works be cleared within 1 month of the report. There is a separate report regarding this work.

3. RECOMMENDATION

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

4. FINANCIAL IMPLICATIONS

Costings are unknown at this stage, but it is anticipated that there are enough funds within the grounds maintenance budget.

ARBORSENSE

**ARBORICULTURAL
CONSULTANTS**

1

ARBORICULTURAL REPORT

FOR

Telscombe Town Council

**Chatsworth Park &
The Copse**

Prepared by: Mr Saul Heath FdScArb TechArborA

Date: 13-08-19

Arborsense, 68A Church Street, Old Town, Eastbourne, BN211QJ

07930644440 saultreeman@gmail.com

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1. Introductory Details

Chatsworth Park & The Copse

1.1. Arborsense Arboricultural Consultants have been instructed by Telscombe Town Council to undertake tree inspections at the above sites. Inspection observations and any required mitigation measures have been detailed in this report.

2. Scope and Limitations of the Report

2.1. This report includes:

- Assessment of the health, condition and safety of the trees.
- Recommendations on any immediate and future management of the trees based on current best practice guidelines.

2.2. Trees are living organisms whose health and condition can change rapidly and all trees, even healthy ones, are at risk from unpredictable climatic and man-made events. The assessment of risk for any tree is based upon factors evident at the time of the inspection and the interpretation of those factors by a suitably qualified inspector. The health, condition and safety of trees should be checked on a basis commensurate with the level of risk and preferably on an annual basis.

2.3. The assessment of the trees, conclusions and any recommendations made in this report are valid for a period of 12 months only. This period of validity may be reduced should there be any change in factors affecting both the surrounding environment and built structures within close proximity. In addition, any conclusions were made based on information available at the time of the inspection and any inaccuracies in this information may affect the validity of this report

2.4. No soil samples were removed from site for analysis.

2.5. The trees were inspected from ground level, further assessment of the trees through climbing or internal investigation was not deemed necessary.

2.6. This is not a detailed dimensional report and the measurements given are approximate.

2.7. No responsibility is assumed by Arborsense for legal matters that may arise from this report, and the consultant shall not be required to give testimony or to attend court unless subsequent contractual arrangements are made.

2.8. Any alteration or deletion from this report will invalidate it as a whole.

2.9. The responsibility for any work undertaken on the surveyed trees rests with the land owner.

2.10. This report was compiled in line with the Common Sense Risk Management of Trees produced by the National Tree Safety Group, (Published by the Forestry Commission (2011)).

3. Site Visit

3.1. Site visits were undertaken on the 12th & 13th of August, 2019 by Mr Saul Heath; Mr Heath is a senior consultant with Arborsense; a LANTRA certified tree inspector with over 20 years' experience in the industry. An academic degree in arboriculture was gained through the University of Central Lancashire (FdScArb). Technical status was attributed by The Arboricultural Association (TechArborA).

3.2. All observations were carried out from ground level using the Visual Tree Assessment (VTA) method (Mattheck, C and Breloer, H (1994) – The Body Language of Trees, Research for Amenity Trees No. 4, Department of the Environment).

4. Observations and Recommendations

(To be read in conjunction with APPENDIX 1. TREE WORK SCHEDULES)

4.1. The Copse is predominantly made up of Sycamores; Hawthorns and Elders are also present although to a lesser extent. Previous management is evident, Ivy has been severed at the base of the main stems of the trees in the past, it is beginning to re-establish on some of the stems and should be re-severed to aid future inspections. A small amount of dead-wood is present in some of the crowns, the deadwood should be removed. There are 3 dead trees within the Copse (shown as T1, T2 & T3 on the Tree Location Plan (marked with yellow paint)) the trees should be felled.

4.2. Chatsworth Park is made up of mixed species, including: Common Ash, Pines, Sallows, Poplars, Sycamores, Field Maples, Mountain Ash, Hawthorns and Elders.

T4 & T5 require urgent attention, T4 is leaning heavily over the path, a fungal bracket was observed on the main stem, Poplars are prone to failure, the tree is marked with yellow paint, it should be felled ASAP. T5 is heavily weighted to the playground side, the lowest easterly limb should be cut back to the main stem to balance out the crown, the tree is marked with yellow paint.

4.3. Ivy is beginning to establish on many of the stems and should be severed to aid future inspections.

4.4. Hanging deadwood and standing deadwood is evident throughout the Park, this should be removed.

4.5. As many of the trees are Common Ash future monitoring will be needed to ascertain the threats from Ash-Dieback.

4.6. I recommend a further professional inspection 12 months from the date of this report.

5. Conclusions

5.1. Lack of recent management is evident within the Copse, proactive management is required for an ageing tree stock within proximity to people or property, including fencing.

5.2. The trees within Chatsworth Park are generally in good condition, deadwood is common, particularly in old Pine trees.

5.3. If this report's recommendations are followed and regular inspections and maintenance works are carried out any risks of harm to visitors and passers-by or damage to property should be reduced to an acceptable level.

Saul Heath FdScArb TechArborA

6. APPENDIX 1. TREE WORK SCHEDULES

Explanatory notes: The priority heading is given as one of two categories’.

- Routine: The remediation/tree work should be done during routine maintenance work; preferably within 6 months.
- Urgent: The remediation/tree work should be done as a matter of urgency; preferably within one month.

The Copse

Tree No. or Group No.	Species	Location /Site	Preliminary Management Recommendations	Priority
T1	Hawthorn	The Copse	Fell the tree	Routine
T2	Hawthorn	The Copse	Fell the tree	Routine
T3	Hawthorn	The Copse	Fell the tree	Routine
Broadly across the site	Sycamore & Hawthorn	The Copse	Remove the hanging dead-wood	Routine
Broadly across the site	Sycamore & Hawthorn	The Copse	Sever the Ivy at the base of the main stems	Routine

Chatsworth Park

Note: walking in a clockwise direction.

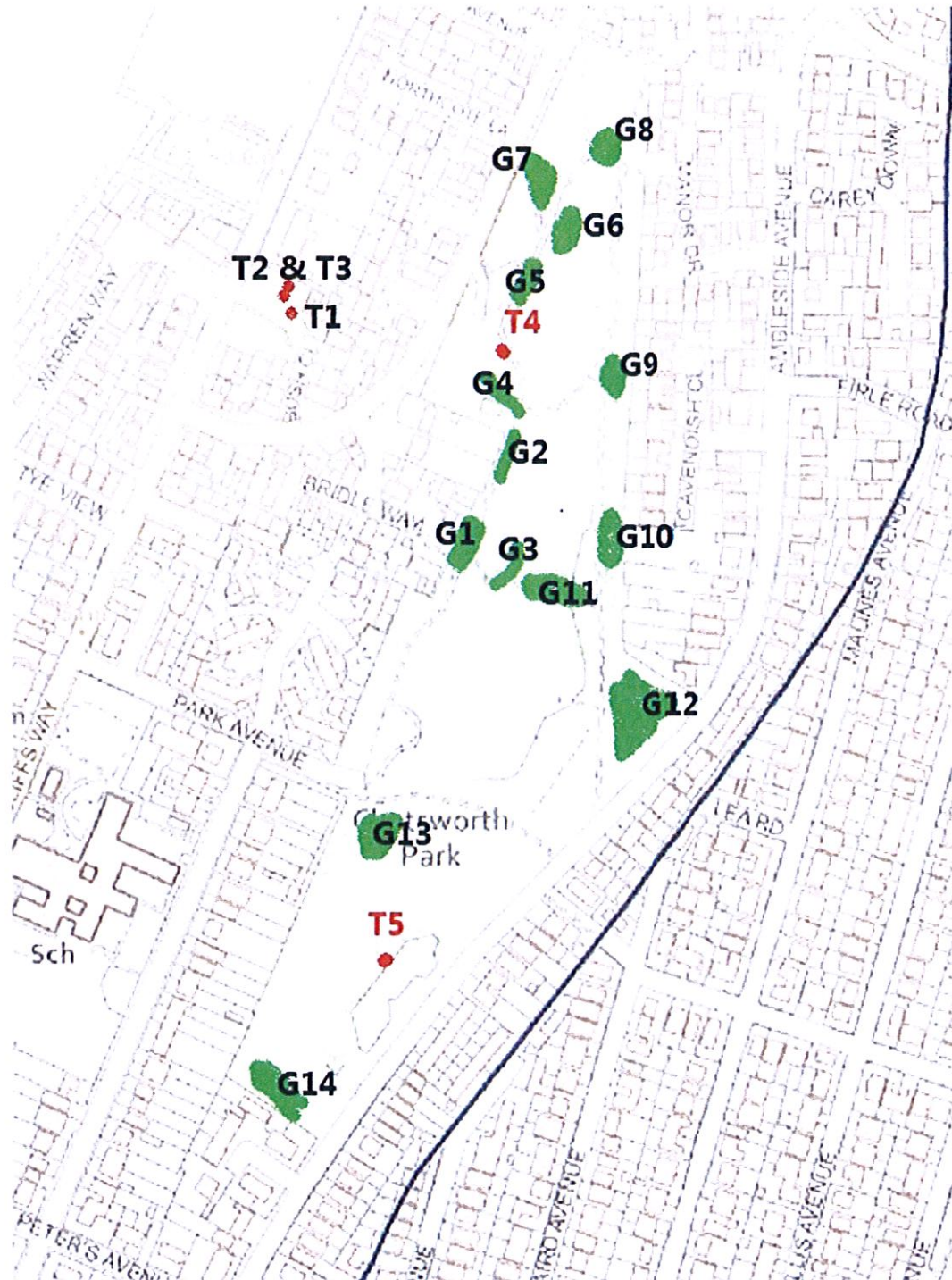
Tree No. or Group No.	Species	Location	Preliminary Management Recommendations	Priority
G1	Ash	Both sides of the path	Remove the deadwood	Routine
G2	Ash	Left of the path	Remove the deadwood	Routine
G3	Sycamore & Ash	Both sides of the path	Remove the deadwood, Remove the standing deadwood (marked with yellow paint)	Routine
G4	Sycamore & Ash	Both sides of the path	Remove the deadwood	Routine
T4	Poplar	Left of the path	Fell the tree (marked with yellow paint)	Urgent
G5	Ash & Sallow	Both sides of the path	Remove the deadwood	Routine
G6	Pines	Right of the path	Remove the deadwood	Routine
G7	Ash & Sycamore	Both sides of the path	Remove the deadwood	Routine

Chatsworth Park

Note: walking in a clockwise direction.

Tree No. or Group No.	Species	Location	Preliminary Management Recommendations	Priority
G8	Pines	By the memorial garden	Remove the deadwood	Routine
G9	Pines	Left of the path	Remove the deadwood	Routine
G10	Pines	Left of the path	Remove the deadwood,	Routine
G11	Sycamores, Poplars & Pines	Both sides of the path	Remove the deadwood, Remove the standing deadwood (marked with yellow paint)	Routine
G12	Pines	Left of the path	Remove the deadwood	Routine
G13	Pines	Left of the path	Remove the deadwood	Routine
T5	Pine	Rear of the playground (marked with yellow paint)	Remove the lowest easterly limb	Urgent
G14	Pines	Bottom of the park	Remove the deadwood	Routine
Broadly across the site	Ivy	Throughout the Park	Sever the Ivy at the base of the main stems	Routine

7. APPENDIX 2. TREE LOCATION PLAN



Arborsense, 68A Church Street, Old Town, Eastbourne, BN211QJ

07930644440 saulthetreeman@gmail.com

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To agree suggested Tree Works for two properties bordering Chatsworth Park

1. INTRODUCTION

It was agreed at the Amenities & Civic Centre meeting in June that when the tree survey was carried out, we ask the Arboriculturist to investigate two complaints about trees we had received from residents whose properties border Chatsworth Park.

Property A's complaint highlighted the height of the trees bordering their property, advising that they no longer have any satellite signal and that the tree branches have encroached onto their roof and caused damage to their fascia.

Property B complained about the height of the trees bordering their property, reporting that they were blocking the sunlight out of the back garden and causing issues with moss. I initially visited the area with a tree surgeon who confirmed there were potentially 4 pine trees that could be causing the issue with moss, but that they were unhappy to reduce these without the consultation of an Arboriculturist.

2. INFORMATION

The report from Arborsense is attached. Regarding property A, they recommend that the tree crowns are cut back to the boundary line. The problems at property A have been ongoing for some years. Works have been undertaken on several occasions and in June 2018 we had 3 trees removed bordering the property.

With regards to Property B the report highlights that no additional works are necessary as these trees are not causing issues with moss or blocking the sunlight. I did go back to Arborsense via email and ask if the trees are safe to be reduced in height and they reported back that it would be safe to do so. For information, in August 2017 we agreed for the boundary hedge to be significantly reduced and for 1 pine tree to be felled to allow sunlight through to the property's rear garden.

Since the report has been received, I have received further correspondence from both properties.

Property A has re-requested that the trees are cut back urgently and reduced in height as they are unable to use their television.

Property B has highlighted that they would like all the trees bordering their property to be reduced in height as they feel it is too dense and they have concerns with the safety of the branches in high winds (pictures below).



I discussed this with the tree surgeon who suggested removing some of the trees completely, leaving gaps for the sunlight to reach the properties.

3. RECOMMENDATION

It is recommended that the work in relation to the trees bordering Property A - cut back of the crowns to the boundary - is carried out as soon as possible. It is also suggested that the removal of further trees be considered in a proactive approach to prevent future problems for the householder.

It is also recommended that the Councillors consider what action they would like to take in relation to Property B as follows:

- No further action as the trees are not causing an issue with moss or sunlight
or
- To reduce the height of the trees and/or remove some of the trees bordering the property to allow sunlight in

I would also recommend that Councillors attend a 'walk in the park' with me, to highlight the residents' concerns with trees bordering their properties.

4. FINANCIAL IMPLICATIONS

Costings are unknown at this stage. The cost for removing 3 trees at Property A last year was £180 and it is suggested that a monetary limit be agreed for the suggested tree crown cut back to enable works to be undertaken as soon as possible without the need to come back to a future meeting.

ARBORSENSE

**ARBORICULTURAL
CONSULTANTS**

1

ARBORICULTURAL REPORT

FOR

Telscombe Town Council

a)  **Bridle Way &**
b)  **Cavendish Close**

Prepared by: Mr Saul Heath FdScArb TechArborA

Date: 12-08-19

Arborsense, 68A Church Street, Old Town, Eastbourne, BN211QJ

07930644440 saulthetreeman@gmail.com

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1. Introductory Details

Bridle Way & *Cavendish Close*

1.1. Arborsense Arboricultural Consultants have been instructed by Telscombe Town Council to undertake tree inspections at the above sites. Inspection observations and any required mitigation measures have been detailed in this report.

2. Scope and Limitations of the Report

2.1. This report includes:

- Assessment of the health, condition and safety of the trees.
- Recommendations on any immediate and future management of the trees based on current best practice guidelines.

2.2. Trees are living organisms whose health and condition can change rapidly and all trees, even healthy ones, are at risk from unpredictable climatic and man-made events. The assessment of risk for any tree is based upon factors evident at the time of the inspection and the interpretation of those factors by a suitably qualified inspector. The health, condition and safety of trees should be checked on a basis commensurate with the level of risk and preferably on an annual basis.

2.3. The assessment of the trees, conclusions and any recommendations made in this report are valid for a period of 12 months only. This period of validity may be reduced should there be any change in factors affecting both the surrounding environment and built structures within close proximity. In addition, any conclusions were made based on information available at the time of the inspection and any inaccuracies in this information may affect the validity of this report

2.4. No soil samples were removed from site for analysis.

2.5. The trees were inspected from ground level, further assessment of the trees through climbing or internal investigation was not deemed necessary.

2.6. This is not a detailed dimensional report and the measurements given are approximate.

2.7. No responsibility is assumed by Arborsense for legal matters that may arise from this report, and the consultant shall not be required to give testimony or to attend court unless subsequent contractual arrangements are made.

2.8. Any alteration or deletion from this report will invalidate it as a whole.

2.9. The responsibility for any work undertaken on the surveyed trees rests with the land owner.

2.10. This report was compiled in line with the Common Sense Risk Management of Trees produced by the National Tree Safety Group, (Published by the Forestry Commission (2011)).

3. Site Visit

3.1. A site visit was undertaken on the 12th of August, 2019 by Mr Saul Heath; Mr Heath is a senior consultant with Arborsense; a LANTRA certified tree inspector with over 20 years' experience in the industry. An academic degree in arboriculture was gained through the University of Central Lancashire (FdScArb). Technical status was attributed by The Arboricultural Association (TechArborA).

3.2. All observations were carried out from ground level using the Visual Tree Assessment (VTA) method (Mattheck, C and Breloer, H (1994) – The Body Language of Trees, Research for Amenity Trees No. 4, Department of the Environment).

4. Observations and Recommendations

(To be read in conjunction with APPENDIX 1. TREE WORK SCHEDULES)

4.1. **Bridle Way:** There is a group of Acers and Ash to the park-side of the property (Appendix 2, Plate 1.) Their crowns are extending over the roof of the house, I recommend that the trees crowns are cut back to the boundary line.

4.2. **Cavendish Close:** There is a group of Scots Pines located within the park, they appear healthy and do not encroach onto the property, no action required.

5. Conclusions

5.2. If this report's recommendations are followed and regular inspections and maintenance works are carried out any risk of damage to property should be reduced to an acceptable level.

Saul Heath FdScArb TechArborA


Arborsense, 68A Church Street, Old Town, Eastbourne, BN211QJ

07930644440 saulthetreeman@gmail.com

6. APPENDIX 1. TREE WORK SCHEDULES

Explanatory notes: The priority heading is given as one of two categories'.

- Routine: The remediation/tree work should be done during routine maintenance work; preferably within 6 months.
- Urgent: The remediation/tree work should be done as a matter of urgency; preferably within one month.

Species	Location	Preliminary Management Recommendations	Priority
Acers & Ash	The park-side of:  Bridle Way	Cut back branches to the boundary line	Routine

7. APPENDIX 2. PLATE 1.



📍Bridle Way: Showing the overhanging branches.

Arborsense, 68A Church Street, Old Town, Eastbourne, BN211QJ

07930644440 saulthetreeman@gmail.com

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To ratify emergency tree works undertaken in Chatsworth Park

1. INTRODUCTION

Item 4.2 on page 5 of the Arboriculturist's Report on trees at Chatsworth Park highlighted some emergency works.

2. INFORMATION

The works were as follows:- *'T4 and T5 require urgent attention, T4 is leaning heavily over the path, a fungal bracket was observed on the main stem, Poplars are prone to failure, the tree is marked with yellow paint, it should be felled ASAP. T5 is heavily weighted to the playground side, the lower easterly limb should be cut back to the main stem to balance out the crown, the tree is marked with yellow paint.'* It was recommended that the work be carried out within a month of his report dated 14th August.

As EH Treecare who have the contract for treeworks in Chatsworth Park were on site in the park on 23rd August, I contacted them for a price for the work. They quoted £200 for the large pine limb work on T5 and £150 to fell the Poplar T4 and they would also chip and remove all branches etc and clear site.

In view of the urgency of the work and the fact that the next Committee meeting was not until 23rd September, in accordance with Financial Regulation 4.5 *In cases of extreme risk to the delivery of Council services, the Clerk/RFO may authorise revenue expenditure on behalf of the Council which in the Clerk/RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000*, I instructed EH Treecare to carry out the recommended urgent works which totalled £350 plus VAT. I emailed Committee members on 22nd August to that effect.

The pine tree T5 borders Chatsworth Park south playground along with 8 other pine trees. Several of the pine trees are very large like T5 and have large limbs which overhang the park. We recently had a complaint that a pine cone fell and narrowly missed a member of the public's baby. The pine cones are quite large and heavy and further work/removal of some of the pines may be necessary for public safety.

3. RECOMMENDATION

It is recommended that the emergency works are ratified in the sum of £350 plus VAT.

It is also recommended that consideration be given to removal of the larger pine trees bordering/overhanging Chatsworth Park south playground and replacement with more suitable trees.

3. FINANCIAL IMPLICATIONS

Costings are unknown at this stage but we have a budget heading and earmarked reserves of £20,000 for grounds maintenance.

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To consider removing the hedge at Chatsworth Park North playground

1. INTRODUCTION

In May 2018, the Amenities & Civic Centre Committee discussed fully removing or reducing the height of the hedge at Chatsworth Park North playground to provide greater visibility and a safer environment for the children using this amenity. Committee members undertook a site visit and decided to remove a 16m section of the hedging which had died and an 8 metre section of live hedge and replace with new metal fencing, as well as replacing a section of wooden fencing and old wooden gates with metal fencing.

2. INFORMATION

We have since received complaints from residents concerning anti-social behaviour in this playground in the evenings. There has also been damage to one of our picnic tables which is beyond repair and has been removed. The picnic bench is in the area which is secluded from Kirby Drive by the hedge.

3. RECOMMENDATION

To consider removal of the remainder of the hedge at Chatsworth Park North playground adjoining the road at Kirby Drive and replace with new metal fencing.

4. FINANCIAL IMPLICATIONS

When the work was undertaken in 2018, the cost per metre to supply and erect the fence was £68 a meter and removal of the 24m of hedge and 11m of fencing was £525.

The remaining length of hedge is approximately 46m @ say £72 per metre = £3,312. There will also be costs for removal of the remaining hedge and I anticipate the total cost to be in the region of £4 - £4,500 plus VAT.

We have an earmarked reserve of £20,000 for grounds maintenance which could be used for this work.

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To consider the Telscombe Residents Association's request for a replacement plaque at Chatsworth Park South playground

1. INTRODUCTION

Last summer, the Telscombe Residents Association (TRA) with assistance from the House Project donated £2,000 for a new springer unit in Chatsworth Park South Playground. It was agreed that a plaque would be paid for by the Council and added to the fencing near to the unit with the following wording '*This seesaw has been donated by the Telscombe Residents Association, with grateful thanks to The House project who made this possible – July 2018.*'

Unfortunately the plaque has been pulled off several times and is now damaged beyond repair. The TRA have requested that the Town Council replace this.

2. INFORMATION

To help prevent further vandalism, the plaque could be attached onto a sleeper post near to the springer unit. I have investigated prices and a sleeper post measuring 2.4 m x 100 mm x 200 mm will cost £16.50 plus VAT from the local fencing company R J Meaker.

Our caretaker, M Evans, has confirmed he will be able to sand down and install the sleeper in concrete at a cost of £45.

We will also need to buy another plaque which it is anticipated will be in the region of £10-£15.

If we undertake this work, I suggest we advise the TRA that this will be the last time the Council funds the replacement.

3. RECOMMENDATION

That a plaque and sleeper is installed by the Town Council at an approximate total cost of £60.

4. FINANCIAL IMPLICATIONS

This work can be paid for from the grounds maintenance budget.

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To consider sponsoring park benches

1. INTRODUCTION

At the Amenities & Civic Centre meeting in June, Cllr O'Connor asked if we could investigate the possibility of sponsoring park benches as a way of bringing in income.

2. INFORMATION

Telscombe Town Council currently has a memory garden situated in Chatsworth Park, but a lot of Town Councils also offer their residents an option to buy or hire a memorial bench.

Sponsorship can take the form of a plaque being added to a current bench or purchasing a new bench. Benches would need to be placed on Town Council owned land, with the only viable location being Chatsworth Park.

I have attached information from Seaford Town Council and Hastings Borough Council giving an idea of prices and schemes.

If the Committee are interested in taking this further, a Policy would need to be drawn up and agreed by the Amenities & Civic Centre Committee before being taken to Full Council for adoption.

3. RECOMMENDATION

That the Committee decide if they would like this to be taken forward and if so, that I create a draft policy for memorial benches and plaques.

4. FINANCIAL IMPLICATIONS

To be advised.

Seaford T.C.

Seaford holds a special place in many people's memories and, wherever possible, the Council will endeavour to assist in the creation of a fitting memorial to remember loved ones by or to celebrate a notable event.

This brochure sets out all the options which are currently available. Due to the popularity of several locations, priority is given to those who have resided in Seaford at some time in their life.

We hope that there is something which you feel meets your needs. If you wish to proceed with one of the options, please complete an application form and submit it as soon as possible to avoid disappointment.

Please note that all images are for illustrative purposes only.

Seaford Town Council, 37 Church Street, Seaford,
East Sussex BN25 1HG

Martello Tower Entertainments Area

Work on this significant new project is now underway. The Martello Tower, which houses the popular Seaford Museum, is a well-loved feature of the town. The museum receives over 7,000 visitors each year and the adjacent café, with seating on the beach, means that this area of the seafront receives one of the highest footfalls in the town.

Four memorial seats have been installed on the inside of the outer wall of the Martello Tower in the form of curved benches between the buttresses. The chosen design consists of stainless steel tubing to form the structural parts of the seating, with hardwood slats and seat backs. Memorial plaques have been fitted to the seat backs.

Donations will also go towards a public performance area adjacent to the Martello Tower for use by local musicians and performing artists, a power supply for the performers to use, signage and new litter bins.

The all-inclusive donation including supply, delivery, installation, an individual plaque (one of ten above each seat) and ongoing maintenance, to be carried out by the Council when required, is £800.

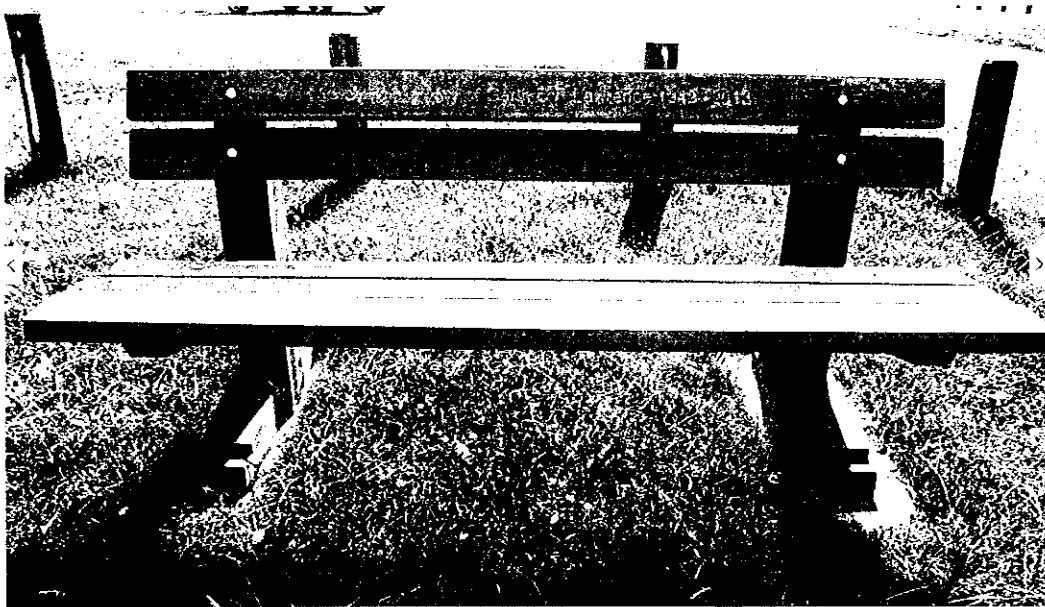


Benches

The locations which are currently available for benches are listed below. The model used is an attractive, high-quality and reasonably maintenance-free design, which is capable of withstanding winter weather conditions. The back support can be engraved.

The Salts Recreation Ground	2 benches
Small Crouch Garden	3 benches
Seaford Head Golf Course	4 benches

The standard donation including supply, delivery, installation and engraving up to 60 characters is £1,285. Extra installation charges may occur depending on location.



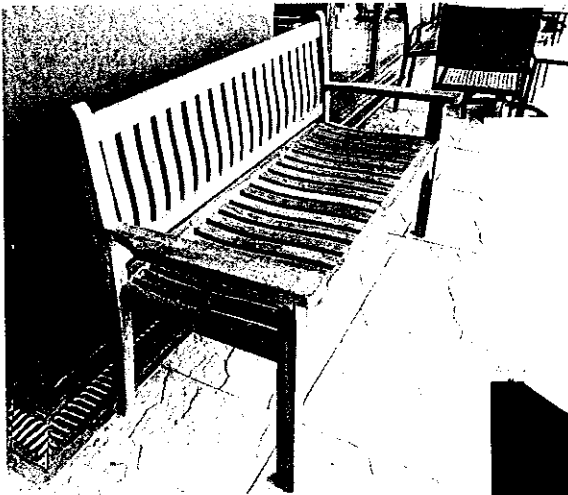
We regret that it is no longer possible to donate a bench to be located on the Seaford Head Nature Reserve overlooking the Seven Sisters as this land is managed by the Sussex Wildlife Trust who wish to keep it as natural as possible.

Bench locations along the promenade are now also full, although the Martello Tower Entertainments Area does offer an excellent alternative.

The View

Simple, slatted benches, which can be positioned on the terrace at The View at Seaford Head Golf Course to take full advantage of the wonderful panorama, can be offered as an alternative. Please note that these benches would not be fixed and would have a memorial plaque. There is currently availability for 4 benches.

The all-inclusive donation including supply, delivery and a plaque is £600.



The normal maintenance of all benches will be carried out by the Council, when required, for a guaranteed maximum of 15 years.

Picnic Tables

The donation of a picnic table provides a lovely means to create a lasting memorial to be enjoyed by residents and visitors to Seaford. The picnic area at South Hill Barn, adjacent to the Seaford Head Nature Reserve, affords stunning views in an area of outstanding natural beauty. The addition of a catering facility at the barn is making this location even more popular with walkers and the area will be developed further in the coming years.

The tables are hand-made in durable wood with a lifespan of over 15 years. A stainless steel memorial plaque can be fixed to the surface.

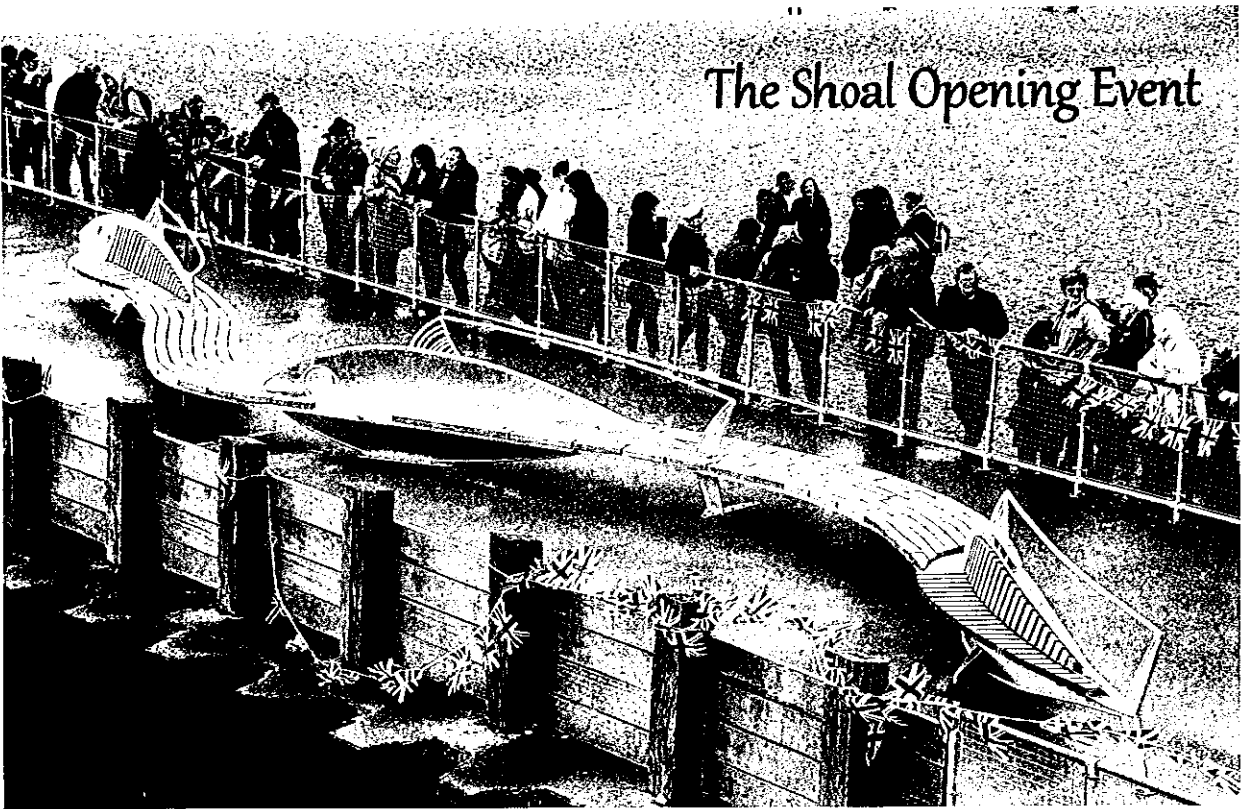
Locations currently available are:

Salts Recreation Ground	4 tables
South Hill Barn picnic area	1 table

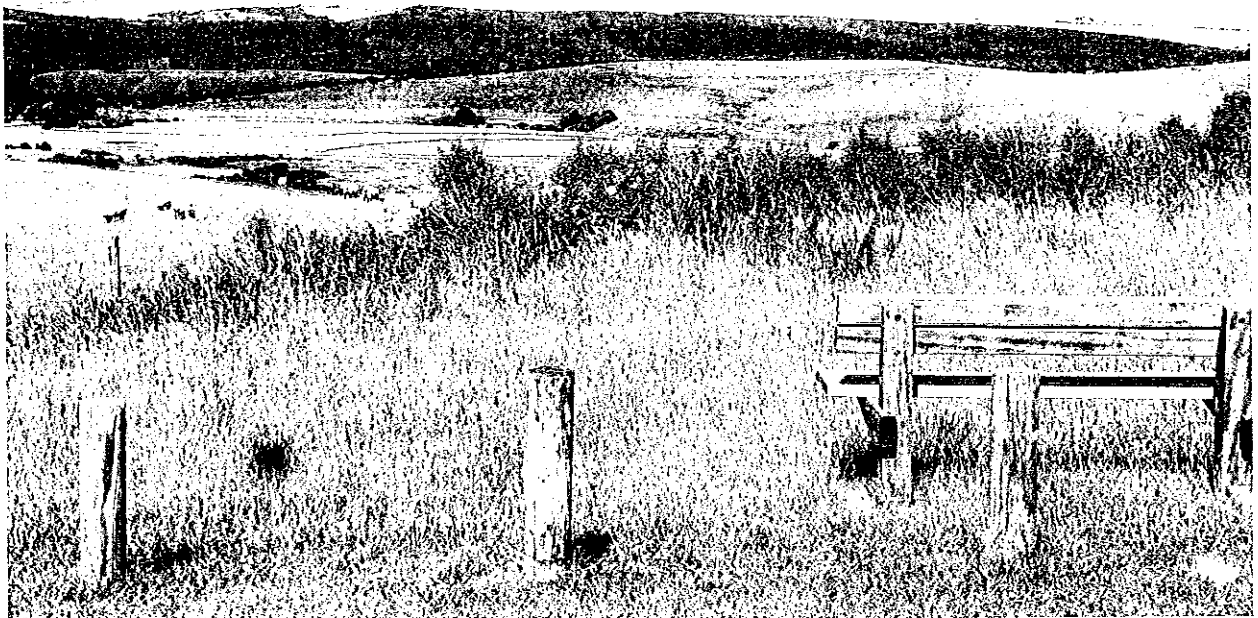
The all-inclusive donation including supply, delivery, installation and a plaque is £1,285.



The Shoal Opening Event



Memorial Benches



Seaford Town Council

For more information on any memorial or donation options, please contact the Council on:

Phone: 01323 872975

Email: facilities@seafordtowncouncil.gov.uk

Memorial Plaques and Seats in Parks and Gardens – Hastings BC

Memorials within parks and gardens

You can place a memorial for a loved one on a park bench in one of our parks and gardens. The memorial will be a bronzed aluminium plaque with your inscription. We will always try and put a memorial where you want one. If this is not possible, we may be able to offer an alternative location.

How long is my memorial?

Memorial requests are for a period of 10 years. They are not a gift in perpetuity. Prior to the expiry of the memorial, Hastings Borough Council will contact the customer with the following options:

- The customer can re-subscribe for a further 10 year period. We would only accept a further memorial from the same customer if we had adequate capacity in the system and the decision of the council will be final.
- The customer can relinquish the memorial. The plaque will be returned to the customer. The cost of removal and returning the plaque will be covered in the initial fee.
- If the customer cannot be contacted, the memorial will be removed at the appropriate time and the plaque stored for future collection.

Costs

The customer is charged a set fee for the plaque and inscription. Only one plaque is to be installed on a seat. Fees are as follows:

£600 per plaque in urban parks and gardens

£2000 at Hastings Country Park (Firehills and East Hill)

£1000 on the West Hill

Costs to re-subscribe for a further 10 years will be as above depending on which site you have the memorial.

Customers will be invoiced when we agree the memorial and payment is required before placing the order. How to pay is explained on the reverse of the invoice.

The Council reserves the right to review charges annually.

No advertising will be allowed on plaques and inscriptions will be refused if it is felt they are advertising.

Maintenance

All seats will be maintained by the Council.

Vandalism

The Council will repair any seats that have been vandalised. If a seat is damaged beyond repair, we will remove the seat and contact you.

Location of your seat

The Council will try to locate the seat as close as possible to the location of your choice but reserves the right to relocate, replace or remove the seat should this prove necessary.

This may be due to the need to carry out maintenance, re-design or other work to the site. The Council will inform if any of these changes be necessary.

What to do next

If you wish to proceed, then please write to together with the details of where you would like the seat and any inscription you would like placed on it.

We will then contact you to agree the location of the seat and finalise any inscription details with you.

When will the memorial be installed?

On receipt of payment, we will place the order with our suppliers. It normally takes four to six weeks for delivery and installation. If any of these timescales change, we will let you know.

Finally, once the memorial has been installed we will write to let you know.

Any further questions

If you have any further questions please contact us via email.

<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To consider outcomes from meeting between Cllr Gallagher and the Amenities Officer

1. INTRODUCTION

I met with Cllr Gallagher, Chair of Amenities & Civic Centre Committee, to discuss outside spaces in East Saltdean and Telscombe Cliffs.

2. INFORMATION

I have attached a copy of the minutes of the meeting for the Committee to note.

Prior to my meeting with Cllr Gallagher, I had previously been contacted by two East Saltdean residents, who were interested in becoming Tree Wardens working alongside the Town Council. I met with Greenhavens, a local support network, alongside the two residents and a Tree Warden for Newhaven Town Council. They provided me with lots of information and recommended that Tree Wardens work alongside and are affiliated with their local Town Council. This would mean that the volunteers are covered under the Town Council's insurance and any training is provided and paid for by the local Town Council. It is also up to the Town Council to provide a Risk Assessment for the volunteers. I have also contacted the Tree Council but they have confirmed that their support is for the volunteers and not the local Town Council. Cllr Gallagher suggested that the volunteers work with the current social media group entitled 'Friends of Chatsworth Park' to become a 'Green Spaces' volunteer group. She is due to meet with the two residents shortly to discuss taking this further and bringing to a future Amenities meeting.

We also discussed putting a working group together for Chatsworth Park, to use the space more efficiently.

3. RECOMMENDATION

That the Committee note the minutes from the meeting and any volunteers for the Chatsworth Park working group confirm their interest.

4. FINANCIAL IMPLICATIONS

Unknown at this stage.

Minutes of a meeting between Cllr Cathy Gallagher and Bianca Buss, Amenities Officer on Thursday 5th September 2019 in Telscombe Civic Centre at 10.30am.

1. BURLEYS

Cllr Gallagher noted that Robert Kingan Playground needed sweeping and asked the Amenities Officer how often it is actioned. The Amenities Officer confirmed it is actioned once per month and Cllr Gallagher requested a copy of the contract confirming the prices and activities in the Grounds Maintenance Contract with Burleys.

2. THE COPSE

Cllr Gallagher asked if The Copse is maintained regularly. The Amenities Officer confirmed that the Town Council currently has a yearly Tree Survey undertaken and action the recommendations provided.

3. VOLUNTEER GROUPS

There was discussion concerning the two Saltdean residents who were interested in becoming Tree Wardens as well as the current 'Friends of Chatsworth Park' group. The Amenities Officer suggested incorporating the two together to create a 'Green Spaces' volunteer group across East Saltdean and Telscombe Cliffs. Cllr Gallagher confirmed she had been in further contact with the two residents interested in becoming Tree Wardens and had asked for a meeting the next week, to discuss her experience with the large tree planting project actioned at Saltdean Oval with the Saltdean Residents Association.

4. CHATSWORTH PARK

Cllr Gallagher gave a brief overview of the Co-Op Grant scheme and confirmed that she had requested a grant via Greenhavens that she was hoping to be used for East Saltdean, Chatsworth Park in Telscombe Cliffs and Peacehaven which should be announced in October.

Cllr Gallagher also confirmed she is interested in setting up a Working Party for Chatsworth Park to discuss using the space more efficiently. Suggestions included cycle paths through the park, woodland BMX Tracks and a 'pop-up' café and toilets for the busier summer months. Cllr Gallagher confirmed she had received interest of attendance from Cllr Clarkson, Cllr Mills, Cllr Judd and two members from the Telscombe Residents Association. It was agreed that the Amenities Officer would investigate other potential interested parties and Cllr Gallagher would make contact with a local resident involved with 'Friends of Chatsworth Park'.

5. WILDFLOWER GRASS VERGE – EAST SALTDEAN

The Amenities Officer advised that the location for the wildflower grass verge provided to our grass cutting contractor was the verge behind the bus stop at Longridge Avenue, at the junction with Crowborough Road. Cllr Gallagher confirmed that she had requested the long verge next to this area, down to Nutley Avenue (behind Homeridge House). It was agreed that the Amenities Officer would investigate this further with the Town Clerk and respond thereafter.

6. BENCHES

In addition to the requested wildflower grass verge, Cllr Gallagher also asked the Amenities Officer to investigate prices for two benches with a back and arms to be installed at either end of the grass verge outside Homeridge House and bring them back to a future Amenities meeting.

<u>AGENDA ITEM</u>	14
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To consider a café and toilets in Chatsworth Park

1. INTRODUCTION

Cllr Clarkson has advised he would like to investigate the possibility of a café and toilets in Chatsworth Park.

2. INFORMATION

There are several factors to consider, including any covenants for Chatsworth Park and public demand. However, the initial step is to establish if there is any interest from the public regarding a café and toilets.

3. RECOMMENDATION

It is recommended that the Committee agrees to initial investigations being carried out and public consultation.

4. FINANCIAL IMPLICATIONS

Unknown at this stage.

<u>AGENDA ITEM</u>	15
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To consider use of Chatsworth Park for a forest school

1. INTRODUCTION

Cllr Clarkson has asked for this to be placed on the agenda.

2. INFORMATION

A self-explanatory proposal from Develop Outdoors CIC is attached.

3. RECOMMENDATION

It is recommended that the Committee considers the proposal from Develop Outdoors.

4. FINANCIAL IMPLICATIONS

None.



Develop Outdoors CIC
Unit 9-11, E Plan estate,
New Road
Newhaven
BN9 0EX
T: 07883305213

E:Yolandi@Developoutdoorscic.co.uk

Proposal to use area of Chatsworth Park

Develop outdoors CIC are seeking permission from TTC to use an area of Chatsworth park (Kirby Drive side) to run a one-day Forest school during the October Half term which is – Mon 28th October – Friday 1st Nov. We would aim for Tuesday 29th but are flexible if there are objections to that date, we would aim to run from 10am-2pm.

Yolandi Taylor-Banks is the director of Develop Outdoors and has 20yrs experience in managing youth sport and education programmes, she is Level 3 forest school practitioners certificate amongst a host of other teaching qualifications

On the day there will be 4 qualified forest school leaders, first aid trained leader and some additional helpers.

We have previously used this area in December 2017 to run a forest school day which was very successful – Pictures included of the day.

In 2017 the fenced square area and pathway was cleared of brambles and other materials and set up as an area suitable for a campfire (In a firebowl) and seating/teaching area for the children to have a hot drink made on the fire and toast marshmallows. On the opposite side we had some woodwork activities under the canopy on tree branches, where the children made wooden Christmas ornaments. As well as use of the wider park area to go on a scavenger hunt for different leaf structures and colours.

We are looking to use the same area as it was a great location and has lots of potential to be an inviting area for other community members & groups, we are also hoping if allowed to run a Christmas holiday forest school on 2 days – can TTC advise any dates that wouldn't work – Could be on a weekend or in School holidays – Schools break up on Friday 20th December.

For the October half-term we would be making broomsticks and wands – with 20 spaces for primary ages children (5-11). It would be a pre-booked day with tickets at £20 Per child, there will be 10% sibling discount and discount available for lower income families. Tickets will also include a hot dog lunch cooked on the fire, squash all day and their handmade broomstick or wand.

Develop Outdoors is a not for profit community interest company, so fees will cover staff and materials. Develop outdoors holds public liability insurance and all staff are DBS checked.

Upon a recent visit we found the fenced area has become overgrown so we would also need a couple of days beforehand to attend and make sure it's cleared and safe for the children to use.

Nationally the curriculum supports an outdoor learning environment and locally the schools have a big emphasis on forest school and learning about nature and the environment, whilst also learning skills to recycle using natural materials.



Develop Outdoors CIC
Unit 9-11, E Plan estate,
New Road
Newhaven
BN9 0EX

T: 07883305213

E:Yolandi@Developoutdoorscic.co.uk

There would be no initial cost to TTC for the forest school day – just access to the area so that we can clear it, if regular upkeep is needed we could discuss options – as once cleared the fenced area could be used for many community groups and would be an asset to Chatsworth park.

Fire

The fire is contained in the firepit and is monitored – having the fenced area no one or animals can stumble across the fire or hurt themselves.

There are no overhanging branches/canopy to the firepit area so no risk of setting light to trees – we would also have a bucket of water – solely for the fire-bowl should it need to be extinguished in an emergency.

All equipment and rubbish will be removed from the site at the end of the day.

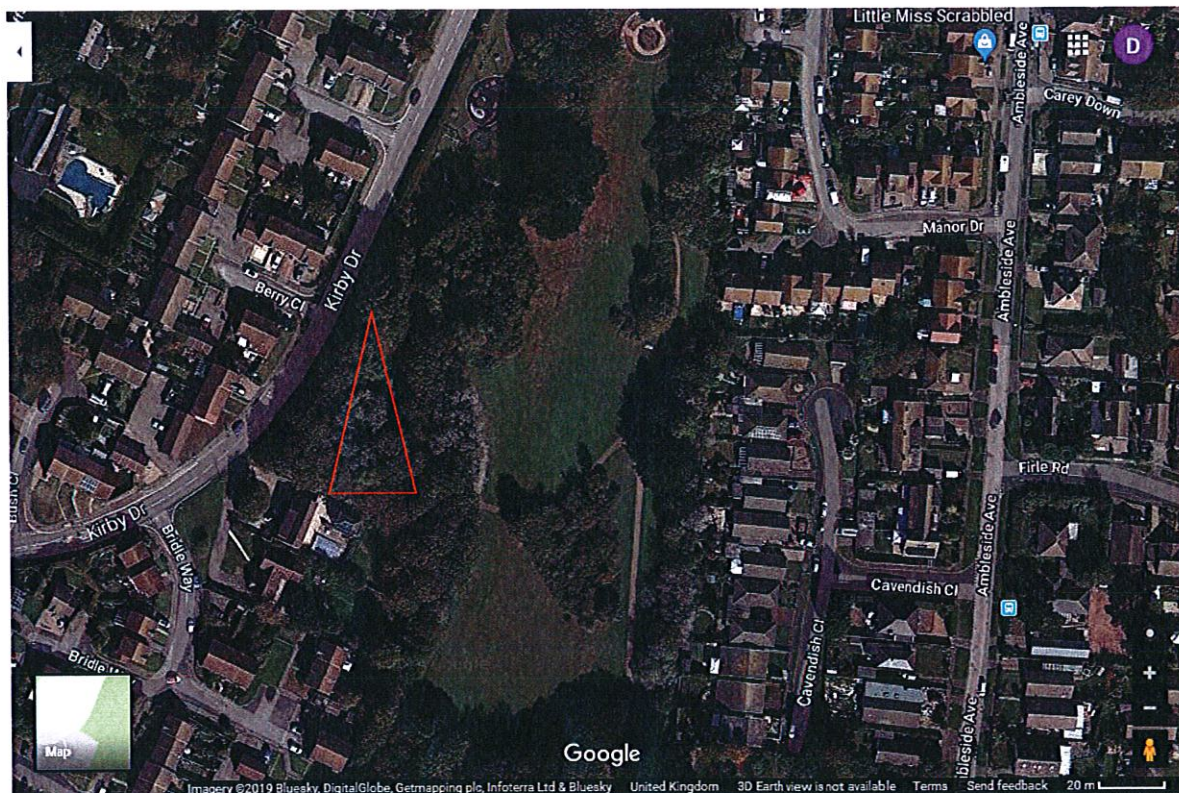
Facilities

As there are no toilet facilities we would erect a toilet tent with a cassette based porta-loo (like in a caravan)

We would have washing water and liquid alcohol gel.

Cover/Shelter

If allowed, we can erect a temporary structure to give some shelter from rain outside of the fenced area.



<u>AGENDA ITEM</u>	16
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To consider installation of cigarette disposal bin at front of Civic Centre

1. INTRODUCTION

The Mayor, Cllr Sharkey, has noticed that at events people smoke at the front of the Civic Centre and discard their cigarette butts on the ground as there is no-where to put them.

2. INFORMATION

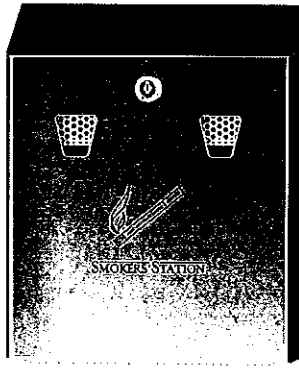
She has asked if it would be possible to install a cigarette disposal bin on the wall at the front of the Civic Centre. I have attached information regarding a bin.

3. RECOMMENDATION

Whilst it may be seen to be encouraging smoking by installing a bin, it will prevent unsightly discarded cigarette butts on the ground at the front of the Civic Centre. It is recommended that the Committee agrees to the purchase.

4. FINANCIAL IMPLICATIONS

The cost is minimal at approximately £30.



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<u>AGENDA ITEM</u>	17
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To consider display cabinet for Freeman of Telscombe's medals

1. INTRODUCTION

It was agreed at a previous meeting to display the Freeman of Telscombe, Ron Chiverton's, medals and cap which had kindly been donated by his family

2. INFORMATION

Various options have been investigated and details are attached of a wall mounted acrylic display case.

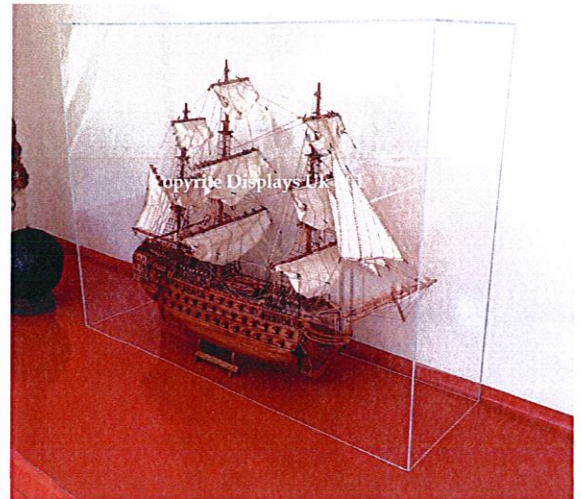
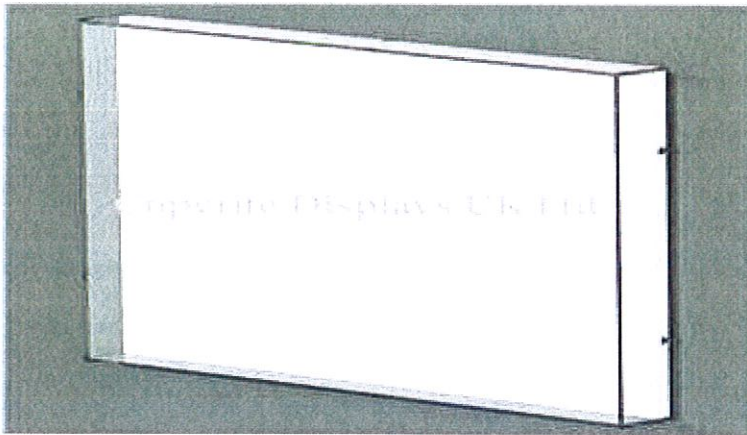
3. RECOMMENDATION

It is recommended that the Committee agrees to purchase of the cabinet.

4. FINANCIAL IMPLICATIONS

The cost is £50.20.

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- Can be mounted in either Landscape or Portrait Format
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WM3	300	300	75	3	10	£37.99
WM4	350	350	100	3	10	£43.00
WM5	400	400	100	3	10	£50.20
WM6	450	450	100	3	10	£58.85
WM7	500	300	100	3	10	£47.45
WM8	500	500	100	5	10	£68.10
WM9	600	400	100	5	10	£66.95
WM10	600	600	100	5	10	£82.25
WM11	700	500	100	5	10	£81.30
WM12	700	700	100	5	10	£95.55
WM13	800	500	100	5	10	£92.70
WM14	800	600	100	5	10	£96.50
WM15	900	600	100	5	10	£111.15
WM16	800	800	100	5	10	£124.55

<u>AGENDA ITEM</u>	18
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	Proposals to increase Civic Centre revenue

1. INTRODUCTION

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

2. INFORMATION

The proposal is to consider ways to increase Civic Centre revenue.

3. RECOMMENDATION

For Committee members to give their ideas for ways to increase Civic Centre revenue.

4. FINANCIAL IMPLICATIONS

Unknown.

<u>AGENDA ITEM</u>	19
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	To ratify new operating system for Civic Centre automatic front door

1. INTRODUCTION

When the service was carried out to the automatic front door in March by Thomas Doors, they advised us that work needed to be carried out to bring the door to current standards and a quotation was submitted. I took this to Committee in April and was asked to get additional quotations.

2. INFORMATION

Companies would only quote for the work if they carried out a service at the same time, so it was agreed to get one further quote with the cheapest service cost being £95 from G&T Doors.

A much fuller report than the initial one in March was obtained which stated that the door 'does not comply to BS7036/EN16005 Safety at Powered door regulations' and 'the door presents an unacceptable Personal Injury Risk' and should be switched off until a battery unit is fitted. The report also said that the current glass screen is not adequate to prevent finger entrapment.

The initial quotation was from Thomas Doors for £2,850 plus VAT to remove the faulty entromatic sliding door operator and supply and install a new STA 20 retro fit sliding door operator

G&T Doors submitted a quotation giving two options. Option 1 was to fit a battery back-up only so will also need a pocket screen to prevent finger entrapment as the current glass screen does not meet regulations for £2,180 plus VAT. Option 2 was to replace the complete system and included a rear edge safety sensor which eliminates the need for a pocket screen for £3,085 plus VAT. The existing glass screen we have can therefore remain in situ.

In view of the urgency of the work and the fact that in accordance with Financial Regulation 4.5 I can only authorise works in cases of extreme risk of up to £2,000, I emailed Councillors requesting agreement to go with my recommendation of option 2. This option seemed more sensible as it would give us an up-to-date new operating system. I received a majority positive response and therefore instructed G&T Doors to carry out the work.

3. RECOMMENDATION

It is therefore recommended for the Committee to ratify the work in the sum of £3,085 plus VAT.

4. FINANCIAL IMPLICATIONS

We have a budget of £3,500 for internal/external works for the Civic Centre and also have an earmarked reserve of £17,500 for Civic Centre maintenance. As we are at an early stage of the financial year, I would recommend using the funds from the earmarked reserve, but this can be altered at a later stage if we have remaining funds in the Civic Centre budget.

<u>AGENDA ITEM</u>	20
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	23rd September 2019
<u>SUBJECT</u>	Future Events

1. INTRODUCTION

The events working group met on Thursday 5th September to discuss future events that the Town Council would like to take forward.

2. INFORMATION

I have attached a copy of the minutes of the meeting for the Committee to note. The proposed suggestions in the minutes and below need to be agreed at this meeting.

Race Night – The working group agreed that the Race Night would be run in conjunction with the Telscombe Residents Association (TRA) and noted that the TRA had made arrangements with 7 out of the 9 sponsors confirmed. It is suggested that proceeds be split 50/50. A compere and someone to run the races needs to be confirmed.

Kids Christmas Party – Ideas on how to proceed with this particular event revolved around arts and crafts with tables/stations around the Council Chamber for children and their parents to use, Father Christmas being in attendance and an entry fee cost of approximately £3-£3.50. Cllr Robinson suggested a Councillor from Peacehaven Town Council may be able to assist as Father Christmas, who is DBS checked.

Christmas Morning - The Town Council have previously held a Christmas morning event at the Civic Centre from 10am to midday to offer a breakfast of bacon sandwiches and hot beverages to those residents who may otherwise be alone on Christmas Day. If it is to take place volunteers are needed to be on site to open up, make teas, cook the food (food hygiene certificate is required), clear up and lock up.

The Dog Show event took place Sunday 15th September. Debrief at the next working group.

3. RECOMMENDATION

That the Committee note the minutes from the working group and agree the recommendations and that they consider and agree the above suggestions and other proposed future events.

4. FINANCIAL IMPLICATIONS

We have a budget of £4,600 for town entertainment.

Minutes of a meeting of the **Events Working Group (Working Group of Amenities & Civic Centre Committee)** on **Thursday 5th September 2019** in Telscombe Civic Centre at 3.00pm.

PRESENT: Cllr L Mills, Cllr I Sharkey, Cllr. C Robinson, A resident

Also Present: Bianca Buss, Amenities Officer (minutes) and Diana Joel, Admin Assistant

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr O'Connor and the Town Clerk who were both on leave and these were accepted by the Working Group.

2. RACE NIGHT

There was discussion concerning the Telscombe Residents Association's request that the night is organised with them and proceeds are split in half. This was **agreed** by the Councillors present. Cllr Mills confirmed that the Residents Association had made arrangements already and have 7 out of the 9 sponsors confirmed. It was estimated that approximately 60-80 people would attend the Race Night. Cllr Robinson advised that she would confirm the agreement with the Residents Association at their meeting that evening and arrange a further meeting with them to discuss arrangements.

3. DOG SHOW

Cllr Mills thanked the Administration Assistant for all her hard work helping with the Dog Show and confirmed that Cllr Judd had donated a bottle of champagne to the raffle. The resident present also offered to donate a breakfast.

Cllr Mills confirmed that the following had volunteered to assist with the day – Cllr Clarkson, Cllr Harris, Cllr Judd, Cllr O'Connor, Cllr Sharkey and 2 residents but needed more help if possible. The Amenities Officer agreed to help on the day. The Amenities Officer also highlighted that volunteers would be needed the day before with mapping out the area and potentially on the Monday morning with litter picking if the light makes it difficult to do so that evening after the show had finished. It was **agreed** that the Administration Assistant would write to those Councillors unable to help on the Sunday to see if they could assist with the actions needed on the Saturday and/or Monday morning.

There was some conversation in relation to finalising the arrangements. Cllr Robinson confirmed she would ask the Local MP to attend and Cllr Sharkey suggested that other local Mayors are also invited. Cllr Mills confirmed she would like to buy a small present to give to the judge who had agreed to work free of charge and is also making arrangements with the local fire station to attend and a local photographer to take some pictures.

4. MACMILLAN COFFEE MORNING

The Amenities Officer confirmed that the Breast Cancer Support Group will be making teas and coffees as in previous years. Cllr Mills asked if there would be stalls and the Amenities Officer reported that there would be, but that they had not been advertised as yet.

5. KIDS CHRISTMAS PARTY

The working group discussed how they would like the event to be arranged and it was agreed that Father Christmas would attend, alongside craft tables for children and their parents to visit. Examples included making reindeer food, colouring, popcorn garlands and hot chocolate cones. Cllr Robinson noted that Father Christmas will need to be DBS checked. Pricing was discussed with a £3-£3.50 entrance fee per child which included a small present from Father Christmas and crafts. Cllr Mills suggested a Christmas bauble and the children can have their name written on it afterwards.

6. AOB

It was agreed to discuss the Arts & Poetry Event, Sussex Fare and the Kids Halloween Party at the next Working Group meeting, to be arranged following the Macmillan Coffee Morning.