



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

20th January 2020

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 27th January 2020** 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 25th November 2019
- *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 30th December 2019 – *attached*
7. To consider Community Garden in Chatsworth Park – *see attached*
8. To consider investigating sites for allotments – *see attached*
9. To consider additional Forest School sessions in Chatsworth Park – *see attached*
10. To consider working with Greenhavens – *see attached*
11. To consider the draft policy for Memorials – *see attached*
12. To consider 5 Elm trees from SDNPA for Chatsworth Park – *see attached*
13. To agree annual play area inspections – *see attached*
14. To consider placing bench on grass verge in East Saltdean – *see attached*
15. To agree estimate for new Mayor's board – *see attached*
16. To consider disposal of pool table – *see attached*
17. To agree estimate for replacement reception window – *see attached*
18. To consider amended draft Smoking Policy – *see attached*
19. To consider renewal of Gas Service Contract – *see attached*
20. To consider purchase of a card payment reader machine – *see attached*
21. Future events – *see attached*
22. 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 – 23rd March 2020



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 25th November 2019** in Telscombe Civic Centre at 7.30 pm.

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

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

Cllr Gallagher welcomed everyone to the meeting and highlighted the current concerns within the news that Carbon Dioxide levels are extremely high. Cllr Gallagher declared that the Council are highlighting the importance of clear air and the wellbeing of the inhabitants. It is the Committee's plan to promote the trees and general greenery to reduce air pollution as well as increasing the health and wellbeing of all residents in the area today.

1219. PUBLIC QUESTION TIME

There were no questions from the public present.

1220. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley who had work commitments and Cllr Harris for medical reasons and these reasons were accepted by the Committee.

1221. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

1222. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 23rd SEPTEMBER 2019

Cllr O'Connor asked if a meeting had been arranged between Cllr Gallagher, Cllr Judd and the Town Clerk for increasing Civic Centre revenue. The Town Clerk confirmed this had not taken place as yet but will be arranged in the new year. It was proposed by Cllr O'Connor, seconded by Cllr Smith and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1223. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
1.4.19	Min 1165, p 2955 - Civic Centre security	SN	Quotations still awaited for reception alteration work – <i>no responses despite chasing.</i> Additional CCTV camera/monitor and door intercom work now complete.	No progress – suggest close-off.

TELSCOMBE TOWN COUNCIL



1223. To Receive Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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 South Playground or replacement with alternative equipment	BB	Sandpit removal now removed. New equipment to be ordered following site visit with Playdale on 11.12.19.	Jan 2020
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	Update placed on this agenda for discussion.	Jan 2020
23.9.19	Min 1202, p 3049 – To consider use of Chatsworth Park for a Forest School	BB	Overgrown land at Chatsworth Park was cleared by Develop Outdoors and a 1 day Forest School held on 1.11.19. Another two sessions to be held over Christmas – date to be confirmed. Develop Outdoors are due to send their report over soon and confirm Christmas dates.	Dec 2019
23.9.19	Min 1204, p 3051 – Income and Expenditure	SN	Cllr Gallagher queried if it would be economical to pay off Civic Centre loan early. Town Clerk attended SALC update day & this was a topic – they recommend letting loan's run their course as no advantage to paying off early.	Complete
23.9.19	Min 1206, p 3051 – To agree suggested tree works for properties bordering Chatsworth Park	BB	Trees to the border of Property A have been cut back. Bianca wrote to the residents of Property B to confirm no additional works will be done. Councillors due to undertake a walk in the park with Bianca - date to be confirmed following Full Council.	Dec 2019
23.9.19	Min 1209, p 3052 – To consider the Telscombe Residents Association's request for a replacement plaque at Chatsworth Park South Playground	BB	Bianca has ordered a plaque to be fitted by the caretaker.	Dec 2019
23.9.19	Min 1211, p 3053 – To consider outcomes from meeting between Cllr Gallagher and Amenities Officer	BB	Cllr Clarkson to head up Chatsworth Park Working Group.	Dec 2019

TELSCOMBE TOWN COUNCIL



1223. To Receive Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1212, p 3053 – To consider a café and toilets in Chatsworth Park	CC, BP & AS	A working group of Cllrs Clarkson, Page & Smith set up to investigate the possibility of a café and toilets in Chatsworth Park. Cllr Clarkson produced a scoping document and spoken with Chris Bibb, who will investigate details of service costs and funding, to be then taken back to the working party.	Dec 2019
23.9.19	Min 1213, p 3053 – To consider installation of cigarette disposal bin at front of Civic Centre	SN	It was agreed that a cigarette disposal bin be installed on the wall at the Civic Centre at a cost of approximately £30. Cllr Gallagher is concerned re health and safety issues.	January 2020
23.9.19	Min 1214, p 3053 – To consider display cabinet for Freeman of Telscombe's medals	SN	A display cabinet has been purchased and installed with the medals in the Council Chamber.	Completed.
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	It was agreed that Cllrs Gallagher, Judd and the Town Clerk arrange a meeting to explore potential schemes and bring back to the next Amenities Meeting for discussion.	March 2020

Forest School – The Amenities Officer reported that Develop Outdoors have informed her they have had to move the Christmas forest school to an indoor venue as they need some good shelter. They will be looking at February half term dates and an agenda item will be added to the next meeting alongside their report due from Halloween event.

Information Boards – Cllr Mills informed the Committee that a member of the Telscombe Residents Association was investigating prices for a potential information board.

1224. TO RECEIVE INCOME AND EXPENDITURE TO 30th SEPTEMBER 2019

It was unanimously **agreed** that the income and expenditure figures for Amenities of £15,333.00 expenditure and income of £927.00 and Civic Centre expenditure of £19,926.00 and income of £16,587.00 at 30th September 2019 be accepted as correct.

1225. TO CONSIDER ESTIMATES FOR TREE WORKS AT CHATSWORTH PARK AND THE COPSE

The report from the Amenities Officer was considered. It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the quotation from EH Treecare in the sum of £4,640 plus VAT be accepted and that the Amenities Officer submits a planning application for the removal of three Hawthorn trees in The Copse which are under a Tree Preservation Order.



TELSCOMBE TOWN COUNCIL

1226. TO CONSIDER ESTIMATES FOR REMOVAL OF PINE TREES BORDERING CHATSWORTH PARK SOUTH PLAYGROUND

There was much discussion concerning the Amenities Officers report in relation to the possible removal of pine trees bordering Chatsworth Park South playground, with more suitable alternatives being planted in their place. The Councillors all felt that the established trees should not be removed. Cllr Judd suggested moving some of the play equipment to an alternative area in the playground but the Town Clerk confirmed that this may not be possible due to the size of the equipment and it would incur a large expense for the Council to undertake such works. It was proposed by Cllr Judd, seconded by Cllr Smith and unanimously **RECOMMENDED** that the trees are not removed, a sign is placed on the fencing next to the trees to highlight the risk to playground users of falling pine cones and that the Amenities Officer investigates the possibility of adding nets to the bottom of these trees to bring back to a future Amenities meeting. Cllr Robinson asked the Amenities Officer to contact the Specialist Advisor of Arboriculture at Lewes District Council, requesting that he meet with the Amenities Officer and Councillors at the park to provide more information on what can be actioned by the Town Council and how to make the best out of this important amenity.

1227. TO CONSIDER A SOLITARY BEE NESTING SCHEME WITHIN CHATSWORTH PARK

Councillor Clarkson highlighted the importance of launching a scheme to build nest tubes for solitary bees within Chatsworth Park and suggested that the Council provide kits so that the local schools can be involved. The Town Clerk suggested that the Town Council run an event showing how to create the bee nesting tubes. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that this scheme is launched and that Cllr Clarkson is given delegated authority to spend a maximum of £300 to include the purchase of materials and advertising.

1228. TO CONSIDER REPLACEMENT CLIMBING NET AT CHATSWORTH PARK SOUTH PLAYGROUND

The Amenities Officer's report was considered by the Committee. Cllr Judd asked the Amenities Officer if she could make investigations if the steel core rope is resistant to the salt air with the companies quoted. It was proposed by Cllr O'Connor, seconded by Cllr Mills and unanimously **RECOMMENDED** that the quotation from Sutcliffe Play at a cost of £924 plus VAT be accepted, on condition that the steel core of the rope is resistant to the salt air as suggested by Cllr Judd.

1229. TO CONSIDER INSTALLATION OF BRICK BARBEQUE AREAS IN CHATSWORTH PARK

Cllr Clarkson requested the Committee consider adding two brick barbeque areas in Chatsworth Park, to be installed by May 2020. The proposed locations were provided via a map, highlighted at the north end of the field next to the car park. Cllr Judd also suggested the area near to the ball wall facing Kirby Drive, which he recommended following a walk some of the Councillors undertook with the Amenities Officer in the park the week before. Cllr Judd also suggested investigating prices for a bin to dispose of the barbeque items and Cllr Robinson requested that a sign is also included near to the barbeques to highlight the safety aspect of using these amenities. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that estimates are brought back to a future meeting for 3 barbeque areas to include brick structures, bins and signage.



TELSCOMBE TOWN COUNCIL

1230. TO CONSIDER SCHOOL/YOUTH EVENT TO BUILD NATURAL LEAN-TO SHELTERS IN CHATSWORTH PARK

Cllr Clarkson asked that the Committee consider organising a school/youth group event to build natural lean-to shelters in Chatsworth Park. He suggested an area of trees in the park running from Bridle Way to Ambleside Avenue. It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that this proposal is taken to the Chatsworth Park Working Party to investigate further, including contacting an expert in this field for their advice and what risks the Council would need to consider.

1231. MEMORIAL POLICY

The Committee discussed the Amenities Officer's report and it was proposed by Cllr Robinson, seconded by Cllr Smith and unanimously **RECOMMENDED** that the Amenities Officer bring this item back to a future meeting with bench styles and prices so it can be included in the draft policy, and that the Memorial Garden plaque price is raised to £15 from 1st April 2020 due to the high costs paid to keep the garden tended to.

1232. UPDATE ON NEW MAYOR'S BOARD

The Town Clerk's report was considered by the Committee. Cllr Sharkey advised that she may know someone who could hand paint a picture in the centre of the wooden board and it was suggested that the new board have a picture of the Civic Centre. It was proposed by Cllr Mills, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Town Clerk obtains a quotation for a similar board and a separate quotation for someone to hand paint a picture in the centre.

1233. FREEMAN OF TELSCOMBE'S MEDAL

The Committee discussed the Town Clerks report, which confirmed that a member of the public had asked if the Council would consider purchasing an additional Freeman of Telscombe medal to be included in the display case at the Telscombe Civic Centre, the original having been buried with the Freeman. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and **RECOMMENDED** that the Council do not purchase another medal as it was not in keeping with the original idea of the display. Cllr Gallagher abstained.

1234. FUTURE EVENTS

Children's Christmas party – as per the recommendation from the working party, this event had been cancelled due to problems securing entertainment.

Sussex Day Fayre – It was **agreed** to change the date for the Sussex Day Fayre to Sunday 14th June 2020 and to book the comper to secure availability.

Boozy Bingo – Cllr Robinson confirmed she had bought the wine for the Boozy Bingo event.

Councillors **agreed** for the purchase of a cut Christmas tree for display outside the Civic Centre.

TELSCOMBE TOWN COUNCIL



1235. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Smith provided an update to the Committee concerning the proposed café and toilets in Chatsworth Park. He confirmed that the Working Group had met with Chris Bibb from Lewes District Council, who had reported that the main expense of setting up a café would be the services, which alone could cost approximately £40,000 to £45,000. Proposed areas were highlighted at the top of Pigs Hill or at the north of the park near to the recent Forest School location. Cllr Smith advised that the next step would be to make a business case for the proposed café and toilets and to participate in soft market testing with local residents. Cllr Clarkson confirmed that we would also need to offer concessions with potential mobile coffee shops in the area to gauge interest and see if the market is there. Cllr Smith recommended that the Officers assist the Councillors with the next step and also asked for any other Councillors interested in joining the group. Cllr O'Connor offered to assist and it was **agreed** that Cllr's Clarkson, O'Connor, Page and Smith as a Working Group investigate this further along with the Amenities Officer and update the Committee with any future information.

Cllr Gallagher confirmed that alongside herself, Councillors Judd, Mills, Robinson and Sharkey had attended a walk in the park with the Amenities Officer. She was surprised to see how neglected some areas of the park were and was interested in getting a volunteer group together to assist with the maintenance of the park, including clearing a lot of the deadwood. Cllr Gallagher also highlighted her plan in finding cycle routes in the park and a potential natural BMX trail. This information will be taken forward to the Chatsworth Park Working Group, which will include several members of the public, for further investigation.

Cllr Clarkson asked the Amenities Officer if she had been able to investigate an email he had sent asking for a list of all Telscombe Town Council owned land, grid coordinates and maps. The Amenities Officer confirmed she had not looked at this as yet but will do so as soon as possible.

Cllr Robinson requested that the wooden board outside the front of the Civic Centre had something placed inside it, to be used as a general advertisement.

Cllr Robinson also asked which meeting to bring up dog fouling, as she would like to invite a member of Lewes District Council to one of our meetings to discuss how to implement the PSPO within our area. The Amenities Officer confirmed that after the Planning & Highways meeting, she discussed this with the Town Clerk and it was agreed to take this to Full Council as the dog fouling issue is something that sits within all three of our main Committee's.

Cllr Page asked if there was any progress with the painting of the boat outside the Civic Centre that he had mentioned at a meeting the previous week. The Town Clerk reported that there had been none to date and it would probably be better to do this when the weather improves.

There being no further business the meeting closed at 9.25pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 27th January 2019 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List for 27th January 2020

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
29.7.19	Min 1192, p 3016 – To consider request from TRA re information boards	SN	A member of the TRA is investigating prices for a potential information board. Update awaited from TRA.	Mar 2020
29.7.19	Min 1194, p 3017 – To consider repair to sandpit in Chatsworth Park South Playground or replacement with alternative equipment	BB	Sandpit now removed. New equipment to be ordered once plans finalised.	May 2020
23.9.19	Min 1202, p 3049 – To consider use of Chatsworth Park for a Forest School	BB	An agenda item has been added to this meeting.	Completed
23.9.19	Min 1209, p 3052 – To consider TRA's request for replacement plaque at Chatsworth Park South Playground	BB	Sleeper and plaque have been purchased and will be fitted shortly.	Mar 2020
23.9.19	Min 1211, p 3053 – To consider outcomes from meeting between Cllr Gallagher and Amenities Officer	BB	Cllr Clarkson to head up Chatsworth Park Working Group and confirm date/time.	Mar 2020
23.9.19	Min 1212, p 3053 – To consider a café and toilets in Chatsworth Park	CC, LOC, BP & AS	A working group of Cllr Clarkson, Page, Smith and O'Connor has been set up and enquires are ongoing.	Mar 2020
23.9.19	Min 1213, p 3053 – To consider installation of cigarette disposal bin at front of Civic Centre	SN	An agenda item has been added to this meeting.	Completed
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	It was agreed that Cllrs Gallagher, Judd and the Town Clerk arrange a meeting to explore potential schemes and bring back to a future meeting.	May 2020
25.11.19	Min 1225, p 3087 – To consider estimates for tree works at Chatsworth Park and The Copse	BB	Go ahead for Chatsworth Park works given. Planning App submitted to LDC for The Copse works – awaiting decision.	Mar 2020
25.11.19	Min 1226, p 3088 – To consider estimates for removal of pine trees bordering Chatsworth Park South playground	BB	Daniel Wynne from LDC recommended not placing sign on the fencing next to the pine trees & confirmed pine cones could be removed from branches overhanging play equipment. Estimates awaited.	Mar 2020

Agenda Item 5 - Amenities and Civic Centre Action List for 27th January 2020

25.11.19	Min 1227, p 3088 – To consider a solitary bee nesting scheme within Chatsworth Park	CC	Cllr Clarkson given delegated authority to spend max of £300 to include the purchase of materials and advertising.	Mar 2020
25.11.19	Min 1228, p 3088 – To consider replacement climbing net at Chatsworth Park South Playground	BB	Sutcliffe Play confirmed part due in week commencing 10 th February & fitted shortly after.	Mar 2020
25.11.19	Min 1229, p 3088 – To consider installation of brick barbeque areas in Chatsworth Park	BB	Builders contacted for quotes for 3 barbeques.	Mar 2020
25.11.19	Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park	CC	Proposal to be taken to the Chatsworth Park working party to investigate further.	May 2020
25.11.19	Min 1231, p 3089 – Memorial Policy	BB	An agenda item has been added to this meeting.	Completed
25.11.19	Min 1232, p 3089 – Update on new Mayor's board	SN	An agenda item has been added to this meeting.	Completed
25.11.19	Min 1235, p 3090 – Urgent Matters (TTC owned land)	BB	Bianca emailed Cllr Clarkson list of all TTC owned land, grid coordinates and maps.	Completed
25.11.19	Min 1235, p 3090 – Urgent Matters (wooden board outside Civic Centre)	SN	Cllr Robinson asked that wooden notice board is updated.	Completed
25.11.19	Min 1235, p 3090 – Urgent Matters (boat outside Civic Centre)	SN / BB	The boat to be re-painted once the weather improves.	May 2020

	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	Fireworks & Town Entertainment	56	1,578	4,600	3,022	3,022	34.3 %
4365	Entertainment consumables	0	5	200	195	195	2.5 %
4366	Wave Leisure	0	1,500	1,500	0	0	100.0 %
	Town Events :- Expenditure	56	3,083	6,300	3,217	0	48.9 %
1013	Income memory plaques	20	350	100	250		350.0 %
1054	Income entertainment	0	726	50	676		1451.0 %
	Town Events :- Income	20	1,076	150	926		717.0 %

201 Parks, Open Spaces/Playgrounds

4098	PlayEquipment Replacement – for ER	0	0	22,000	22,000	22,000	0.0 %
4100	Playgrounds Spare Parts	98	1,216	2,000	784	784	60.8 %
4101	Grounds Maintenance	560	11,661	22,100	10,439	10,439	52.8 %
4103	Playground Inspections	195	1,913	2,600	688	688	73.6 %
4328	Joint litter/dog bin emptying – inv due	0	0	2,200	2,200	2,200	0.0 %
	Parks, Open Spaces/Playgrounds :- Expenditure	853	14,790	50,900	36,110	0	29.1 %
1061	Income miscellaneous – ins claim sandpit	0	3,850	0	3,850		0.0 %
	Parks, Open Spaces/Playgrounds :- Income	0	3,850	0	3,850		

202 Amenities General

4351	Seats and Notice Boards	0	780	1,000	220	220	78.0 %
	Amenities General :- Expenditure	0	780	1,000	220	0	78.0 %

Amenities :- Expenditure	909	18,653	58,200	39,547
Income	20	4,926	150	4,776

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Civic Centre								
301	<u>Civic Building</u>							
4401	General Repairs	0	745	2,250	1,505		1,505	33.1 %
4402	Consumable Supplies	0	653	900	247		247	72.5 %
4403	Equipment Maintenance	0	1,131	1,900	769		769	59.5 %
4404	External/Internal Decorating	0	1,000	1,000	0		0	100.0 %
4406	Refuse collection	0	638	900	262		262	70.8 %
4407	Equipment	0	1,284	1,600	316		316	80.3 %
4411	Rates	1,187	10,678	14,500	3,822		3,822	73.6 %
4412	Water and Sewage – <i>pd for the year</i>	0	1,781	1,800	19		19	99.0 %
4413	Electricity	0	719	2,300	1,581		1,581	31.3 %
4414	Gas	72	1,116	2,000	884		884	55.8 %
4419	Internal/external works	0	3,085	3,500	415		415	88.1 %
	Civic Building :- Expenditure	1,259	22,830	32,650	9,820	0	9,820	69.9 %
1000	Income Civic Centre	3,913	24,041	35,000	-10,959			68.7 %
	Civic Building :- Income	3,913	24,041	35,000	-10,959			68.7 %
302	<u>Civic Building Loan</u>							
4060	Loan Accounts – <i>pd for the year</i>	0	10,203	10,250	47		47	99.5 %
	Civic Building Loan :- Expenditure	0	10,203	10,250	47	0	47	99.5 %
	Civic Centre :- Expenditure	1,259	33,033	42,900	9,867			
	Income	3,913	24,041	35,000	-10,959			

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To consider a community garden in Chatsworth Park

1. INTRODUCTION

In November 2019, I attended a 'walk in the park' with some of our Councillors from the Amenities & Civic Centre Committee around Chatsworth Park, The Copse and surrounding area. Cllr Gallagher is interested in placing a potential community garden to the north of Chatsworth Park, alongside Kirby Drive. Below is a map of the proposed location:



2. INFORMATION

Cllr Gallagher will provide more information at the meeting.

3. RECOMMENDATION

That the Committee decide if they would like to investigate the possibility of a Community Garden.

4. ENVIRONMENTAL IMPACT

A community garden will provide an excellent refuge for the local residents, encouraging care for our shared area alongside exercise benefits.

5. FINANCIAL IMPLICATIONS

Not known at this stage.

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To consider investigating sites for allotments

1. INTRODUCTION

In November 2019, I attended a 'walk in the park' with some of our Councillors from the Amenities & Civic Centre Committee around Chatsworth Park, The Copse and surrounding area. During this walk, there was discussion concerning allotments, as Telscombe Town Council do not provide plots to their residents.

2. INFORMATION

Section 23 of the Small Holdings Act 1908 confirms that Town Councils have a statutory duty to provide allotments if they believe there is demand. Telscombe Town Council do not currently have a list of interested parties – this was last held some time ago so the information has since been removed in accordance with GDPR. I have contacted Peacehaven Town Council who provide allotments and they have confirmed that they have 27 residents from Telscombe Town on their waiting list for an allotment.

Telscombe Town Council have investigated the possibility of allotments several times over the years. Most recently, an allotment working group was set up in 2015 to investigate potential sites, which were as follows:

- The field to the west of Warren Way behind Telscombe Cliffs playing fields. This location meant that being agricultural land, it did not require planning permission to change the use of land for allotment purposes. However, the South Downs National Park Authority did not want each plot to have individual sheds and advice from landscaping architects reported that the site was easily exposed to the weather and little could be grown without a windbreaker (e.g. hedge) at a high cost to the Council.
- A small piece of land by the Telscombe Cliffs playing fields, which was used by Lewes District Council for a recycling facility. This was eventually ruled out as an option by the District Council, who wished to continue using the land as a recycling area.
- There was also a third site, provided by Lewes District Council, which was land north of Ashington Gardens, Peacehaven. This was excluded as the area was, too close to residential properties and no car parking available.

At Full Council in May 2017, it was agreed to suspend the search for potential sites due to all sites being unsuitable.

The Council have an option to buy, lease or purchase land suitable for the use of allotments, but do not have any budget allowance.

3. RECOMMENDATION

That the Committee decide if they would like to revisit the search for allotment sites.

4. ENVIRONMENTAL IMPACT

Allotments provide users with health benefits such as exercise and mental well-being, as well as producing fresh seasonal produce

5. FINANCIAL IMPLICATIONS

There may be a financial cost if the Town Council wish to investigate this further via consultants.

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To consider use of Chatsworth Park for another Forest School session

1. INTRODUCTION

At the Amenities & Civic Centre meeting in September, the Committee agreed to three Forest School sessions run by Develop Outdoors CIC in Chatsworth Park; one over October half term and two over the Christmas period. It was also requested that feedback was provided to the Councillors on these sessions.

2. INFORMATION

Develop Outdoors CIC held one session in the October half term and a report is attached. Unfortunately they were unable to hold Forest School sessions over Christmas due to bad weather conditions.

Another Forest School session is proposed for February half term on Thursday 20th February 2020.

3. RECOMMENDATION

That an additional Forest School session is held over February half term by Develop Outdoors CIC and that a report is provided thereafter for the Committee to note.

4. ENVIRONMENTAL IMPACT

Forest Schools provide many health benefits to the attendees and encourage outdoor learning and skills.

5. FINANCIAL IMPLICATIONS

None.

Chatsworth Park Forest School

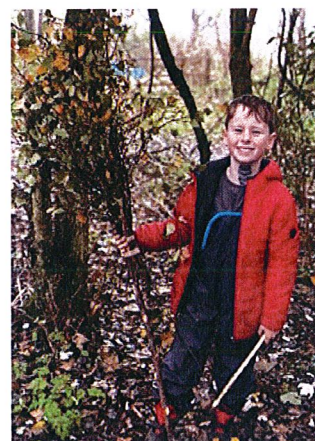
Friday 1st November 2019



Over the four and a half hour workshop which was based around Halloween the activities were linked into the children's playfulness, it created an immersive fun but also educational experience as planned.

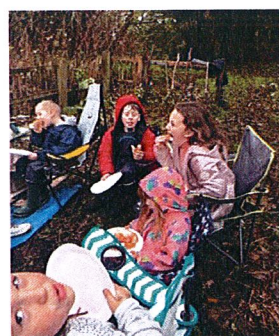
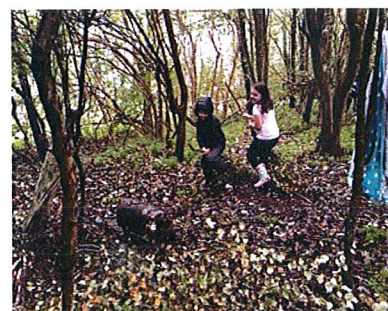


The group collected pine cones and used some we had previously gathered to create pine cone spiders. They sat on stumps and a tarp on the woodland floor, sheltered by the trees from the wind and rain. Bending pipe cleaners and shaping them for legs and sticking googly eyes on them. Everyone created a spider or two.



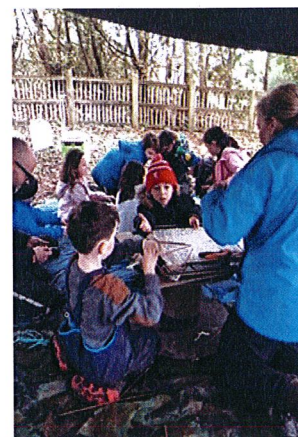
We then tried to name as many different types of spiders as we could, talked about what they eat, habitats countries they were from and for the little ones we sang a song and did the moves. We broke the groups down whilst some made Wands using Hazel, potato peelers and small craft knives to shape their sticks into wands others made Brooms from Birch Bush, which was sourced from another woodland. This involved gathering, wrapping trimming and tying the Birch bush to the Birch Branch to make the handle.

By this point some children were feeling the cold so we played a game on our brooms running around in the green open space to warm them up.



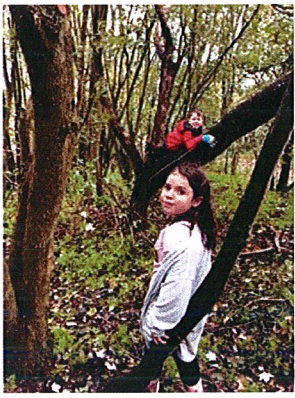
We cooked both meat and vegetarian sausages on the fire and ate hot dogs, warmed up homemade pumpkin soup which all the children tried and Roasted chestnuts and drank hot chocolate.

We put up a tarp shelter to try to keep the rain out and a bit of warmth in. We huddled together to complete the Lantern making workshop but the wind caused huge problems blowing material everywhere and at times made it impossible to do. We adapted our plan but the children loved the idea of using a technique called lashing which was demonstrated but due to time and weather it was impossible to do, so they used tape instead which was



easier and quicker. All the children got involved making their lantern frames and gluing the paper to form the sides.



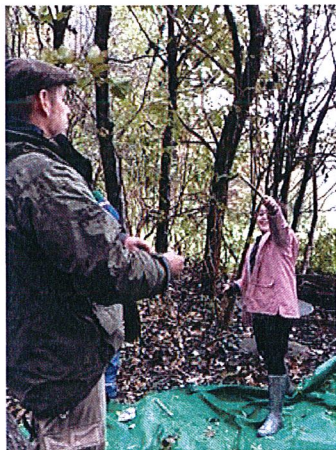


When they finished they were allowed to play freely within the boundary we set.

Some were keen to climb the trees others used their imaginations with the wands and brooms and some just sat by the fire.

To round the session off the children created a potion in a cauldron using fruit juices, spices and fruit all renamed in line with the Halloween theme,

taking it in turns to add things and stir the pot. They chanted a spell and then drank the juice. The fire was perfect now for each young person to come up and toast some marshmallows and put them between two biscuits and tell us what they enjoyed today.



We had over 30

people interested, 20 confirmed, 14 paid in advance and 16 attended. Those that were interested but didn't attend were either away on holiday or already doing something.

We gave 2 places away for free to children that were finding life difficult at the moment and would benefit from attending the session. We had 2 that had been diagnosed and on the SEN register, 2 looked after children and all participants were from Telscombe and Peacehaven addresses.

We had 5 staff and 3 volunteers this was to manage the toilet situation and to make sure the fire was always managed and kept alight. On reflection, with this number of participants, we could manage with 3 staff and 2 volunteers.

The staff were paid £100 each 6hrs work this includes the prep time, the resources they have collected or purchased for the workshop. I myself and another Leader didn't receive payment as we have a vested interest in making a success of this Forest school as we would like to run it on a bigger scale for a variety of ages throughout the year.

Forest Schools are expensive due to the amount of work and qualified staff needed. We should be charging £30 per head just to cover staffing but to make it affordable we did this at £20 per head. This has been subsidised through other income from Develop Outdoors term time work and Telscombe town council giving the venue for free.

If there were grants or funding available to support us to run this at the discounted rate of £20 per head and cover the 2 places given away to children that would benefit but not afford it, that would be amazing and maybe something you could help us to look for.

The only issue during Autumn/Winter months is the weather you can often cope with one element being bad but when you have cold, wind and rain it becomes very difficult and the children just freeze. Having a more solid shelter with a good canopy would make this possible. It was suggested that we find an indoor venue for the Christmas one that has an outdoor space to have a fire in. I am very much against this but due to little interest I have changed the venue to the scout hut on Arundel road for the Christmas one in the hope that people confirm.

We would be really happy to work with you in building a non-permanent frame that we could secure a canvas too, to provide better shelter and build a fence out of bush and branches to keep the dogs and wind out.

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To consider working with Greenhavens

1. INTRODUCTION

Greenhavens Network is an umbrella group of 97 green space community groups stretching from Seaford to Telscombe and includes Lewes groups. They also have a "Friends of Greenhavens Network" which are the landowners, Telscombe/Peacehaven/Newhaven/Seaford Town Councils and Lewes District Council. Karen Rigby-Faux, Secretary of Greenhavens, initially contacted Telscombe Town Council a year ago with the hope to bring the community groups and Town Councils together.

2. INFORMATION

The Greenhavens group have sent us through the following background information:-

'Greenhavens have been working with the South Downs National Park and now have some great baseline maps which have the usual designated green spaces, the highways verges and the ground maintenance contractors verges delineated on them. These can be downloaded for free off our website. We carried out a mapping exercise in spring this year with the community groups and intend to have another one on the 13th November. We want to capture the local knowledge of verges, pocket parks etc. that our members feel can be enhanced or that already have wildlife value. These data can subsequently feed into the professionals to map.

The intention is that once we have the biological record centre data and have incorporated the neighbourhood plan data we can then look at target areas and target species and support the groups to help with project delivery to link these green spaces up. This is easy to write in one line but as you will know with your own expertise is a huge piece of work. Thus we are currently working towards a lottery bid which will enable the project to move forward with designated staff and project delivery funds. Our host for the proposed funding application is SDNP.

Many of our groups are already doing lots of tree planting and wildflower planting across the Greenhavens and we want to not only support them and enable that to happen but also to focus the areas that have the most biodiversity gain. To that end, we are thinking that if you have our maps that could tell you where the services have already been checked and had been ground truthed for wildflowers and/or trees and what species. It would also give you a lot more buy in from the community as there will have been a consultation process with affected residents through our various community groups; in addition they can offer the practical support such as watering etc. if it fits in the jigsaw of the Greenhavens.'

We are a relatively small Council and currently do not have any volunteer groups set up. However, I have received contact from residents who would like to be involved in the upkeep of future wildflower verges and to become Tree Wardens. A meeting is due to take place on Wednesday 22nd January between Councillors, potential volunteers, the residents associations' and myself with the hope to bring a tree group to fruition.

Karen Rigby-Faux has previously introduced me to volunteers from nearby groups and the advice provided has been extremely helpful. If Telscombe Town Council are successful in bringing a volunteer group to work alongside us, then Greenhavens will be able to assist with the process and speed up investigations by bringing us in contact with other communities who can provide valuable advice.

3. RECOMMENDATION

That the Committee decide if Telscombe Town Council should work alongside Greenhavens Network generally and on certain projects.

4. ENVIRONMENTAL IMPACT

Greenhaven's community groups protect local green spaces for residents and their visitors.

5. FINANCIAL IMPLICATIONS

None.

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	Memorial Benches

1. INTRODUCTION

At the last Amenities & Civic Centre meeting, it was agreed that I would bring back potential bench styles and prices to this meeting, to be included in the draft Memorial policy to ensure a uniform appearance for memorial benches placed in Chatsworth Park.

2. INFORMATION

4 quotations are attached. None of the prices include installation (labour and materials) of the benches onto a concrete slab. Our Caretaker has quoted me £150 for this service and has previously undertaken this type of work for the Council. We would also need to put a plaque onto the benches, and the cost would vary depending on what type of plaque we agree to (either metal or plastic like the memory garden plaques).

I have listed below the price for a 5ft / 1.5 metre seat as follows:-

- Bromley teak seat from 'Earth Anchors' 1.5 metre seat at £202.50 + Delivery at £18.95 + VAT = **£265.74 cost of bench** + installation and plaque
- Classic hardwood oak bench from 'Classic Memorial Benches' 5ft bench at £495 + Delivery at £75 (prices include VAT) = **£570 cost of bench** + installation and plaque
- Eco Park Bench without arms from 'Garden Furniture Centre' 1.5 metre seat at £249.99 (including delivery) + VAT = **£299.99 cost of bench** + installation and plaque
- Recycled plastic memorial bench from 'NBB Recycled Furniture' 1500mm at £460 (including free delivery) + VAT = **£552 cost of bench** + installation and plaque

As highlighted in the draft policy, the bench would be maintained by the Town Council for a period of 10 years. Other Town Council's charge approximately £1,200-£1,500 for a new memorial bench package.

3. RECOMMENDATION

That the Committee decide what bench they would like to have included in the policy, before being taken to Full Council for adoption. I also recommend that the Committee

decide if they would like the price for the package to be included in the Policy and if so, at what cost.

4. ENVIRONMENTAL IMPACT

None – the provision of memorial benches is a minor activity.

5. FINANCIAL IMPLICATIONS

None – the full cost of memorial benches/plaques are paid by the applicant.



Bromley 1.3 metre seat (£190 + £225 if base required), 1.5 metre seat (£202.50 + £270 if base required) or 1.8 metre seat (£215 +£290 if base required) straight back (all prices exc VAT)

Quality, budget, all teak seat

Now available with an optional FastDek base - made from Forest-Saver recycled plastic material (Faster, cheaper and better for the environment than traditional concrete bases) and secured permanently into the ground using our Rootfast anchors.

- Traditional timber seat design
- Teak construction throughout
- Made from quality teak sections
- 1300mm, 1500mm or 1800mm long
- Supplied fully assembled
- Memorial options available - see options
- Optional ground fixings - Rootfast anchor kits, bolt down kits for concrete/paving slabs/tarmac or bolt down kits for concrete/paving slabs/tarmac with extra security armourings to protect against tampering of bolts.
- Our Rootfast anchor kits are the most popular ground fixing (see installation instructions under Installations tab above) as it allows you to fix the base into earth/soft surface, permanently, without the need for concrete. For your first seat you will require an EA102 kit that includes reusable installation tools - see picture below, any further seats you only require the EA101 kit which does not have tools. Order the EA 103 kit for bolting down to a hard surface like concrete or the EA107 kit for paving slabs and EA108 for tarmac. All our bolt down kits now have optional security armourings for preventing bolts being undone.



ClassicMemorialBenches.co.uk

The 'Classic One' is the archetypal hardwood bench.

For our sturdy design we like to use more generous timber sections than are normally seen on a bench of this type.

We use 1¼" x 3¾" (32 x 95mm) timbers for those chunky seat slats and the arms and legs are made from 3" (80mm) stock. These details ensure a lifetime of active service.

Starting at £365.00 incl. VAT for the 4ft version, our regular Classic I is available in 4, 5, 6 and 7ft sizes. It's also available as a chair.

We manufacture the Classic I bench in both oak and iroko hardwood.

	Iroko	Solid Prime Oak
4ft	365	395
5ft	455	495
6ft	545	610

www.classicmemorialbenches.co.uk



- Purified and recycled plastic is used to manufacture all our Eco Park Benches.
- The raw materials that we used for eco-friendly recycled plastic furniture are PE (Polyethylene) + PP (Polypropylene).
- They are 100% recyclable. Our products are made of 100% recycled plastics; and it contains NO wood powder.
- Finished to look exactly like real wood.
- The contemporary design is really comfortable and the moulded finish is unaffected by the elements all year round.
- The wood-grain effect of the finish is further highlighted with a slightly darker wash on many models.
- A Free Anchor Kit with every purchase.
- The synthetic finish is virtually maintenance free and takes literally minutes to wipe down and clean.
- The vibrant colours won't fade over time and this is helped by the addition of UV Stabilisers.
- They are flat-packed with instructions and are simple to assemble with heavy duty bolts.

How are they made?

- The raw recycled plastic is purified to remove harmful chemicals and impurities.
- The UV Stabilisers and colour pigment are added.
- This mix is fed into the mould that represents the various parts of the final piece.
- Imperfections are removed and the grain is depicted with deeper colour.
- The completed pieces are boxed up ready for export.

One piece bench stand for easy installation for permanent fixing.

1.3m £199.99

1.5m £249.99

1.8m £299.99

Prices exc VAT

<https://www.gardenfurniturecentre.co.uk>



- Made from 100% recycled plastic
- Does not splinter & resistant to insects & bacteria
- Strong, durable and wear resistant
- Resistant to the elements and chemicals and will not rot
- Will not break, even in extremely hot or cold conditions
- Choose from black or brown
- Depth from leg to end of seat 570mm
- Completely maintenance free and built to last
- Engraved plaques available in a choice of either silver or brass material, size: 200 x 50mm
- Wording up to 100 characters, maximum of 4 lines
- Silver plaque manufactured from anodised aluminium with a satin silver finish
- Free Delivery to all UK Mainland* addresses

1500 x 440 (seat) x 870mm Brass or Silver Plaque £460 exc VAT

<https://www.recycledfurniture.co.uk>

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To consider 5 Elm Trees from SDNPA for Chatsworth Park

1. INTRODUCTION

Cllr Gallagher has managed to obtain 5 free Elm trees from the South Downs National Park Authority (SDNPA). The SDNPA are encouraging Elm Trees back to the Downs with a tree planting project and have supplied over 600 Elms to communities and landowners to date.

Elm Trees can grow to 30 metres and can live for more than 100 years.

2. INFORMATION

Cllr Gallagher has suggested that they are planted in Chatsworth Park. We would need approval from the Tree Specialist at Lewes District Council before we finalise any tree planting exercise.

We also have several residents interested in becoming tree wardens and this might make a good community project to bring forward.

3. RECOMMENDATION

That the Committee decide if they would like to plant 5 Elm trees in Chatsworth Park and if so, the areas for planting. This will then need taking to Lewes District Council for their comments.

4. ENVIRONMENTAL IMPACT

Many birds and small mammals eat the elm seeds and the leaves provide food for moths. Caterpillars of the white letter hairstreak butterfly feed on these trees, with this species declining dramatically since the reduction of Elm trees.

5. FINANCIAL IMPLICATIONS

Costs associated with planting the trees are not known at this stage.

<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To agree annual playground area inspections

1. INTRODUCTION

Annual play area inspections need to be carried out. In the past we have organised these with Lewes District Council (LDC) and they have always proved the most competitive.

2. INFORMATION

LDC recently contacted me with costings and needed a response by 17th January. I therefore contacted the Committee Chairman and Vice Chairman, Cllrs Gallagher and Mills and they agreed that the following be carried out:-

Main inspection £52.50 per site x 3 = £157.50

DDA (disability discrimination act) inspection £9.95 per site x 3 = £29.85

Play value inspection £9.95 per site x 3 = £29.85

Life expectancy inspection £4.95 per site x 3 = £14.85

I therefore instructed LDC accordingly.

3. RECOMMENDATION

It is recommended to ratify that the above inspections be carried out at a total cost of £232.05.

4. FINANCIAL IMPLICATIONS

We have a budget to cover the cost.

<u>AGENDA ITEM</u>	14
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	Request to place a bench on the grass verge outside Homeridge House, East Saltdean

1. INTRODUCTION

In September, I met with Cllr Gallagher concerning some items she wanted to bring forward, one of which was on behalf of the Saltdean Residents Association (SRA).

The SRA wanted to place a bench on either end of the long grass verge at Crowborough Road behind Homeridge House and requested that Telscombe Town Council pay for one and the SRA for the other.

2. INFORMATION

I initially contacted East Sussex Highways (ESH) who own the land, due to the proposed benches being placed on a grass verge. ESH confirmed that for each bench, a licence will be required to erect a structure on the highway payable at £57.20 and a licence for consent to make an excavation in the street at a cost of £380, totalling **£437.20** per bench including VAT.

Cllr Gallagher has investigated options and has suggested a Balmoral 5ft Teak Park Bench for **£299 plus £30 for delivery** (VAT included) per bench (picture below).



I have contacted an East Sussex Highways preferred contractor and requested a quotation for installation of a bench on the highway and hope to have a response before the Amenities & Civic Centre meeting.

3. RECOMMENDATION

That the Committee consider the request.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

The cost per bench is £766.20 (licences and supply) plus the additional cost for installation (to be confirmed).

The only budget for seats/benches lies with the Amenities Committee. The cost for bench purchase and installation is usually a lot less as they have been placed within Chatsworth Park.

As this request is for a bench to be installed on the highway, there is the additional cost of the licences of £437.20. The Planning & Highways Committee does not have a budget for seats.

The Amenities Committee budget for seats also includes notice boards and the 2019-20 budget has been used up. The new budget for 2020-21 is £1,500.

<u>AGENDA ITEM</u>	15
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To agree estimate for new Mayor's board

1. INTRODUCTION

It was agreed at the meeting on 25th November to obtain quotations for a replacement wooden board, the same as the existing one.

2. INFORMATION

Estimates were sought for a replacement board and 2 have now been received for a like for like board with the writing 'Telscombe Town Council' at the top and 'Mayors' lower down as follows:-

Greenbarns Ltd	£1,904.11 plus VAT
McQuillan Signs	£1,130.00 plus VAT

Regarding the central picture that was hand painted on the current board, both board suppliers have confirmed they cannot do this. It was agreed at the last meeting that a picture of the Civic Centre should be inserted and the Mayor advised she may know of someone who could do this. At this stage we only have estimates for a new board and estimates for hand painting of the Civic Centre picture will be obtained and brought back to a future meeting.

3. RECOMMENDATION

It is recommended that the estimate from McQuillan Signs in the sum of £1,130 plus VAT be accepted.

4. ENVIRONMENTAL IMPACT

n/a.

5. FINANCIAL IMPLICATIONS

We have a remaining budget under general repairs of £1,500 and I suggest this is used.



Greenbarnes Ltd.

Karen Shaddick
Senior Admin Assistant
Telscombe Town Council
360 South Coast Road
Telscombe Cliffs
BN10 7ES

QUOTATION

Ref No. 22804/1
Dated 17/12/2019
Contact Karen Shaddick
Tel 01273 589777
Fax
Mobile

Dear Karen

Further to your enquiry, please find below details of our quotation for supply of the honours board required. Please refer to the foot of the main quotation for details including costs of available options and variations.

Re : Bespoke honours board in beech

Item	Qty	Ref Code	Description	Unit Price	Total
A	1	ITEM	Bespoke, round-topped honours board in clear lacquered beech, 610mm wide x 1220mm high, constructed in beech-veneered mdf with solid beech lippings and detailing to match existing board as closely as possible.	£1,080.00	£1,080.00
B	1	ITEM	Hand-painted lettering in gold leaf with black shadow (closest match to existing board) TELSCOMBE TOWN COUNCIL (curved) MAYORS	£790.50	£790.50
C	1	DELALL	Carriage all items	£33.61	£33.61
				Sub Total	£1,904.11
				VAT	£380.82
				TOTAL	£2,284.93

Terms:

Payment: Net 30 days

Payment Methods Accepted By:

Cheques: Made payable to Greenbarnes Ltd

BACS: Metro Bank, Sort Code 23-05-80. Account No 26585244

Credit/Debit Cards accepted

VAT is charged at 20%.

Delivery: Currently expected approx 5 to 6 weeks from receipt of order.

This quotation is valid for 30 days from the date of this document.

Details and sizes as per catalogue.

Installation not included.

Greenbarnes Ltd. , Unit 7 Barrington Court , Ward Road , Buckingham Road Ind Est , BRACKLEY , Northamptonshire , NN13 7LE

Telephone : 01280 701093 Fax: 01280 702843 Web: www.greenbarnes.co.uk Email: mike@greenbarnes.co.uk

Registration No: 2158191 VAT NO: GB 623 7575 28

**Line item prices exclude VAT
E & OE**

OPTIONS(ex VAT):

Alternative hand-painted heading using non-tarnish gold paint with black shadow £398.16

Alternative computer-cut vinyl heading with black shadow £131.78

Name/date lines (added whilst board is in production):

Hand-painted in black £7.30 per character or in computer-cut vinyl £14.68 per inscription (for 1 - 5 inscriptions)

To order, simply ring, fax or email quoting the reference number at top of this document. Alternatively, if you need clarification, or would like to discuss or amend your requirements, please do not hesitate to contact our sales team on 01280 701093 or sales@greenbarnes.co.uk.

Yours sincerely ,

A handwritten signature in black ink, appearing to read 'Michael Barnes', with a stylized flourish at the end.

Michael Barnes

From: Richard McQuillan <mcquillansigns@gmail.com>
Sent: 04 December 2019 15:20
To: TTC Reception <reception@telscombetowncouncil.org.uk>
Subject: Re: FW: NEW MAYORS BOARD

Hi Karen

To supply; 1 off Oak-veneered 13 mm mdf board, in 2 layers with 10 mm mdf to rear and Beach Trim all around, then varnished as per spec. to overall approximate size of 4 foot x 2 foot = **£395.00**.

To include lettering;

It was 100% handwritten with gold leaf last time. It makes a difference to the quote which you'd prefer, although it would most definitely look better done the same as last time (presuming the person who is doing the artwork part is painting it by hand?) so my quote is as follows:

To do handwritten using gold leaf for the main lettering and black enamel for the shadow (altogether with the new sign board as well) = **£735.00**

To do in self-adhesive vinyl for the main lettering and shadow (altogether with the new sign board as well) = £535.00

I trust these meet with your approval and I look forward to hearing from you.

Kind Regards

Richard McQuillan

McQuillan Signs, Peacehaven

<u>AGENDA ITEM</u>	16
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk & RFO
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To consider disposal of pool table

1. INTRODUCTION

Several years ago we used to host a monthly children's film morning on a Saturday morning and we also put on other activities for the children including table tennis, pool and air hockey.

2. INFORMATION

We gave the table tennis table away, but the pool table that we purchased has been sitting untouched under the stairs at the Civic Centre for several years. It is taking up valuable storage space.

3. RECOMMENDATION

It is recommended that we consider disposal of the table and whether we give it away to a worthy organisation/group or ask for a donation.

4. FINANCIAL IMPLICATIONS

It is listed on the asset register at its original purchase price of £791.

<u>AGENDA ITEM</u>	17
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk/RFO
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To consider estimates for replacement reception window

1. INTRODUCTION

In March last year, security at the Civic Centre was reviewed following an incident with an intruder.

2. INFORMATION

As part of the review, keypad locks were fitted to all rooms that are hired out and to the 2 corridors upstairs so that these areas could be kept locked when no hirers are in the building. Double wooden doors to the reception area from the entrance foyer were removed and a security mirror was fitted to aid reception staff seeing who was entering the building and an additional CCTV camera was installed covering the front door.

As part of the review, it was also agreed to get quotations to alter the reception area by moving the wall out further and having glass sides all round. Unfortunately, despite contacting numerous builders, of those that did come to measure up, no quotations were received.

I have now therefore obtained quotations for replacement of the reception glass window. The current sliding panel has gaps either side and with the double doors to the entrance foyer removed, there is a cold draft that blows through the gaps and reception staff get cold. There is also a security aspect to the glass being replaced.

I have managed to obtain 2 quotations for replacement with double glazed units, 2 fixed and one opening with a lock and key as follows:-

The Window Workshop	£856.05 plus VAT (attached)
Secure Windows	£738.72 plus VAT (attached)

3. RECOMMENDATION

It is recommended to accept the quotation from Secure Windows in the sum of £738.72 plus VAT.

4. FINANCIAL IMPLICATIONS

We currently have £1,500 available in the general repairs budget for the Civic Centre.

The Window Workshop (Sussex) Ltd
 Unit 1, Bolney Avenue (north)
 Peacehaven, East Sussex
 BN10 8HF
 01273 589066 / 07702175116
 www.thewindowworkshopsussex.co.uk
 info@thewindowworkshopsussex.co.uk
 VAT Number - 730136768

Telscombe Town Council / Telscombe
 Town Council
 360 South Coast Road
 Telscombe Cliffs
 East Sussex
 BN10 7ES
 enquiries@telscombetowncouncil.gov.uk
 01273589777

Telscombe Town Council - Office Screen

Description	Price	Quantity	Total
(Option 1) Supply and Installation of White uPVC Patio Door Set - 1 x 3 Pane Internal office screen Toughened clear double glazed			
As per attached drawings and quotation All descriptions and attached drawings are viewed from outside, looking in			
Installation of Window and Doors carried out by our MTC qualified installers, price includes -			
* Initial Site survey by our MTC surveyor	£856.05	1	£856.05
* Installation from a MTC qualified installer			
* All trims, fixings and consumables used included			
* FENSA certification including a 10 year insurance backed guarantee included (Outside buildings from main property won't require FENSA certification)			
* All making good and existing frames and rubbish removed and disposed of away from site			
(admin use only) FENSA - Certification Required? no			
		Subtotal	£856.05
		VAT (20 %)	£171.21
		Total	£1,027.26

OPTION 1	Price	Difference (Ex. VAT)
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QUOTE

QUOTATION PREPARED BY
The Window Workshop
 Unit 1
 Bolney Avenue North
 Peacehaven
 East Sussex
 BN10 8HF

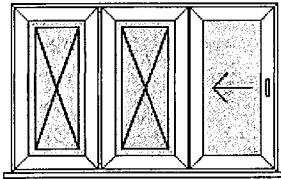
QUOTATION PREPARED FOR

Telsombe Town Council

Quotation for: Telsombe Town Council

Date: 12 December 2019

Ref: Install



QTY : 1
 SIZE : 1765 x 1133
 COLOUR : WHITE
 LOCATION :
 WER :

Quotes valid for 30 days

For our installation service carried out by MTC qualified installers, price would include -
 * Initial Site survey by our MTC surveyor
 * Installation from a MTC qualified installer
 * All trims, fixings and consumables used included
 * FENSA certification including a 10 year insurance backed guarantee included
 (Outside buildings from main property won't require FENSA certification)
 * All making good and existing frames and rubbish removed and disposed of away from site

Terms and conditions are linked here - <http://thewindowworkshopsussex.co.uk/terms> Acceptance of this quote is also accepting all terms and conditions linked. All goods remain the property of The Window Workshop Sussex Ltd until invoices are settled and paid in full.

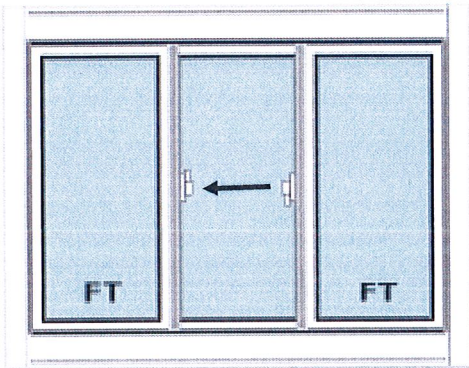
Payment terms on acceptance of quotation -

Installation jobs require 50% deposit on order with 50% final payment upon completion.
 For jobs requiring stage phases would require - 50% deposit on order with each phase, 50% payment on completion of each phase
 Supply only jobs require 50% payment on order with 50% payment before pickup/delivery

NETT PRICE **£856.05**

VAT @ 20% **£171.20**

TOTAL PRICE **£1,027.25**

2 Track, 3 Panel Horizontal Slider		ITEM 1
Equal Splits		
Height: 1130mm		** Centre Slider comes with a lock with key **
Style #31	Width: 1770mm	
Location	Office	
System	Heavy Duty; Reveal Fix, No Subframe N/A	
Glass	Double Glazed 4mm Toughened.	
Colour	HIPCA White	
RAL Number	9910	
Gloss Level	Semi Gloss	
		<u>TOTAL Supply & Fit</u>
		NETT £ 738.72
		VAT 20% £ 147.74
		TOTAL £ 886.46

*subject to terms & conditions.



smart



Phone: 01273 585692
Fax: 01273 586643
E-mail: securewindows@btconnect.com
www.securewindowsussex.co.uk

V.A.T No 133 3665 25

296 South Coast Road
Peacehaven
East Sussex
BN10 7PL

FTAO: Karen
Telscombe Town Council
360 South Coast Road



Upvc | Aluminium | Windows | Doors | Bifolds | Conservatories

Tel: 01273 585692

Supply & Fit
17th December 2019

Double glazed option

To Karen
Please find below your Supply & Fit quotation

Frames and installation are guaranteed for 10 years. A 25% deposit is required with the order. The balance is due on completion.

Secure Windows are Fensa registered and a member of Checktrade and buy with confidence. All our staff are CRB checked and our installation team are all MTC qualified.

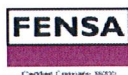
We are now arranging installations for January.
Quotes are valid for 60 days.

If you would like to proceed with the work or have any questions, please call the office on 01273 585692.

Kind Regards

Joe Gordon

*subject to terms & conditions.



Phone: 01273 585692
Fax: 01273 586643
E-mail: securewindows@btconnect.com
www.securewindowssussex.co.uk

V.A.T No 133 3665 25

298 South Coast Road
Peacehaven
East Sussex
BN10 7PL

<u>AGENDA ITEM</u>	18
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk & RFO
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To consider amended draft Smoking Policy

1. INTRODUCTION

We have a standard Smoke Free Policy in place that was taken from the official Smoke Free website and it is refreshed every 3 years.

2. INFORMATION

Renewal isn't due until February 2021, but the Chairman of the Committee has asked for some amendments to the Policy.

The amendments follow consideration and agreement at our meeting in September (min 1213, p 3053) for a cigarette disposal bin at the front of the Civic Centre.

I have looked into this further and when the laws were introduced, we removed a cigarette disposal bin that was sited on the patio at the Civic Centre. We also agreed to add into our terms of hire for the Centre a Smoking Policy Clause which reads as follows:-

'In line with current legislation, Telscombe Town Council does not allow smoking in its premises, at the front door or in the curtilage of the building, including the garden/patio and car park.'

In view of the circumstances, it is felt that the above paragraph should be added to our Smoke Free Policy – draft attached.

To date I have not purchased the cigarette disposal bin and if we put one anywhere at the Civic Centre, it would contravene our previously agreed Policy. Also, if one was put anywhere along the front or side of the building, smokers would congregate there and visitors to the Centre as well as staff could be exposed to second-hand smoke.

3. RECOMMENDATION

It is recommended that the amended draft Smoke Free Policy be agreed and taken to full Council in March for adoption. It is also recommended that we do not proceed with purchase and installation of a cigarette disposal bin anywhere at the Civic Centre.

4. FINANCIAL IMPLICATIONS

None.

TELSCOMBE TOWN COUNCIL



Smoke Free Policy

1. Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

2. Policy

It is the policy of Telscombe Town Council that all our workplaces are smokefree, and all employees have a right to work in a smokefree environment. The policy shall come into effect on Sunday, 1 July 2007 when England becomes smoke free by law. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. In addition, Telscombe Town Council does not allow smoking at the front door or in the curtilage of the building, including the garden/patio and car park. This policy applies to all employees, consultants, contractors, customers or members, visitors and hirers.

3. Implementation

Overall responsibility for policy implementation and review rests with the Town Clerk. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

4. Non-compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

5. Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit www.nhs.co.uk/gosmokefree or call the NHS Smoking Helpline on 0300 123 1044 for details.

Signed _____

Date _____

On behalf of Telscombe Town Council

<u>AGENDA ITEM</u>	19
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk & RFO
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To consider renewal of gas boiler service contract

1. INTRODUCTION

We have had a service contract in place with British Gas for the last 2 years.

2. INFORMATION

The contract gives us 24 hour callout 7 days a week and covers our 2 boilers and the central heating system and includes an annual service, parts and labour.

The contract ends on 13th February. I have chased British Gas and am awaiting the renewal paperwork, but for information the cost last year was £860.05 plus VAT for the year.

3. RECOMMENDATION

As long as there is not a dramatic increase in the annual cost, I would suggest a cap at £900, it is recommended that we renew the contract.

4. FINANCIAL IMPLICATIONS

We have budgeted for the service.

<u>AGENDA ITEM</u>	20
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk & RFO
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	To consider card reader for payments

1. INTRODUCTION

We do not currently have a card reader to take payments for hires at the Civic Centre.

2. INFORMATION

Having a card reader would help with processing payments quickly and efficiently. Having made investigations, the Square Up machine appears to offer the best terms and also enables us to process payments over the phone. The summary of details are as follows:-

Square Reader lets you accept chip and PIN and contactless cards, Apple Pay and Google Pay anywhere.

Square Reader has a powerful battery. Once charged you are set to take payments all day, or you can buy a dock that keeps the reader charged.

Connect the card reader wirelessly to your Apple or Android device via Bluetooth. Open the free Square point-of-sale app and you are ready to take payments.

Card Machine Security

Square meets Level 1 PCI Data Security Standards and never sells data to third-party vendors.

The Square app does not retain payment card data on the mobile device or within the application.

Square performs data encryption within the card reader at the moment the card comes in contact with the reader.

Only standard, well-reviewed cryptographic protocols and message formats (such as SSL and PGP) are used when transferring data.

Access to sensitive data, including application data and cryptographic keys, is strictly controlled on a need-to-know basis.

Two-factor authentication and strong password controls are required for administrative access to systems.

Square complies with the Payment Card Industry Data Security Standard (PCI DSS) on your behalf so you do not need to individually validate your state of compliance.

3. RECOMMENDATION

It is recommended to purchase a Square Reader and also consider purchasing a charging dock.

4. FINANCIAL IMPLICATIONS

There is a 1.75% charge per transaction for Visa, Mastercard and American Express credit or debit cards or 2.5% per keyed-in or online transaction. Process £100 and you will see £98.25 transferred into your bank account as fast as the next working day. There are no monthly fees and no commitments.

Cost to purchase the Square Reader is £19 and the charging dock is £19. We will also need to purchase an apple/android handset and sim or tablet to enable the card reader to work, approximate cost £100.

<u>AGENDA ITEM</u>	21
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	27th January 2020
<u>SUBJECT</u>	Future Events

1. INTRODUCTION

The events working group met on Thursday 16th January to discuss all future events that the Town Council would like to take forward.

2. INFORMATION

The proposed suggestions are listed below and will need to be agreed at this meeting.

Film Sing-along – ‘Mamma Mia’ film sing-along will take place on Friday 7th February at a cost of £5, to include popcorn. Attendees can bring their own drink along and we will be encouraging them to come along in fancy dress, with a prize given for the best dressed person. Tickets are available at the Civic Centre.

Boozy Bingo – The working group agreed to a ‘Boozy Bingo’ event for Easter, which will be held on Friday 27th March 2020. There is enough wine to cover this from the last boozy bingo event. It was also agreed that the raffle should be Easter egg based. All proceeds from the event go to the Mayor’s charity fund and the bingo is not funded by the Council. Donations from Councillors and office staff will be most welcome.

Poetry and Art Event – Cllr Sharkey is interested in putting together a Poetry and Arts Event at the Civic Centre on Saturday 4th April 2020 with a theme of Countryside, Community, City and Sea. Art works will be displayed around the Civic Centre and poetry reading will take place in the main chamber in the evening. Artists will be charged a small fee of £5 for entrance and will keep all monies from selling. There will also be a £5 entry charge, which will include a glass of wine and small nibbles. It is proposed to obtain a bar licence for this event at a cost of £21.

Mayors End of Year Function – Cllr Sharkey’s event will take place Saturday 16th May and it was proposed to hold a music event with three different bands playing at various times in the evening.

Sussex Day Fayre – This has been booked for Sunday 14th June 2020. Office Staff now to investigate contacting various businesses, outlets and companies for stalls and events on the day.

Armed Forces Day – It was agreed to hold an Armed Forces Day flag raising event followed by tea and biscuits. Armed Forces Day will take place Saturday 27th June 2020 and the flag is raised in buildings and famous landmarks around the country from Monday 22nd June 2020. It is suggested we hold our event at 10am on Monday 22nd.

Best Kept Garden Competition – This event was proposed by the Planning & Highways Committee, with the decision made to take to the Events Working Group for finalisation of plans. This competition will be available for all Telscombe Town Council residents and will take place the first weekend in July 2020. There will be 4 categories – Best hanging baskets/window box, best garden, best wildlife/ecological garden and best themed garden. Judges will be a member of the Horticultural Society, the Mayor and Deputy Mayor. Paradise Park have agreed to provide plant vouchers for the category winners. Posters have been drawn up and it will be advertised on our notice boards and social media sites and application forms can be picked up from the Civic Centre.

Merchant Navy Day – It was agreed to hold a Merchant Navy Day flag raising event on Thursday 3rd September 2020 followed by tea and biscuits. Parish, community, town, city, district and borough councils are all invited to take part, along with higher-tier local authorities and governments.

Dog Show – Cllr Mills would like to hold another Dog Show as the previous year's was very successful. Date to be confirmed as soon as possible as we need to check availability with both the compere and judges.

Macmillan Coffee Morning – It was agreed to hold a coffee morning at the Telscombe Civic Centre on Thursday 24th September 2020.

Kids Halloween – Bianca is to investigate availability for holding this event. There is a regular hirer in the Civic Centre on a Thursday and there is bingo on Friday 30th October. The entertainment we used last year is not available in the evening on Saturday 31st October so the day time is a possibility, or an alternative entertainer.

Race Night – Cllr Mills confirmed she had received interest from the Telscombe Residents Association in holding another Race Night for Saturday 14th November 2020. It is requested that as with last year, the Civic Centre be provided free of charge and all proceeds be split 50/50 with the TRA and Mayor's fund.

Kids Christmas Party – Bianca is to check availability for holding a Children's disco and to meet Father Christmas at the Civic Centre on Saturday 5th or Sunday 6th December 2020.

3. RECOMMENDATION

That the Committee agree the above information.

4. ENVIRONMENTAL IMPACT

Minimal. The above events would be held at the Civic Centre with a nominal fee for energy consumption.

5. FINANCIAL IMPLICATIONS

We have a remaining budget in 2019-20 of £3,000 for town entertainment and a new budget for 2020-21 of £2,000.