



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

17th July 2019

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 29th July 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 3rd June 2019 - *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 31st May 2019 – *attached*
7. To agree quote for Tree Surveys in Chatsworth Park and The Copse – *attached*
8. To consider request from Telscombe Residents' Association regarding information boards – *see attached*
9. To consider request from Telscombe Residents' Association regarding replacement bench in Chatsworth Park – *see attached*
10. To consider repair to sandpit in Chatsworth Park South playground or replacement with alternative equipment – *see attached*
11. Future events – *see attached*
12. To consider new Mayor's board for Council Chamber – *see attached*
13. Urgent matters at the discretion of the Chairman for noting

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

Date for next meeting of the Committee – Monday 23rd September 2019



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Monday 3rd June 2019 in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: C Clarkson, C Gallagher, J Harris, L Mills, L O'Connor, C Robinson & I Sharkey

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

1169. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN

Cllr Mills nominated Cllr Gallagher as Chairman of the committee. Cllr Robinson seconded the proposal and Cllr Gallagher was unanimously elected as Chairman.

Cllr O'Connor proposed Cllr Mills as Vice Chairman of the committee, seconded by Cllr Clarkson and Cllr Mills was unanimously elected as Vice Chairman.

1170. PUBLIC QUESTION TIME

There were no questions from the public present.

1171. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Smith who was on annual leave, Cllr Judd who had work commitments and Cllr Page who had an unexpected engagement. These reasons were accepted by the Committee. Cllr Brindley was not present but had not submitted apologies.

1172. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

1173. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 1st APRIL 2019

Cllr Robinson asked if the grounds maintenance budget could be separated to show the small maintenance works and other contracts separately to enable budget spending to be monitored. The Town Clerk confirmed that this can be actioned from March 2020 but will monitor the budget spending in the meantime.

It was proposed by Cllr Robinson, 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.

1174. 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	SN/BB	Benches have been ordered and delivery is awaited. <i>Benches received and installation is imminent.</i>	May 2019

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1174.	To Receive Action List (Contd)			
28.1.19	Min 1149, p 2911 – To consider redecoration of some areas of the Civic Centre	BB	Specification drawn up by Bianca and agreed by Cllr G Maskell. Estimates awaited. <i>Estimates received and placed on agenda for this meeting for consideration.</i>	June 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. Some works carried out and others have to wait due to nesting birds. EH Treecare consulted re trees behind Cavendish Close – item placed on this agenda for consideration.	Sept 2019
1.4.19	Min 1165, p 2955 Civic Centre security	BB/SN	Quotations still awaited for reception alteration work. Additional CCTV camera/monitor and door intercom work on hold until alterations to reception are complete. Additional estimates for front door works also awaited.	Sept 2019

Bench replacements – Cllr O'Connor requested that the Council considers sponsoring park benches as a way of bringing in income. It was agreed that the Amenities Officer would investigate and bring back to a future meeting.

1175. TO RECEIVE INCOME AND EXPENDITURE TO 31ST MARCH 2019

It was unanimously **agreed** that the income and expenditure figures for Amenities of £138,581 expenditure of and income of £92,083 and Civic Centre expenditure of £44,296 and income of £31,215 at 31st March 2019 be accepted as correct.

1176. ANNUAL PLAYGROUND INSPECTION REPORTS

Cllr Clarkson asked if there was an ongoing maintenance programme and felt it would be a good idea to involve volunteers to carry out minor work such as turfing worn areas. Councillors agreed they would visit the sites to accustom themselves with the playgrounds. The Annual Playground Inspection Reports for the three playgrounds were noted by the Committee and it was **agreed** to implement the recommended actions from Lewes District Council.

1177. TO CONSIDER WORKS TO FENCING AND BASKETBALL UNIT AT CHATSWORTH PARK SOUTH PLAYGROUND

Following discussion it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the estimate from Playsafe to repair the perimeter fencing to the basketball in the sum of £280 plus VAT be accepted and that Playsafe's estimate to supply and fit new panels to the basketball unit in the sum of £494 plus VAT and fit an additional post to provide support against future damage in the sum of £215 plus VAT also be accepted.

1178. TREE WORKS AND TREE SURVEY IN CHATSWORTH PARK

The Town Clerk confirmed that the Council had received complaints from two residents at two different properties that border Chatsworth Park concerning the height of the trees.

TELSCOMBE TOWN COUNCIL



1178. Tree Works and Tree Survey in Chatsworth Park (Contd)

Photographs of the areas were handed round. A tree care company was asked to inspect the trees in question at one property with a view to providing a quote for a reduction in their height. The tree care company was reluctant to reduce these in height as they felt it could make them unstable and suggested we get an opinion from an Arboriculturist.

The Council has annual tree surveys carried out by Arboriculturist Richard Jackson which cover the whole of Chatsworth Park and The Copse. He has provided a quote which is the same as the previous 2 years of £650, plus an additional £50 for a brief report per location on the trees requiring reduction.

~~Following consideration, it was proposed by Cllr Robinson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that Richard Jackson be instructed to carry out a tree survey for Chatsworth Park and The Copse in the sum of £650 plus VAT and that the Council request he provides additional reports for the two locations regarding tree height reduction at a cost of £50 plus VAT per area.~~

1179. TO CONSIDER REPLACEMENT PICNIC BENCH AT CHATSWORTH PARK

The Town Clerk reported that a picnic bench by the Memorial Garden in Chatsworth Park had been vandalised, was irreparable and had been disposed of. A price for an 'A' frame picnic bench and a wheelchair accessible bench was provided for indicative purposes. Following discussion it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** that a wheelchair accessible bench be purchased at a maximum cost of £400 plus VAT and it be placed in the same location. Prices for its installation onto concrete slabs are to be obtained and agreed with the Town Clerk and Committee Chairman in accordance with financial regulations. This will be reported back to the next meeting.

1180. TO AGREE FUNDING FOR WAVE LEISURE SUMMER HOLIDAY SCHEME

Telscombe Town Council have contributed £1,500 to Wave Leisure's Summer Holiday Scheme for the last 6 years and the same amount has been budgeted for this year. There was much discussion concerning how many children from East Saltdean, Telscombe Cliffs and Telscombe Village use the scheme and it was noted that Wave Leisure have requested a contribution of £1,800. Following discussion, it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** that Telscombe Town Council contribute the sum of £1,500 which has been budgeted for, that Wave Leisure be asked how many leaflets they have distributed and where to and at the end of the summer, they provide a summary confirming how many children from our area have used the scheme.

1181. TO CONSIDER ESTIMATES FOR RE-DECORATING CIVIC CENTRE INTERNAL AREAS

The report from the Amenities Officer was discussed. The Town Clerk confirmed that she had looked over the Civic Centre with the Amenities Officer and thought some of the areas just needed a clean rather than re-decorating. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the quotation from Oscar Sierra in the sum of £1,790, however the ground floor reception area, staircase to first floor, room 5 and the corridor to Room 5 and 6 should be excluded reducing the cost to £1,490;



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1181. To Consider Estimates For Re-Decorating Civic Centre Internal Areas (Contd)

Oscar Sierra should be asked if there will be a reduction in the material cost; all areas are to be painted in daffodil white to provide uniformity throughout the Civic Centre and caretaking staff can undertake minor redecoration works as and when required during their working hours, especially the evening/weekend caretakers.

1182. TO CONSIDER DISPLAYING RON CHIVERTON'S (FREEMAN OF TELSCOMBE) MEDALS & CAP

It was proposed by Cllr Harris, seconded by Cllr Mills and unanimously **RECOMMENDED** to display the Freeman of Telscombe's medals and cap in a box frame next to the Freemans board in the Council Chamber, along with a synopsis of Mr Chiverton's life and how the medals were awarded. Cllr Robinson recommended a shop in Rottingdean that makes box frames and will investigate prices and report back to the Committee.

1183. FUTURE EVENTS

Bingo – It was unanimously **agreed** to continue with the popular Bingo evenings which fundraise for the Mayor's charity. The Mayor, Cllr Sharkey, confirmed if there are 2 winners of a full house, each winner is to receive £20 rather than the money being split, however, the snowball and flyer game jackpots will be split as previously agreed.

Macmillan coffee morning – It was unanimously **agreed** to hold a Macmillan coffee morning on the last Thursday in September.

Armed Forces Day and Merchant Navy Day – It was unanimously **agreed** to hold a flag raising event for Armed Forces Day in the morning on 24th June and for Merchant Navy Day in the morning on 3rd September.

Fireworks – The consensus was that the firework display was very expensive and uses the majority of the town entertainment budget. It was unanimously **agreed** not to hold the display this year and use the money for other events.

Any Other Suggestions – There was discussion concerning the events the Town Council could hold including a craft fair, communal walks, dog show and an open cinema on the Tye. It was **agreed** that Cllr Mills would head up a working party to discuss and investigate future events, which will be taken to a future Amenities meeting for consideration.

1184. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Gallagher asked the Town Clerk if the trailer on the Tye could be removed. The Town Clerk confirmed she would write to Stud Farm regarding this as agreed at the last Policy & Resources meeting.

Cllr Gallagher further requested that the advertising van parked next to the Tye is reported and removed. It was confirmed that the office staff had already reported this to East Sussex Highways for them to action.

There being no further business the meeting closed at 9.15 pm.

Signed.....

CHAIRMAN

NB Next meeting of the Committee - Monday 29th July 2019 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List for 29th July 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.	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.	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.	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 advertising for the summer holiday scheme as follows: <ul style="list-style-type: none"> • A1, A3, and A4 Posters across centres • 1,500 leaflets delivered to centres to be distributed in centre and locally – tourist information centres, local business etc – and handed out at Peacehaven Summer Fair, local schools and partners by the Community & Health Improvement Team. Leaflets will also be sent to Sky High Trampoline Park and Newhaven Fort. 	July
			1,000 £1-off vouchers distributed by the Community & Amenities & Civic Centre Committee	

Agenda Item 5 - Amenities and Civic Centre Action List for 29th July 2019

			<p><i>Health Improvement Team to partners including local town councils, youth services and schools</i></p> <ul style="list-style-type: none"> • <i>Home page feature on www.waveleisure.co.uk throughout the Summer Holidays (14,000 visitors a month)</i> • <i>Full downloadable timetables featured on a dedicated web page on www.waveleisure.co.uk full of information about the Summer Holidays. Timetables can be downloaded to a phone or printed for the fridge.</i> • <i>Aim to reach 30,000 locally on Facebook, Twitter and Instagram.</i> • <i>Google Ads, reaching 3,000 locally</i> 	
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
3.6.19	Min 1182, p 2989 – Display Freeman’s medals and cap	CR	Cllr Robinson is investigating prices for a box frame.	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	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Amenities</u>							
<u>105 Town Events</u>							
4362	Fireworks & Town Entertainment	0	151	4,600	4,450	4,450	3.3 %
4365	Entertainment consumables	0	0	200	200	200	0.0 %
4366	Wave Leisure	0	0	1,500	1,500	1,500	0.0 %
	Town Events :- Expenditure	0	151	6,300	6,150	0	2.4 %
1012	Income miscellaneous	63	103	0	103		0.0 %
1013	Income memory plaques	0	0	100	-100		0.0 %
1054	Income entertainment	0	0	50	-50		0.0 %
	Town Events :- Income	63	103	150	-47		68.7 %
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098	PlayEquipment Replacement	0	0	22,000	22,000	22,000	0.0 %
4100	Playgrounds Spare Parts	0	0	2,000	2,000	2,000	0.0 %
4101	Grounds Maintenance	1,286	1,341	22,100	20,759	20,759	6.1 %
4103	Playground Inspections+ROSPA	195	390	2,600	2,210	2,210	15.0 %
4328	Joint litter/dog bin emptying	0	0	2,200	2,200	2,200	0.0 %
	Parks, Open Spaces/Playgrounds :- Expenditure	1,481	1,731	50,900	49,169	0	3.4 %
<u>202 Amenities General</u>							
4351	Seats and Notice Boards	0	*-686	1,000	1,686	1,686	-68.6 %
	Amenities General :- Expenditure	0	-686	1,000	1,686	0	-68.6 %
	Net Expenditure over Income	0	-686	1,000	1,686		
	Amenities :- Expenditure	1,481	1,196	58,200	57,004		2.1 %
	Income	63	103	150	-47		68.7 %

* from last year's budget
for x2 benches at
Chatsworth North
playground.

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Civic Centre								
301 Civic Building								
4401	General Repairs	9	9	2,250	2,241		2,241	0.4 %
4402	Consumable Supplies	137	180	900	720		720	20.0 %
4403	Equipment Maintenance	0	0	1,900	1,900		1,900	0.0 %
4404	External/Internal Decorating	0	0	1,000	1,000		1,000	0.0 %
4406	Refuse collection	0	213	900	687		687	23.6 %
4407	Equipment	0	497	1,600	1,103		1,103	31.1 %
4411	Rates	1,187	2,369	14,500	12,131		12,131	16.3 %
4412	Water and Sewage	0	1,781	1,800	19		19	99.0 %
4413	Electricity	0	0	2,300	2,300		2,300	0.0 %
4414	Gas	72	143	2,000	1,857		1,857	7.2 %
4419	Internal/external works	0	0	3,500	3,500		3,500	0.0 %
	Civic Building :- Expenditure	1,405	5,192	32,650	27,458	0	27,458	15.9 %
1000	Income Civic Centre	1,508	2,385	35,000	-32,615			6.8 %
	Civic Building :- Income	1,508	2,385	35,000	-32,615			6.8 %
302 Civic Building Loan								
4060	Loan Accounts	5,154	5,154	10,250	5,096		5,096	50.3 %
	Civic Building Loan :- Expenditure	5,154	5,154	10,250	5,096	0	5,096	50.3 %
	Civic Centre :- Expenditure	6,559	10,347	42,900	32,553			24.1 %
	Income	1,508	2,385	35,000	-32,615			6.8 %

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Amenities Officer
<u>MEETING DATE</u>	29th July 2019
<u>SUBJECT</u>	Tree Survey Chatsworth Park & The Copse

1. INTRODUCTION

The Council, either in its capacity as owner or manager, is responsible for trees located on land for which it manages or has total control over. As such, it has a common law and statutory duty of care in relation to its trees. Compliance with the duty will require the operation of a reasonable systematic inspection of all its trees, which has been determined in accordance with a sufficient and informed risk assessment.

2. INFORMATION

In 2017 and 2018 we had a tree survey carried out by Richard Jackson Arboriculturist of the trees in Chatsworth Park and The Copse and agreed works be carried out in accordance with his recommendations.

It was subsequently agreed at our last meeting to instruct Richard Jackson to carry out a survey and report back to us this year at a cost of £650. It was also agreed that he would look at trees bordering two properties whose owners had complained about the height of the trees with a report costing £50 for each property.

Unfortunately, due to ill health, Richard Jackson has since informed us that he is unable to undertake the surveys. I therefore asked four other companies to quote, but only two companies have responded, as follows:

- Arbosense (based in Eastbourne) have quoted £500 excluding VAT to inspect all the trees in Chatsworth Park and The Copse, with an additional £100 excluding VAT for the two separate properties bordering Chatsworth Park.
- Beechdown (based in Arundel) have quoted £4,860 inclusive of VAT to inspect the trees in Chatsworth Park and The Copse – see attached – and have provided some advice on the trees bordering the two properties in an email.

3. RECOMMENDATION

It is recommended to instruct Arbosense to carry out the afore-mentioned surveys at a total cost of £600.

4. FINANCIAL IMPLICATIONS

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



Beechdown Arboriculture Limited

Club Cottage, Top Road, Slindon

Arundel, West Sussex BN18 0RP

Tel/Fax: 01243 814740

Email: info@beechdown.com

Web: www.beechdown.com

**Bianca Buss
Amenities Officer
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs BN10 7ES**

15th July 2019

Dear Bianca,

Re: Tree survey and report for Chatsworth Park and The Copse, Telscombe Cliffs

Further to my visit of the 10th July 2019 I am writing with my fee proposal for undertaking a ground level survey and basic inspection of selected trees at Chatsworth Park and The Copse as requested and detailed below.

- 1. Trees - with a stem diameter greater than 150mm – in high usage zones i.e. within falling distance of 3rd party properties, roads and static targets.**
 - Tag trees and plot position via GPS on Ordnance Survey map.
 - Collect basic information for each tree, including – species, approximate crown spread and age class.
 - Assess the general condition of each tree and make recommendations for management if necessary i.e. tree removal, pruning or further detailed inspection.
 - Identify an appropriate re-inspection schedule.

- 2. Trees - with a stem diameter greater than 150mm – in medium/low usage zones i.e. adjacent to footpaths or open spaces.**
 - Undertake a ground level inspection of the trees but record details only if remedial action is required.

**Total cost:
£4,860 inclusive of VAT**

Should this fee proposal be acceptable please contact me to arrange a suitable date to commence the survey, in the meantime do not hesitate to call should you require any further information.

Yours sincerely,

Jonathan Rodwell Cert Arb L4(ABC); TechArborA



Technician Member

Membership no. **TE76**

VAT Registration no. 867 1140 26

Registered Office as above Registered in England & Wales no. 6356869 Directors: Jonathan Rodwell NCH (arb.) Catherine Bevington ACMA



Stella Newman

From: jonathan.rodwell@beechdown.com
Sent: 15 July 2019 17:59
To: Bianca Buss
Subject: Telscombe Town Council - tree survey
Attachments: Telscombe Town Council - tree survey.pdf

Dear Bianca,

Please find fee proposal attached.

The four pines, grouped to the south-west of 1 Cavendish Close, are not trees that are typically pruned to reduce their height. As with the majority of conifers they are unable to produce growth from dormant buds in reaction to damage/pruning so pruning operations are usually restricted to removing dead or possibly low branches. If something has to be done then removing the three trees nearest to 1 Cavendish Close and re-planting with native, deciduous species may be a better option and would certainly look better than poorly pruned trees.

The trees along the boundary with 9 Bridle Way are a mix of ash, sycamore and field maple. With the continued spread of Chalara dieback of ash it is likely that some or all of the ash on the boundary may have to be removed over the next few years as they die - this will automatically increase light levels to the property. The remaining sycamores and field maples will tolerate pruning but vigorous regrowth from dormant buds will quickly increase in size so cyclical pruning to maintain the trees may end up being an annual operation. Removing selected trees to thin the group as a whole might be a more pragmatic approach.

Please do call if you wish to discuss this further.

Kind regards,

Jonathan



Jonathan Rodwell Cert Arb L4(ABC); TechArborA

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www.beechdown.com



Arboricultural
ASSOCIATION

Technician Member
Membership no. TE76

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk
<u>MEETING DATE</u>	29th July 2019
<u>SUBJECT</u>	To consider request from Telscombe Residents' Association regarding information boards

1. INTRODUCTION

I have received a letter from the Telscombe Residents' Association (TRA) advising they would like to install four historical/information boards.

2. INFORMATION

They would like the boards to be placed:-

- 📍 Near the weather vane on the cliff top explaining Footpath 12a and the struggle to open it
- 📍 At the entrance to the Tye explaining the history of the Tye
- 📍 At the Crossdyke on the Tye, again explaining the history
- 📍 At the memory garden, explaining how and why the garden was created and how to obtain a memory plaque.

They would like the information boards to be approximately 4' x 2' supported by x2 6' poles and would agree the wording of each plaque with us. They have not given any idea of the construction of the boards.

3. RECOMMENDATION

It is recommended that consideration be given as to whether we feel the boards are necessary. If boards are to be put on the Tye, we would need agreement from the South Downs National Park Authority. The TRA's suggested size and height seems excessive. A smaller A4 or possibly A3 size at a height of 1' in a lectern style would seem more appropriate with a wooden construction.

4. FINANCIAL IMPLICATIONS

The TRA have applied to The House Project for funding, but the House Project want confirmation from us that we are agreeable and are unable to fund such plaques from Council funds.

If we agree to the request, we would have to decide who would then be responsible for the plaques if any upkeep is required in the future.

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk
<u>MEETING DATE</u>	29th July 2019
<u>SUBJECT</u>	To consider request from Telscombe Residents' Association regarding replacement bench in Chatsworth Park

1. INTRODUCTION

I have received a letter from the Telscombe Residents' Association (TRA) asking if the Council would reconsider replacing a bench in Chatsworth Park.

2. INFORMATION

The bench in question is at the southern end of Chatsworth Park situated next to a wooded area and had been vandalised several times. It was being used by local youths for anti-social activities and a decision was eventually made not to repair the bench and it was removed.

The TRA think this bench was popular and although they acknowledge that there are plenty of benches elsewhere in the park, consider this to be the only one in that section.

We haven't received any other complaints regarding its removal and there are several other benches within the southern section of the park.

3. RECOMMENDATION

It is therefore recommended not to replace the bench.

4. FINANCIAL IMPLICATIONS

We have a budget of £600 for the remaining 9 months of the financial year which covers seats and noticeboards.

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk
<u>MEETING DATE</u>	29th July 2019
<u>SUBJECT</u>	To consider repair to sandpit in Chatsworth Park South playground or replacement with alternative equipment.

1. INTRODUCTION

Following 'Storm Miguel' hitting the local area overnight on Friday June 7th/Saturday 8th a branch broke off a large pine tree next to Chatsworth South playground and fell on top of the sandpit crushing the roof – see photos attached.

2. INFORMATION

EH Treecare attended site on the Saturday morning and undertook emergency works to remove the branch from the roof and make the area safe, subsequently attending several days later to clear the branch – see photos attached. As a gesture of goodwill and 'giving something back to the community' they carried out this work free of charge.

Playsafe Playgrounds then attended and dismantled and removed the damaged roof at a cost of £354 plus VAT. They have submitted an estimate for £3,063 plus VAT to rebuild the roof, transport to site and fit.

I informed our Insurers straight away and having received the costings from Playsafe Playgrounds have submitted a claim for £3,417 which Insurers are currently considering.

The sandpit was only installed last summer as part of the refurbishment works, but in November already required topping up with a ton of play sand at a cost of £165. Subsequent problems arose with the adjacent fencing as children were climbing onto the new fencing and then up on top of the sandpit roof. This caused the fencing to loosen and work was needed to remedy it.

I have checked with Rospa (Royal Society for the Prevention of Accidents) and they recommend that the sand should have regular disinfectant treatment and as well as topping up, occasional total replacement is required.

For these reasons I felt it may be an opportune time to consider removal of the sandpit and replacement with an alternative piece of equipment. I looked at the current equipment and thought an 'inclusive' piece of equipment would be ideal. I therefore obtained quotations from two playground equipment suppliers for an 'inclusive springy' as follows:-

Playdale Playgrounds – an inclusive gravity rider unit £1,099, bonded rubber mulch surface £1,000 and delivery/installation £675 – total £2,774 plus VAT – *see attached*.

Playdale Playgrounds - an inclusive gravity rider unit £1,099, Grasslok surface (if area is turfed) £672 and delivery/installation £675 – total £2,446 plus VAT – *see attached*.

Sutcliffe Play – an inclusive springie unit £730; installation £1,000, site set up £540, rubber grass mat surface £399.15, reinstatement of site £210, carriage £73, less equipment discount £146 – total £2,806.15 plus VAT – *see attached*.

Sutcliffe Play – an inclusive springie unit £730; installation, site set up, safe mulch surface, reinstatement of site & disposal of waste £2,341.67, carriage £73, less equipment discount £146 – total £2,998.67 plus VAT – *see attached*.

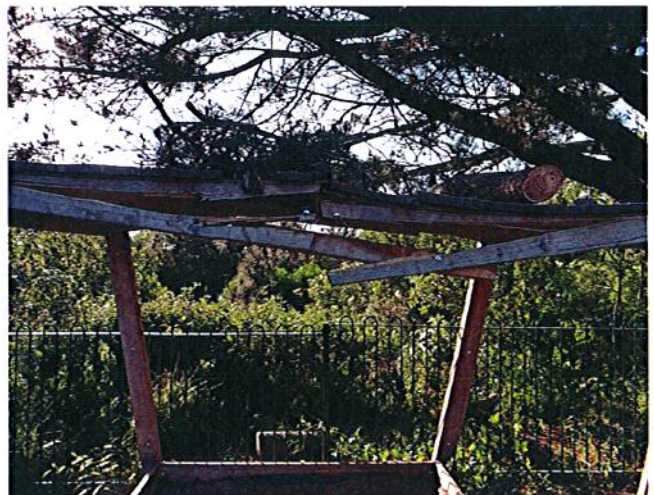
There will be a cost to remove the remainder of the sandpit which is unknown at this stage.

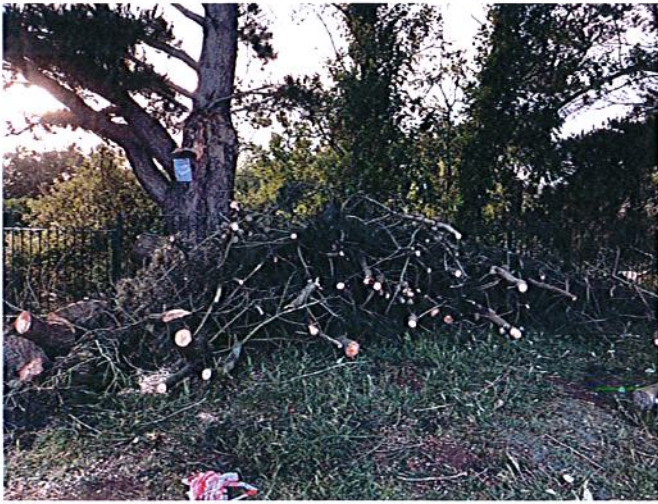
3. RECOMMENDATION

It is recommended that consideration be given to removal of the sandpit and replacement with an inclusive 'springy'.

4. FINANCIAL IMPLICATIONS

A claim has been submitted to Insurers for £3,417. Whether the sandpit is replaced, or the option to replace with a springie is taken, they will all fall within the amount claimed. If the springie option is taken, there should be enough funds to cover removal of the remainder of the sandpit.

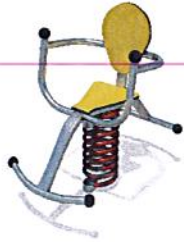




BUY BRITISH, BUY PLAYDALE

Hi Stella

Please see prices below:



Unit:- Gravity Rider- £1,099

Surface: Playdale Bonded Rubber Mulch- £1,000 (Playdale minimum charge)

Delivery and Installation- £675 (Playdale minimum charge)

These prices are subject to a site survey.

With regards to the surfacing if the area could be turfed we could fit Grasslok which would be more cost effective - £672.

Kind regards



Stephanie D'Leny

Play Coordinator

Playdale Playgrounds Ltd

Tel: +44 (0)15395 39733 | stephanie.dleny@playdale.co.uk

Please note I work part-time Monday, Wednesday & Friday from 9.30am- 5pm



What does it take to make a great playground? [Find out more!](#)

- **PRODUCT FEATURES**

- **MATERIAL & GUARANTEES**

Structural Stainless Steel

Covered by a 25 year guarantee

Bolts

Covered by a 10 year guarantee

Coloured Panels

Covered by a 5 year guarantee

Plastic Components

Covered by a 5 year guarantee

Springs

Covered by a 5 year guarantee

Find out more about our Materials and Guarantees [here](#)

- **DOWNLOADS**

[Technical Information \(PDF\)](#)

[Plan \(DWG\)](#)

[Side Elevation \(DWG\)](#)

[3D Model \(3DS\)](#)

[3D Model \(DWG\)](#)

[How to use our technical plans](#)

Please note that DWG files can only be opened using CAD software, and cannot be downloaded using IE/Edge.



Gravity Rider product code CGRD 18 MTHS – 6 YEARS

From PLAYDALE PLAYGROUNDS

Quotation

design
make
play

SutcliffePlay

Waggon Lane
Upton Pontefract
West Yorkshire WF9 1JS
Telephone +44 (0) 1977 653200
Facsimile +44 (0) 1977 653222
info@sutcliffeplay.co.uk
www.sutcliffeplay.co.uk

opt 1 Grass mat 6401719
Telscombe Town Council
Stella Newman
Ambleside Avenue
19 July 2019

Equipment

Qty

Inclusive Springie
SSB300

1

Equipment Total

£730.00

Equipment sub-total

£730.00

Equipment Installation sub-total (minimum day rate)

£1,000.00

Site Setup

Site setup, security fencing and welfare facilities for the duration of the works, in compliance with current health and safety practices

£540.00

Site set-up sub-total

£540.00

Surfacing

Qty

Supply and install rubber grassmat (grass will need to establish to achieve finished appearance)

11

£399.15

Surfacing sub-total

£399.15

Finishing

General re-instatement of site after completion

£210.00

Finishing Sub-total

£210.00

Equipment Total	£730.00
Equipment Discount	£146.00
Carriage	£73.00
Installation and Ancillaries	£2,149.15
<u>Grand Total exc. VAT</u>	<u>£2,806.15</u>

Despatch 5 - 7 weeks from receipt of order

Terms of Delivery:

Payment terms, 30 days from date of invoice upon completion of successful credit application alternatively, proforma payment prior to manufacture

Prices are held firm for a period of 90 days from date of quotation



Quotation

design
make
play

SutcliffePlay

Waggon Lane
Upton Pontefract
West Yorkshire WF9 1JS
Telephone +44 (0) 1977 653200
Facsimile +44 (0) 1977 653222
info@sutcliffeplay.co.uk
www.sutcliffeplay.co.uk

opt 2 safe mulch 6401719
Telscombe Town Council
Stella Newman
Ambleside Avenue
17 July 2019

<u>Equipment</u>	Qty		
Inclusive Springie SSB300	1	Equipment Total	£730.00
		Equipment sub-total	£730.00

Additional works

Qty

Prelims: Provide H&S documentation as required Provide and erect heras fencing for duration of works Installation works: Install into concrete foundations 1 x spring mobile Surfacing works: Lay 11sqm x 40mm depth coloured 'safamulch' Release for use: Following a curing period, return to site, remove heras fencing and release for use Dispose of all waste from site to approved waste disposal site	1		£2,341.67
		Additional works Sub-total	£2,341.67

Equipment Total	£730.00
Equipment Discount	£146.00
Carriage	£73.00
Installation and Ancillaries	£2,341.67
<u>Grand Total exc. VAT</u>	<u>£2,998.67</u>



design
make
play
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Inclusive Springie SSB300



The Inclusive Springie allows young individuals to play independently. This item is ideal for children under 6 years, incorporating a chunky frame to make it easy for toddlers to stabilize themselves whilst the irregular motion encourages them to develop their core-strength from a seated position. This springie offers inclusive features to aid children with limited mobility. These features include: easy access from the front, back and side support, a padded seat, hand holds and a dual height footrest. The frame is manufactured from high quality mild steel tube. The Saddle Seat is manufactured from self-skinning polyurethane in black, and the springs are manufactured from 18mm diameter spring steel and powder coated red. All fixings are covered with tamperproof polycarbonate nut covers. Where fixings are visible anti-vandal security bolts are used.

Target Age Range: 2 - 8 years

Installation Time: 2 hours

Total Weight: 29kg

Total Height: 0.7m

Safety Area: 11m²

HIC: 0.6m

Technical drawings are available to download from our website: www.sutcliffeplay.co.uk

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	29th July 2019
<u>SUBJECT</u>	Future Events

1. INTRODUCTION

It was agreed at the last meeting to form a working group to discuss possible future events. A meeting took place and several ideas were put forward.

2. INFORMATION

Several events were discussed and agreed. Some involve an outlay to organise and the costings are listed individually below. The events and proposed expenditure will need to be agreed at this meeting:-

Fun Dog Show – to be held in Chatsworth Park on Sunday 15th September 2019 starting at 1.30pm. 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 and looking for food stalls. We will need to hire toilets and have a cost of £270, have one quote for first aid of £110 net, Seahaven FM to compere at £100 and a cost for fire extinguisher hire of £48 plus VAT. We are advertising for sponsorship of each class (14 in total) of £5 to cover the rosettes (1st to 5th place) and donations for a raffle.

Halloween – This is a regular event we have held for the last few years. We charge £3 entry per person to include a hot dog and drink (volunteer needed to cook the hotdogs). It was agreed to hold this on Saturday 26th October. However, I have contacted the kids' entertainer we have used previously and they have moved out of the area so cannot do it. I have contacted another person who has hosted children's parties for us before but he can only do Friday 25th Oct (our bingo night), Sunday 27th October, or Friday 1st November. We therefore need to decide whether to change the date or cancel this event.

Race Night – this is a filmed race night that we held one year and then the TRA took it over. They stopped hosting the event last year and it was agreed we reinstate the race night. The cost will be £6 entry to include a buffet and people can bring their own drink. We have a volunteer to play the races on the screen at no cost and an ex Councillor to run the tote – they have both done this at the previous events. We just need to buy tote tickets for the races at a cost of approximately £40 and a volunteer to make the sandwiches for the buffet.

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 agreed/arranged.

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.

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 – 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. I have attached information received regarding various events that are planned for the long weekend. We need to consider what we want to do to join in with the various planned activities.

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.

3. FINANCIAL IMPLICATIONS

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



VE DAY
75TH ANNIVERSARY
A SHARED MOMENT OF CELEBRATION
8 - 10 MAY 2020

Dear parish and town council,

PARTICIPATION IN VE DAY 75

We have pleasure in outlining plans for **VE Day 75**, being organised to celebrate and commemorate the 75th Anniversary of VE Day.

The 8th May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on 8th May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, **VE Day 75**, will cover the weekend of 8th - 10th May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The charity for **VE Day 75** is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows:

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through www.veday75.org. As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

FRIDAY 8TH MAY 2020

3pm – Battle's O'er & VE 75 Years

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open **VE Day 75** by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle's O'er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. Those pipers taking part can register their involvement at the VE Day 75 website – www.veday75.org.

3pm – The Nation's Toast to the Heroes of WW2

To coincide with the playing of Battle's O'er thousands of pubs throughout the UK, Channel Islands and the Isle of Man will encourage customers to raise a glass at 3pm and take part in The Nation's Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – www.veday75.org.

6.55pm – A Cry for Peace Around the World

Town Criers around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The 'Cry', which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – www.veday75.org.

7pm – Ringing out for Peace

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Those churches taking part can register their involvement on the VE day website – www.veday75.org.

7pm onwards – Parties and Celebration

Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – www.veday75.org.

SATURDAY 9TH MAY 2020

Parties and celebrations continue.

SUNDAY 10TH MAY 2020

10.30am – Church Services of Celebration and Commemoration

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of times. Churches wishing to take part should register their involvement on the VE Day 75 website – www.veday75.org.

Tribute to the Millions & the Last Post

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at www.veday75.org, and involve a local bugler or trumpeter to play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – www.veday75.org.

We do hope that you will take part in **VE Day 75** and look forward to receiving your registration on the VE Day 75 Website - www.veday75.org to enable us to keep in touch with you and update you on progress.

My warmest regards,

Bruno Peek

Bruno Peek LVO OBE OPR
Pageantmaster VE Day 75
Tel: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
Website: www.veday75.org

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	29th July 2019
<u>SUBJECT</u>	To consider new Mayor's board for the Council Chamber

1. INTRODUCTION

Cllr Sharkey's name has been added to the Mayor's board and it is now full.

2. INFORMATION

We need to consider whether we would like a wooden board made up the same as the current one, or whether we change to a different style of board. I am not sure who made the last one or where to get a similar one made.

3. RECOMMENDATION

It will look more in keeping to replace with another wooden board, rather than an alternative style.

4. FINANCIAL IMPLICATIONS

I have not started to make enquiries of costs until I know what type of board is required. There are several budget heads within Amenities or Civic Centre that the funds could be used from.