



TELSCOMBE TOWN COUNCIL

To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr T Armour, Cllr W Botting, D Brindley **Deputy Mayor**,
Cllr J Harris, Cllr G Maskell, Cllr R Maskell,
Cllr B Page, Cllr A Smith, Cllr J Wilkins **Mayor**
Cllr D Wright

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

25th July 2017

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 31st July 2017** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Nancy Astley
Town Clerk

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions at the commencement of the meeting for a period of fifteen minutes.
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest
4. To discuss and approve minutes of the meeting held on Wednesday 31st May 2017 - *attached*
5. To receive action list – *attached*
6. To receive Income & Expenditure to 31st May 2017 – *attached*
7. Future events update including summer fayre, fireworks, proms, Halloween & new Mayor's ideas – *see attached*
8. Tree works Chatsworth Park – *see attached*
9. Grounds maintenance contracts – *see attached*
10. Tree Report extra works at Chatsworth Park – *see attached*
11. Projector replacement - *see attached*
12. Business Plan update – *see attached*
13. Civic Centre internal redecoration – *see attached*
14. Wave Leisure summer holiday programme contribution – *see attached*
15. CCTV monitors – *see attached*
16. Urgent matters at the discretion of the Chairman for noting
17. Exclusion of Press & Public - to consider whether to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.
18. To discuss and approve confidential minutes of the meeting held on Wednesday 31st May 2017 - *attached*
19. Room 6 tenancy and to approve action to retrieve outstanding monies owed – *see attached*.

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 2nd October 2017

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Wednesday 31st May 2017** in Telscombe Civic Centre at 7.30 pm.

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

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

966. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN

Cllr Smith nominated Cllr Brindley as Chairman of the committee. Cllr Wright seconded the proposal and Cllr Brindley was unanimously elected as Chairman.

Cllr Page proposed Cllr G Maskell as Vice Chairman of the committee, seconded by Cllr Smith and Cllr Page was unanimously elected as Vice Chairman.

967. PUBLIC QUESTION TIME

None.

968. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Cllr W Botting was working and Cllrs G Maskell and R Maskell were on leave and these reasons for absence were accepted.

969. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

No declarations of interest were received.

970. TO DISCUSS AND APPROVE MINUTES OF THE EXTRAORDINARY MEETING HELD ON THURSDAY 27th APRIL 2017

The Committee considered the minutes of the above meeting. Regarding Min 962, page 2610 – To approve the Services of LewesDC at 10% of Overall Project Cost to Help with the Project Development of Refurbishment of Playgrounds, Cllr B Page asked if there was any negotiation on the 10% fee. The Town Clerk advised that Chris Bibb at LDC was awaiting a response from his boss, Andy Frost who is currently on leave. It was proposed by Cllr B Page, seconded by Cllr D Wright and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr D Brindley.

971. TO RECEIVE ACTION LIST

The action list was noted.

972. TO RECEIVE INCOME AND EXPENDITURE TO 31st MARCH 2017

Cllr A Smith queried the expenditure under budget head 4325 Dog Bins, as a new more favourable contract had been agreed for dog bin emptying. He was advised by the RFO that purchase of replacement joint waste bins had come from this budget head and that the budget amount for the new financial year had been reduced by half to £2,000.

Cllr B Page advised he was pleased to see that expenditure was slightly down on budget and income was nearly 19% over for the Civic Centre.

7.45pm Cllr J Harris joined the meeting.

TELSCOMBE TOWN COUNCIL



972. Contd. To Receive Income And Expenditure To 31st March 2017

Regarding budget head 4351 Seats and Notice Boards, Cllr B Page advised he had looked at the information board on the Tye and would do what he could with it. The RFO advised that this came under the Tye budget head under the Policy & Resources Committee.

Cllr T Armour advised the log seat at the northern end of the Tye was broken and also several log posts were broken which would allow for easy access onto the Tye. Following discussion regarding possible types of replacement to prevent post removal, it was agreed that the Town Clerk would investigate possibilities and report back to the Policy & Resources Committee as the Tye comes within its remit.

973. FUTURE EVENTS UPDATE INCLUDING SUMMER FAYRE, FIREWORKS, PROMS & HALLOWEEN

Summer Fayre – members were advised of bookings to date and sponsorship received. It was agreed that a working party meeting will be set up to discuss the fayre more fully. Cllrs T Armour and D Brindley also agreed to sit on the working party. It was suggested that the Telscombe Residents Association be approached to see if they could contact people/businesses for raffle prizes and sponsorship.

Fireworks (2nd Sept) – firework company and pa system company booked.

Proms (9th Sept) – the Civic Centre has been booked and as agreed at the last meeting the cost will be £15 to include 3 bingo books and food, followed by televised screening of the second half of the proms. Cllr Brindley advised that he will be happy to run a bar for the event.

Halloween (28th Oct) – the children's entertainers have been booked at a cost of £150.

Children's farm visits – another company were found & booked for transport to the farm, saving £285 over maximum agreed at last meeting. Visits have taken place and went well.

Armed Forces Day Flag Raising (19th June) – The letter from the Ministry of Defence encouraging local Councils to raise an Armed Forces Day flag on Monday 19th June and fly it for the duration of the week was considered and it was unanimously **agreed** to purchase a flag and ask our Freeman and Freewoman, Ron Chiverton and Brenda Sawyers to attend the Civic Centre and raise the flag.

Any other events – no other suggestions were made.

It was agreed that fundraising from the last bingo evening be donated to the main appeal for the victims of the recent Manchester bombing.

974. FIRE ESCAPE REPLACEMENT

Following consideration of the report from the RFO and the estimates received it was proposed by Cllr A Smith, seconded by Cllr D Wright and unanimously **RECOMMENDED** that the estimate from Squires Metal Fabrications in the sum of £9,285 plus VAT for replacement of the 2 fire escapes be accepted.

TELSCOMBE TOWN COUNCIL



975. CCTV REPLACEMENT

The estimates for an updated system were considered and it was proposed by Cllr A Smith, seconded by Cllr T Armour and **RECOMMENDED** that the estimate from Haven Security in the sum of £2,099 plus VAT be accepted.

976. WETPOUR WORKS AT CHATSWORTH NORTH PLAYGROUND

The estimates for wetpour works to repair a hole at Chatsworth North playground were considered and it was proposed by Cllr B Page, seconded by Cllr A Smith and **RECOMMENDED** that the estimate from Tim Jordans in the sum of £579.47 plus VAT be accepted.

977. PLAYGROUND INCIDENT REPORT TO NOTE

The report from the Town Clerk regarding a recent incident in Chatsworth South playground and the fact that the matter is currently with our Insurers was noted.

978. BUSINESS PLAN UPDATE, INCLUDING PUBLIC SPACE PROTECTION ORDER

Cllr Smith advised that the Policy & Resources Committee had recently decided to investigate the possibility of an order for the Tye and proposed that the possibility of an order for Chatsworth Park also be considered. Cllr Wilkins advised she had recently spoken to Katy Bourne, the Sussex Police and Crime Commissioner, who had advised funding might be available for badges etc for people who would enforce the order.

8.30 pm Cllr A Smith left the meeting

Following discussion it was proposed by Cllr J Harris, seconded by Cllr D Wright and **RECOMMENDED** that Chris Bibb be asked to investigate the possibility of a public space protection order for Chatsworth Park and an update be brought back to the next meeting.

979. INTERNAL REDECORATION AT CIVIC CENTRE

It was noted that following agreement at the last meeting for redecoration of certain parts of the Civic Centre as a result of water damage, only one estimate had been received to date. It was therefore proposed by Cllr B Page, seconded by Cllr D Wright and **RECOMMENDED** that in accordance with Financial Regulation 4.1, the Clerk or RFO and Committee Chairman consider further estimates once they are received and accept the estimate they feel most appropriate.

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

There were no matters for noting.

981. EXCLUSION OF PRESS & PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

Amenities and Civic Centre Action List for 31st July 2017

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.3.17	Min 952, p 2604 Radiator/heating works	SN	Despite chasing them, Humphrey Heating are not responding to our attempts to get them to start work as per their quote which we accepted on 27 th March.	Autumn 2017
27.4.17	Min 962, p 2610 To approve services of LewesDC re playground refurbishments	NA	Nancy has a meeting with Chris Bibb from LewesDC on 27 th July regarding the playground refurbishments.	Summer 2018
31.5.17	Min 974, p 2602 Fire Escape Replacement	SN	Squires Metal Fabrications have been instructed and are in the process of manufacturing the two fire escapes	Autumn 2017
31.5.17	Min 975, p 2632 CCTV replacement	SN	The new CCTV system has been installed. There is, however, an issue with the monitors and this has been placed on the agenda for the 31 st July meeting.	complete
31.5.17	Min 976, p 2632 Wetpour works at Chatsworth North Playground	SN	The works have now been undertaken	complete
31.5.17	Min 979, p 2632 Civic Centre Internal Redecoration	SN	Estimates received and are on agenda for 31 st July meeting.	Summer 2017
31.5.17	Min 982, p 2633 Review Fees & Charges for room 6	NA	This is an agenda item for the meeting on 31 st July.	Summer 2017

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Amenities</u>							
<u>105 Town Events</u>							
4362	Fireworks & Town Entertainment	-63	-518	4,600	5,118	5,118	-11.3 %
4365	Entertainment consumables	0	0	375	375	375	0.0 %
4366	Wave Leisure	0	0	1,500	1,500	1,500	0.0 %
	Town Events :- Expenditure	-63	-518	6,475	6,993	0	-8.0 %
1054	Income entertainment	0	0	375	-375		0.0 %
	Town Events :- Income	0	0	375	-375		0.0 %
	Net Expenditure over Income	-63	-518	6,100	6,618		
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098	PlayEquipment Replacement	-1,842	-1,842	12,500	14,342	6,000	8,342 33.3 %
4100	Playgrounds Spare Parts	58	58	2,250	2,192	2,192	2.6 %
4101	Grounds Maintenance	1,068	1,198	28,000	26,803	26,803	4.3 %
4103	Playground Inspections+ROSPA	390	780	2,600	1,820	1,820	30.0 %
4120	Community Capital Projects	0	0	250	250	250	0.0 %
4325	Dog Bins Emptying	0	-416	2,000	2,416	2,416	-20.8 %
4326	Litter Bin Emptying	0	0	200	200	200	0.0 %
	Parks, Open Spaces/Playgrounds :- Expenditure	-327	-223	47,800	48,023	6,000	42,023 12.1 %
<u>202 Amenities General</u>							
4351	Seats and Notice Boards	0	0	2,000	2,000	2,000	0.0 %
	Amenities General :- Expenditure	0	0	2,000	2,000	0	2,000 0.0 %
	Amenities :- Expenditure	-390	-740	56,275	57,015		9.3 %
	Income	0	0	375	-375		0.0 %

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Civic Centre</u>								
<u>301 Civic Building</u>								
4401	General Repairs	0	0	3,000	3,000		3,000	0.0 %
4402	Consumable Supplies	85	123	900	777		777	13.6 %
4403	Equipment Maintenance	0	0	1,800	1,800		1,800	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	115	171	1,500	1,329		1,329	11.4 %
4411	Rates	1,109	2,464	14,500	12,036		12,036	17.0 %
4412	Water and Sewage	1,624	1,624	1,670	46		46	97.3 %
4413	Electricity	0	0	2,300	2,300		2,300	0.0 %
4414	Gas	512	0	2,000	2,000		2,000	0.0 %
4417	Internal Works	0	0	3,500	3,500		3,500	0.0 %
	Civic Building :- Expenditure	3,445	4,594	33,070	28,476	0	28,476	13.9 %
1000	Income Civic Centre	1,720	2,162	35,000	-32,838			6.2 %
	Civic Building :- Income	1,720	2,162	35,000	-32,838			6.2 %
<u>302 Civic Building Loan</u>								
4060	Loan Accounts	5,577	5,577	11,500	5,923		5,923	48.5 %
	Civic Building Loan :- Expenditure	5,577	5,577	11,500	5,923	0	5,923	48.5 %
	Civic Centre :- Expenditure	9,023	10,171	44,570	34,399			22.8 %
	Income	1,720	2,162	35,000	-32,838			6.2 %

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk
<u>MEETING DATE</u>	31st July 2017
<u>SUBJECT</u>	Future Events (including summer fayre, fireworks, proms, Halloween and new Mayor's ideas)

1. INTRODUCTION

Updates on events as follows:-

2. INFORMATION

Summer fayre – Expenditure for the fayre totalled £1,638.15 and income was £1,555, being a shortfall of £83.15. However, we did purchase a new dome shelter at a cost of £200.

Fireworks 2nd September – firework company and pa system company booked. Nancy has been approached by the funfair who attended the summer fayre to see if we would like them to attend on the day of the fireworks.

Proms 9th September – the Civic Centre has been booked and as agreed at the last meeting the cost will be £15 to include 3 bingo books and food, followed by televised screening of the second half of the proms. However, several Councillors have advised that they will be away for the event on 9th September and we need to establish if we have enough volunteers to run the event.

Halloween 28th October – the ticket price has been agreed at £-- and the children's entertainers have been booked at a cost of £150.

New Mayor's ideas – the Mayor has ideas for several new events and will update us at the meeting.

Any other events – suggestions to be discussed.

3. FINANCIAL IMPLICATIONS

N/A

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk
<u>MEETING DATE</u>	31st July 2017
<u>SUBJECT</u>	Approval of tree works in Chatsworth Park

1. INTRODUCTION

At the beginning of June the Council received complaints from no. 1 & no. 2 Cavendish Close that trees located at the edge of Chatsworth Park were blocking out sunlight and that roots from large pines were pushing up patio slabs and causing trip hazards. EH Treecare have been to view the properties and taken photos and recommend works. This report sets out those details.

2. INFORMATION

EH Treecare have visited both properties and agree that, particularly at no. 2 Cavendish Close, tree roots are causing problems. The resident of no. 2 is elderly and is finding the uneven ground difficult to walk on.

EH Treecare have therefore recommended significantly reducing the boundary hedge between no. 1 and Chatsworth Park.

Fell 1 pine to ground level to allow sunlight through to rear gardens, reduce a large limb on a Holm oak that overhangs no. 2 Cavendish and poison the tree roots coming through patio, to reduce trip hazards.

3. FINANCIAL IMPLICATIONS

To undertake these works EH Treecare have quoted £690 + VAT (total £828). Currently in the budget we have £9000 for additional ground works to be undertaken.

4. RECOMMENDATION

It is recommended that quotations for tree works set out above be agreed and EH Treecare appointed to undertake the work.



<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk
<u>MEETING DATE</u>	31st July 2017
<u>SUBJECT</u>	Grass & tree cutting of parks and open spaces.

1. INTRODUCTION

Telscombe Town Council operates four main grass and tree cutting contracts.

- 1) Regular tree and hedge cutting of parks and open spaces
- 2) Regular grass cutting of parks and litter collection of playgrounds
- 3) Grass verge cutting
- 4) Tree cutting in accordance with yearly safety inspection survey

This report looks at the contract items 1) & 2) which will expire at the end of March 2018 following the expiring of a three year term.

2. INFORMATION

Following a tender process in 2015, the Council appointed Tim Jordan's Ground Maintenance Company to cut the grass in our parks and playgrounds & litter collection and cleaning in playgrounds, and EH Treecare to cut the hedges and trees.

Their three year contract expires March 2018 and attached are the draft tender documents to go out in August with a view of having a deadline of September 15th and bringing back to Amenities Committee on October 2nd. Any further interviews, shortlisting, or amendments can be made before Xmas and appointments finalised in January 2018 ready for an April 1st start date.

There have been no major changes made to the tender documents since 2015, though with slightly better knowledge the tree cutting document has been amended to include Ashurst Avenue gorse cutting (Saltdean side bank of Tye).

The grass cutting document increases the number of playground sweeps, and path clearances, again reflecting our increase in knowledge of what is required to be undertaken.

3. FINANCIAL IMPLICATIONS

It is believed that there will be a slight increase in costs reflecting the increase of work, and increase in inflation from 2015 – 2018 but this will be taken into consideration when setting the budgets in December. It is not believed that the increase in costs will be more than £1000.

4. RECOMMENDATION

Approval is sought to send out the documents to a minimum of three grass cutting and three tree cutting companies in the area for quotes to be gained.

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk
<u>MEETING DATE</u>	31st July 2017
<u>SUBJECT</u>	Tree report extra works at Chatsworth Park

1. INTRODUCTION

At the meeting in March it was noted that there were some additional works in the report to be undertaken that were detailed separately. They were not detailed in the summary of works which was what the original estimates received and works carried out were based on.

2. INFORMATION

It was agreed at the March meeting (min 948, p 2603) to obtain estimates for the additional work. Three estimates have now been received as follows:-

- a) McCormick Tree Care Ltd - total £720 plus VAT
- b) RW Green Ltd - total £780 plus VAT
- c) EH Treecare - £800 plus VAT

3. FINANCIAL IMPLICATIONS

We have a grounds maintenance budget to cover general works.

4. RECOMMENDATION

There is only £80 difference between the 3 estimates. RW Green carried out the previous works detailed in the tree report and EH Treecare are under contract with us to carry out general works in the park. We have had no previous dealings with McCormick Tree Care Ltd. It is therefore recommended that either estimate (b) or (c) be accepted.



Barcombe, East Sussex.

07760881617

chris@mccormicktreecare.co.uk

www.mccormicktreecare.com

Dear Stella

Further to your recent email, I am pleased estimate as follows:

Tree No. T1 Reduce crown by 3m, as per survey. Total cost £360.00 + Vat

Tree No. T2 Reduce north limb by 5m and reduce and balance remaining crown. As per survey.
Total cost £360.00 + Vat.

I hope this estimate is of interest to you and look forward to hearing from you soon. Should you have any queries please don't hesitate to get in contact with me.

Yours sincerely

Chris McCormick



Arboricultural, Horticultural & Ecological Management

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

RS/DP

Tel: 01273 589777

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

Dear Sirs

Re: Chatsworth Park, Telscombe Cliffs

Further to my visit to the above regarding tree work we are pleased to provide our quotation as follows:-

T1 – Sycamore – judiciously reduce overall crown by up to 3 metres.

COST £390.00 + 20% VAT £78.00 = £468.00

T2 – Sycamore – reduce north limb by up to 5 metres, reduce remaining crown to balance.

COST £390.00 + 20% VAT £78.00 = £468.00

All arisings are to be removed from site.

We hope this is of interest and await your instruction.

Yours faithfully

ROB STEVENS

LEWES: 01273 480 727 | UCKFIELD: 01825 750 746 | SEAFORD: 01323 423 599

Stella Newman

Subject: FW: Quotation - Chatsworth Park tree works

From: Ed [<mailto:ed@ehtreecare.co.uk>]

Sent: 20 July 2017 07:41

To: Stella Newman

Subject: Re: Quotation – Chatsworth Park tree works

Hi Stella

To carry out the works T1 £420 + vat and T2 £380 + vat

Thats with all waste away.

Speak soon

Ed Haunton

Operations Manager

Sent from E H Treecare mobile device.

Call Today on 01273 588503

Your local Arboricultural Association Approved Contractor.

ISO 9001,14001, OHSAS18001 & NHSS18 certified contractors.

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk
<u>MEETING DATE</u>	31st July 2017
<u>SUBJECT</u>	Projector Replacement (& microphones)

1. INTRODUCTION

At the last bingo evening, it was unfortunately discovered that the projector was not working. Also the microphones were working intermittently.

2. INFORMATION

In accordance with Financial Regulation 4.1 Budgetary Control & Authority to Spend, the entire microphone system was replaced with a new system for £94 net of VAT. The Chairman of the Committee, Cllr D Brindley, also gave his approval of the purchase.

Regarding the projector, this has proved to be somewhat more problematic. Cllr Maskell has done a lot of research on this and has obtained an estimate for a like for like replacement at a cost of £1,409 plus VAT. Another estimate is also awaited.

3. FINANCIAL IMPLICATIONS

We have a budget for equipment replacement of £1,500 of which approximately £500 has already been spent. We also have a budget for internal works of £3,500 which could be used.

4. RECOMMENDATION

It is recommended that the purchase of the microphones be noted and purchase of a replacement projector be approved.

Ron Maskell

Quotation Number: 146788

Date: 21 Jul 17

Our VAT Reg: 103 6365 43

Our Contact: Annick

Your Ref:

QUOTATION

Description	Qty	Unit Cost	Line Cost
Optoma EH515 projector	1	1,409.00	1,409.00
Order Subtotal:			£1,409.00
VAT @20.00%:			£281.80
Order Total:			£1,690.80

Payment Type:

DELIVERY ADDRESS:

Banking Details

Barclays Bank, 8 George Street, Richmond, Surrey TW9 1HY
Sort Code: 20-72-17 Account: 00497487
IBAN: GB51BARC20721700497487 SWIFT: BARCGB22

Please send remittances advices to accounts@projectorpoint.co.uk

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk/RFO
<u>MEETING DATE</u>	31st July 2017
<u>SUBJECT</u>	Business Plan Update

1. INTRODUCTION

It has been agreed to place the business plan update on all Committee & Council agendas.

2. INFORMATION

An updated version following the Council meeting on 19th July is awaited from Cllr Smith. Once this is received, it will then be handed over to Nancy/Stella to carry out updates. The old version is attached for information.

3. FINANCIAL IMPLICATIONS

n/a

4. RECOMMENDATION

n/a

TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

This business plan sets out a programme of work to be carried out between the dates shown including intervals of review and projected delivery dates Adopted at Full Council 210916.

Part 1- AMENITIES & CIVIC CENTRE COMMITTEE ACC – CP Chatsworth Park N and S – RK Robert Kingham – PF TCW Playing Fields Tels Cliffs
 Way ACC – Amenities and Civic Centre Committee - P&R – Policy and Resources Committee – FC Full Council TC – Town Clerk DTC – Deputy Town Clerk

Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
<u>1</u> Tree Survey CP	To survey the trees in CP and the Copse Completed	Tender Completed	TC	Summer 2016 Autumn 2016	FC 15/2/17	Autumn 2016 COMPLETED
<u>2</u> Tree Works	Tree Works Completed in CP Soon to be done in the Copse	Paper on Copse to FC	TC & DTC	Autumn 2016 Spring 2017	ACC & FC Agenda ACC 28/11 FC 13/2/17	Spring 2017 SOON TO BE COMPLETED
<u>3</u> Establish a Maintenance Programme for Play equipment in the Play Spaces	Keep Play Equipment in safe and good condition	ACC resolved to keep maintenance in house and Monitor	TC & DTC	Spring 2016	ACC & FC Agenda ACC 26/9 Agenda ACC 28/11	Ongoing
<u>4</u> Play Equipment Survey	Survey Play Equipment condition Produce a costed plan for replacement/refurbishment.	Explore grant/match funding Costed options paper to ACC	TC & DTC	Summer 2016 Spring 2017 UPDATE ON PROGRESS out of scope.	ACC & FC Agenda ACC 26/9 Agenda ACC 28/11 ACC Agenda	Spring 2018

TELSCOMBE TOWN COUNCIL BUSINESS PLAN 2015 to 2019

				27/3/17		
<u>5</u>	<u>LDC Devolution PI</u>	DECISION FC 21/12 Not to proceed with the LDC offer to devolve the PFTCW and Cliff tops	LDC to be formally written to	TC	Winter 2016	Winter 2016 DISCONTINUED
<u>6</u>	<u>Allotments PI</u>	Refresh the feasibility of the Council delivering Allotments	Options Paper to FC including any new information on surveys and a detailed explanation of the Councils legal duties.	TC	Summer 2016	Summer 2016
<u>7</u>	<u>Allotments P2</u>	Subject to Part I approval - Delivery Plan for Allotments	Costed Options Paper to ACC	TC & DTC	Autumn 2016 Spring 2016	Spring 2017
<u>8</u>	<u>Introduce Combined Dog and General Waste Bins</u>	Audit and Costs then refresh decision on whether a combined bin would be more economical for the Town.	Costed report to ACC Establish best practice through liaison with other councils If Councillors agree business case and tender proposition.	TC & DTC	Spring 2016	Summer 2016 COMPLETED Monitor Cost Savings at ACC

<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk
<u>MEETING DATE</u>	31st July 2017
<u>SUBJECT</u>	Internal Redecoration Civic Centre

1. INTRODUCTION

Despite numerous attempts, we have only managed to get two companies to come and quote for the redecoration work agreed at Committee in March.

2. INFORMATION

The quotations are as follows:-

O Sierra - total for 3 areas £960.00

(Broken down as follows:- reception office £560, entrance lobby curved wall £150, upstairs landing £250)

C Wilkins – total for 3 areas £581.49

(Broken down as follows:- reception office £322.50, entrance lobby curved wall £118.99, upstairs landing £140)

3. FINANCIAL IMPLICATIONS

We have a budget of £1,000 for internal/external decorating.

4. RECOMMENDATION

O Sierra undertook the previous work in the 3 rooms upstairs and we were pleased with his work. However, the quote from C Wilkins is £378 cheaper and covers the same work so it is recommended that the quotation from C Wilkins be accepted.

<u>AGENDA ITEM</u>	14
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk
<u>MEETING DATE</u>	31 st July 2017
<u>SUBJECT</u>	Contribution to Wave Leisure Summer Holiday Scheme

1. INTRODUCTION

For the last 4 years we have contributed £1,500 to Wave Leisure's Summer Holiday scheme.

2. INFORMATION

A copy of their request for funding along with information regarding the scheme is attached. They have requested £1,800.

3. RECOMMENDATION

It is recommended that Telscombe Town Council contribute £1,500 towards the scheme.

4. FINANCIAL IMPLICATIONS

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

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

1. Project Details:	
Project title	Peacehaven Summer Holiday Activity Programme
Start date	Monday 24 July 2017
Finish date	Friday 8 September 2017
Contact Name	Liz Allsobrook
Organisation	Wave Leisure, Targeted Youth Services, Peacehaven Community School, Peacehaven Bowls Club
Address	c/o Wave Leisure, Sutton Road, Seaford, East Sussex, BN25 4QW
Contact details	01323 406979
E Mail	Liz.Allsobrook@waveleisure.co.uk

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

3. Description of the Project:

For the sixth year of this very successful Summer Holiday Activity Programme Wave Leisure have once again taken the lead in co-ordinating and pulling together the programme for 2017.

We continue to work closely with Peacehaven Community School, Targeted Youth Services, alongside the many other groups and organisations from across Peacehaven and Telscombe.

In 2017 the partners were very pleased to welcome just over 2,000 visits to the various activities and sessions laid on for children and young people from around Peacehaven & Telscombe to attend. This year we are once again looking to run a programme with partners to offer a diverse and engaging range of activities and sessions for the residents of the towns to take part in.

The project aims to provide a comprehensive programme of activities for young people and families to take part in sport, play and recreational activities at a reduced cost or for free. Sessions also offer the chance to improve life skills and encourage character development as well as to develop learning for ongoing participation in activity. It is also a great opportunity for residents of Peacehaven & Telscombe to meet new people and create new friendships within the local community.





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

We have several locations where activities will be taking place this year including Peacehaven Leisure Centre, Peacehaven Community School, The Joff Centre, Telscombe Civic Centre, Peacehaven Bowls Club, East Saltdean Park & Chatsworth Park, Peacehaven Library and outside space where young people congregate, to engage and support access to participation.

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

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

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

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

4 How will the success of the project be measured?

Funding is sought to support the program and having had a total of 2,000 visits in 2016 our aim would be to see an increase on that.

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

We will ask partners to report on comparison uptake of wellbeing advice, information and guidance by young people.

We will ask partners to report on comparison uptake of physical activity sessions and club memberships by young people during and post programme.

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





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

Signed: L Allsobrook

Name and Position Liz Allsobrook
Community Engagement and Partnership Manager – Wave Leisure
Trust Ltd

Date: 24 June 2017



**Peacehaven Leisure Centre-
Summer Holiday 24th July- 2nd September**

	Peacehaven Leisure Centre			Bowls Club	Outdoor Gym Meridian Park	Telscombe Town council
	a.m Activity Activity1	p.m Activity	Extra			
Monday	Parent & Toddler 10-11.30				Green Gym 10.30-11.30 Meridian Park (12+ years)	Junior HIIT training circuits class (Civic Centre) 2-3.30 (12+years)
Tuesday		Roller Skating 1-3pm		Bowls Club 10.30-12.30 (Booking essential)		
Wednesday		Table Tennis Club 09:30-11:30	J Fit 3.30-4.30			Multi-Sports (Chatsworth park) 1-2.30 (8+ Years)
Thursday	Parent and Toddler 10-11.30am	Family Badminton 2-4pm Squash club 7pm-8pm	27 th July(Change 4 life 2017) *Contact the centre for bookings and full details			Foot golf 12.00-13.00 Chatsworth Park (8+Years)
Friday	Big Bounce 9.00-12.00				Green Gym 10.30-11.30 Meridian park (12+years)	
Saturday	Gymnastics Summer Camp Pre-school 2 ½ - 4 year olds 9.15-10.00 Gymnastics Reception+ Years 10.15-12.15					

<u>AGENDA ITEM</u>	15
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Deputy Town Clerk/RFO
<u>MEETING DATE</u>	31st July 2017
<u>SUBJECT</u>	CCTV replacement

1. INTRODUCTION

The upgraded CCTV system has now been installed and is up and running.

2. INFORMATION

As there are now 9 cameras, the images on the CCTV screens are small and hard to see. An upgrade on the monitors to larger screens is therefore required.

3. FINANCIAL IMPLICATIONS

We currently have £5,000 in an earmarked reserve for CCTV, less installation of the system £2,099, balance £2,900.

4. RECOMMENDATION

It is recommended that an upgrade in the monitors is undertaken. A quotation from Haven Security is awaited, and should be received for consideration at the meeting.