

TELSCOMBE TOWN COUNCIL

To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr D Brindley *Deputy Mayor*, Cllr C Clarkson
Cllr C Gallagher, Cllr J Harris, Cllr D Judd, Cllr L Mills,
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

28th May 2019

Dear Sir/Madam

You are summoned to attend a meeting of the **Amenities & Civic Centre Committee** which will be held on **Monday 3rd June 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. To appoint a Chairman and Vice Chairman
2. 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.
3. Apologies for absence and substitutions
4. To receive Members' declarations of interest in relation to matters on the agenda
5. To discuss and approve minutes of the meeting held on Monday 1st April 2019 - *attached*
6. To receive action list – *attached*
7. To receive Income & Expenditure to 30th March 2019 – *attached*
8. Annual playground inspection reports – *see attached*
9. To consider works to fencing at Chatsworth Park South playground – *see attached*
10. Tree works and tree survey in Chatsworth Park – *see attached*
11. To consider replacement picnic bench in Chatsworth Park – *see attached*
12. To agree funding for Wave Leisure Summer Holiday Scheme – *see attached*
13. To consider estimates for re-decorating Civic Centre internal areas – *see attached*
14. To consider displaying Ron Chiverton's (Freeman of Telscombe) medals & cap – *see attached*
15. Future events – *see attached*
16. 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 29th July 2019



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 1st April 2019** in Telscombe Civic Centre at 7.30 pm.

PRESENT Councillors: T Armour, G Maskell *Chairman*, R Maskell, B Page, I Sharkey & A Smith

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

1155. PUBLIC QUESTION TIME

There were no questions from the public present.

1156. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Wright who was on annual leave and this reason was accepted by the Committee. Cllrs Brindley and Harris were not present but had not submitted apologies.

1157. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Armour declared an interest in agenda item 14, To Consider Tenders for Small Works Grounds Maintenance Contract.

1158. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 28th JANUARY 2019

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

1159. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.7.18	Min 1106, p 2814 – Playground inspection training for Bianca Buss	BB	Bianca has undertaken the course and an update is on the agenda for this meeting.	complete
24.9.18	Min 1119, p 2849 – To Consider Chatsworth North Playground Fencing Quotations	SN	Works complete.	complete
24.9.18	Min 1120, p 2849 – To Consider Robert Kingan Playground Gate Quotations	SN	Works complete.	complete
24.9.18	Min 1121, p 2849 – Update on Playground Refurbishments	SN	Works complete.	complete
26.11.18	Min 1131, p 2882 – Alterations to bridge on multi-unit at Robert Kingan	BB	Works complete.	complete



1159.	To Receive Action List (Contd)			
26.11.18	Min 1132, p 2882 – Actions on Tree Survey Report	SN/BB	Estimates received and item placed on agenda for this meeting.	April 2019
28.1.19	Min 1143, p 2910 – To consider estimates for wetpour repairs at Chatsworth South playground	SN/BB	Work complete	complete
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.	May 2019
28.1.19	Min 1145, p 2910 – To note LDC's consent to treeworks at The Copse	BB	Estimates received and item placed on agenda for this meeting.	July 2019
28.1.19	Min 1146, p 2911 – To consider requests for new litter bins	SN	Stella advised TRA of committee's decision – also wrote letter to Tavern but no response received to date.	complete
28.1.19	Min 1148, p 2911 – To consider replacement security alarm key pad	SN	Replacement works complete.	complete
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.	June 2019
28.1.19	Min 1150, p 2911 – To consider estimates for Civic Centre kitchen refurbishments	SN	Heartwood Carpentry instructed and works almost complete to ground floor kitchen.	March 2019
28.1.19	Min 1151, p 2912 – To consider renewal of gas boiler service contract	SN	Contract renewed.	Complete

New litter bins – The Town Clerk advised she would chase the Telscombe Tavern for an answer.

Civic Centre kitchen refurbishments – The work has now been completed.

1160. TO RECEIVE INCOME AND EXPENDITURE TO 31st JANUARY 2019

It was proposed by Cllr R Maskell, seconded by Cllr Page and unanimously **agreed** that the income and expenditure figures for Amenities expenditure of £133,049 and income of £92,033 and Civic Centre expenditure of £35,192 and income of £25,347 at 31st January 2019 be accepted as correct.

1161. TO CONSIDER ESTIMATES FOR TREE WORKS AT CHATSWORTH PARK AND THE COPSE

Following consideration of the estimates submitted, it was proposed by Cllr R Maskell, seconded by Cllr Page and unanimously **RECOMMENDED** that EH Treecare be instructed to carry out the works required as advised by the Arboriculturist in the sum of £2,640 plus VAT.

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1161. To consider estimates for Tree Works at Chatsworth Park and The Copse (Contd)

The Town Clerk reported that she had received a complaint from a resident whose property shares a boundary with Chatsworth Park regarding the height of trees and that they would like them reduced in height. Following discussion it was proposed by Cllr R Maskell, seconded by Cllr Armour and unanimously **RECOMMENDED** that EH Treecare visit the site, take pictures and provide suggestions based on his expertise and his recommendations be brought back to the next meeting for consideration.

1162. PLAYGROUND INSPECTIONS

Bianca Buss, Amenities Officer was congratulated on passing the Playground Inspection training and becoming qualified to undertake inspections. However, having considered the Town Clerk's report, it was proposed by Cllr Page, seconded by Cllr R Maskell and unanimously **RECOMMENDED** that Lewes District Council continue to undertake the playground inspections for the Town Council.

1163. CIVIC CENTRE CLEANING

Cllr G Maskell's report was noted and it was **agreed** that a deep clean by an outside company would not be necessary and the Out of Hours caretakers will continue to undertake cleaning when at the Civic Centre in the evenings.

1164. FUTURE EVENTS

Bingo – Cllr G Maskell reminded the Committee that the next Bingo evening is on 26th April.

Mayors Celebration Evening – Cllr Page confirmed that he had liaised with the Admin Assistant and a new poster had been designed to advertise the event and hopefully bring in more sales.

1165. CIVIC CENTRE SECURITY

The security of the building had a review at the recent Council meeting and it was noted by the Committee that quotations were being obtained for alterations to the reception office which would be brought back to the next meeting.

The Town Clerk advised that the doors next to the reception desk had been removed and a convex mirror fixed to the wall opposite so that all visitors can be clearly seen by reception. It was also noted that keypad locks had been purchased for all internal doors in the building on the recommendation of Cllr G Maskell, Committee Chairman.

Quotations had also been sought for an additional CCTV camera in the entrance lobby, an additional monitor and front door intercom handset for the reception office. It was proposed by Cllr B Page, seconded by Cllr G Maskell and unanimously **RECOMMENDED** to accept the quotation from Haven Security of £642 plus VAT for a new CCTV camera in the entrance lobby and a new LED monitor in the reception office and the quotation from Haven Security for a new handset for the front door intercom of £149 plus VAT.

TELSCOMBE TOWN COUNCIL



1165. Civic Centre Security (Contd)

The Town Clerk also advised that following the automatic front door's service, it did not meet revised standards. The company that had carried out the service provided a quotation to undertake the necessary works, but the Town Clerk will obtain further quotations and bring them back to the next meeting for consideration.

1166. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Page wanted to thank the Caretaker for the condition of the boat outside the Civic Centre. Cllr G Maskell asked if the boat could be repainted by the Caretaker.

Cllr Armour also thanked Mick Evans for putting up the signs regarding the sheep returning to the Tye and the Town Clerk confirmed that he had also recently checked the fences around the Tye and actioned several works to make them good in preparation of the return of the sheep.

1167. EXCLUSION OF PRESS AND 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 (Admissions 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.

1168. TO CONSIDER TENDERS FOR SMALL WORKS GROUNDS MAINTENANCE CONTRACT

Cllr Armour declared an interest in this agenda item and left the room whilst discussions and voting took place.

It was noted that tenders had been received by four of the six people that they had been sent to and there was discussion regarding these. Cllr Smith suggested that in future the works are amalgamated with the other grounds maintenance contract. The Town Clerk confirmed that the decision was previously agreed by the Committee to split the contracts and that they run for another 2 years. A decision will need to be made concerning all three contracts before they come to an end in March 2021. It was proposed by Cllr R Maskell, seconded by Cllr Page and **RECOMMENDED** that M Evans be appointed for a 2 year term commencing April 2019 until March 2021 for the sum of £2,290 per year. Cllr Smith abstained.

There being no further business the meeting closed at 8.40 pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 3rd June 2019 at 7.30 pm

Agenda Item 6 - Amenities and Civic Centre Action List for 3rd June 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	SN/BB	Benches have been ordered and delivery is awaited. <i>Benches received and installation is imminent.</i>	May 2019
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

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	3rd June 2019
<u>SUBJECT</u>	Income and Expenditure

1. INTRODUCTION

The Income and Expenditure figures to 31st March 2019 were taken to full Council on 15th May.

2. INFORMATION

The figures for the Amenities and Civic Centre Committees are attached again for information.

3. RECOMMENDATION

n/a

4. FINANCIAL IMPLICATIONS

n/a

Month No : 12

Committee Report

	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	0	4,634	4,600	-34	-34	100.7 %
4365	Entertainment consumables	0	0	300	300	300	0.0 %
4366	Wave Leisure	0	1,500	1,500	0	0	100.0 %
	Town Events :- Expenditure	0	6,134	6,400	266	0	95.8 %
1012	Income miscellaneous	40	190	0	190		0.0 %
1054	Income entertainment	0	0	300	-300		0.0 %
	Town Events :- Income	40	190	300	-110		63.3 %

201 Parks, Open Spaces/Playgrounds

4098	PlayEquipmentReplacement-*see below	0	113,893	22,000	-91,893	-91,893	517.7 %
4100	Playgrounds Spare Parts	0	1,098	2,000	902	902	54.9 %
4101	Grounds Maintenance	1,350	11,821	25,000	13,179	13,179	47.3 %
4103	Playground Inspections	0	1,950	2,600	650	650	75.0 %
4328	Joint litter/dog bin emptying	832	1,664	2,200	536	536	75.6 %
	Parks, Open Spaces/Playgrounds :- Expenditure	2,182	130,426	53,800	-76,626	0	242.4 %
1061	Income miscellaneous-*grants for playground refurb	0	91,893	0	91,893		0.0 %
	Parks, Open Spaces/Playgrounds :- Income	0	91,893	0	91,893		

202 Amenities General

4351	Seats and Notice Boards	1,372	2,021	2,000	-21	-21	101.1 %
	Amenities General :- Expenditure	1,372	2,021	2,000	-21	0	101.1 %

Amenities :- Expenditure	3,554	138,581	62,200	-76,381			222.8 %
Income	40	92,083	300	91,783			30694.5

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Civic Centre**301 Civic Building**

4401	General Repairs	564	3,387	3,250	-137	-137	104.2 %
4402	Consumable Supplies	248	638	900	262	262	70.8 %
4403	Equipment Maintenance	-283	2,050	1,900	-150	-150	107.9 %
4404	External/Internal Decorating	1,295	1,304	1,000	-304	-304	130.4 %
4406	Refuse collection	0	865	900	35	35	96.1 %
4407	Equipment	0	1,594	1,600	6	6	99.6 %
4411	Rates	1,160	13,920	14,500	580	580	96.0 %
4412	Water and Sewage	0	1,695	1,700	5	5	99.7 %
4413	Electricity	556	1,733	2,300	567	567	75.3 %
4414	Gas*	995	2,655	2,000	-655	-655	132.8 %
4417	Internal Works	2,100	3,830	3,500	-330	-330	109.4 %
	Civic Building :- Expenditure	6,634	33,670	33,550	-120	0	100.4 %
1000	Income Civic Centre	4,515	31,215	35,000	-3,785		89.2 %
	Civic Building :- Income	4,515	31,215	35,000	-3,785		89.2 %

*Overspend due to service contract

302 Civic Building Loan

4060	Loan Accounts	0	10,626	11,000	374	374	96.6 %
	Civic Building Loan :- Expenditure	0	10,626	11,000	374	0	96.6 %

	Civic Centre :- Expenditure	6,634	44,296	44,550	254		99.4 %
	Income	4,515	31,215	35,000	-3,785		89.2 %

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Amenities Officer
<u>MEETING DATE</u>	3rd June 2019
<u>SUBJECT</u>	Annual playground inspections

1. INTRODUCTION

Lewes District Council (LDC) have completed the annual playground inspections for our three playgrounds; Chatsworth Park South, Chatsworth Park North and Robert Kingan which are attached.

2. INFORMATION

The reports highlight several issues, however, all items are listed as low or very low risk. Some items require further action and will be brought back to future meetings for consideration.

We have contacted Playsafe concerning the findings found at the basketball court at Chatsworth Park South, which has been added as a separate agenda item for this meeting.

As the reports are lengthy, they will not be printed for each Councillor to save on printing costs. They will be emailed, however, and a couple of copies will be available for perusal at the meeting and subsequent circulation to Councillors as required.

3. RECOMMENDATION

To note the recommended actions from LDC and implement them.

4. FINANCIAL IMPLICATIONS

There may be a financial cost for future repairs. Any spending requirements will be effected in accordance with the Council's Financial Regulations.

AGENDA ITEM 9

COMMITTEE Amenities & Civic Centre

REPORT FROM Amenities Officer

MEETING DATE 3rd June 2019

SUBJECT To consider works to fencing and basketball unit at Chatsworth Park South Playground

1. INTRODUCTION

At a recent playground Inspection, it was found that the gate to the basketball court at Chatsworth Park South playground had a finger entrapment issue and that there were damaged panels to the fencing around the court and to the back of the basketball unit.

We locked the basketball court for safety reasons and made contact with Playsafe who had recently refurbished our playgrounds, which included the gate and fencing around the court.

2. INFORMATION

Playsafe visited the site and reported that the front gate of the court had moved sideways and they would fix this free of charge as the damage had occurred whilst still under warranty.

The damage to the perimeter fencing is all located to the top edge, which has been caused by youths climbing over the fence. It will therefore not be included under warranty.

Playsafe advised that the damage to the basketball unit appears to have been caused by children hanging off the bar and kicking the framework – see photos.



They can either replace the panels, or the cheaper option is to repair the current panels, but this makes the wires softer and easier to damage in the future. In addition they have suggested that we add a central fence post to the middle of the back panel to provide extra stability against any future damage. This section of the unit has already been damaged, repaired by Playsafe and put back in place.

Playsafe's estimates are attached as follows:

Option 1: To supply and fit new panels at a cost of **£494 plus VAT**.

Option 2: To repair the current panels at a cost of **£384 plus VAT**.

Additional post support at a cost of **£215 plus VAT**.

Repair the perimeter fence panels at a cost of **£280 plus VAT**.

3. RECOMMENDATION

As the basketball panel has already been repaired and put back, it is recommended that new panels are installed, plus the additional post support be fitted.

Regarding the perimeter fencing, it is recommended that the repair quotation of £280 plus VAT be accepted.

4. FINANCIAL IMPLICATIONS

We have a budget of £22,000 for playground equipment replacement and the total cost of works amounting to £989 plus VAT can be taken from there.

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	3rd June 2019
<u>SUBJECT</u>	Tree works and tree survey in Chatsworth Park

1. INTRODUCTION

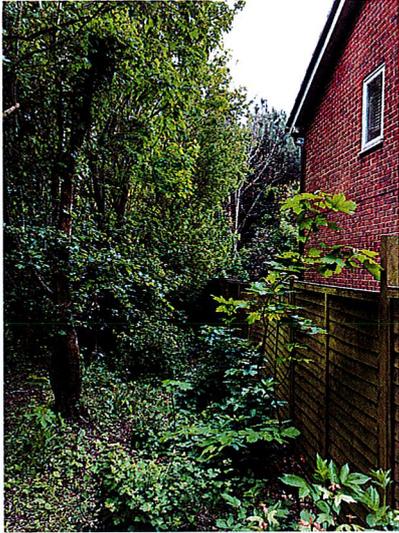
This report refers to complaints from 2 residents at 2 different properties that border Chatsworth Park. Throughout the report (a) refers to one property and (b) to the other.

- a) At our last meeting on 1st April 2019, it was reported that the Council had received a complaint from a resident whose property shares a border with Chatsworth Park regarding the height of the trees and they would like them reduced in height. It was agreed to ask EH Treecare to visit the site and any recommendations be brought back to the next meeting.
- b) We have subsequently received another complaint from a different resident whose property borders Chatsworth Park regarding the height of the trees. Their letter of complaint that was addressed to Peacehaven and ESCC and copied to us is attached.

Annually we have a tree survey carried out by a qualified Arboriculturist. His report is then brought back to this committee and his recommendations considered. Estimates are then obtained for any work requiring to be carried out.

2. INFORMATION

- a) Some trees and shrubs were removed in the summer of 2017 following a previous request by the resident and agreement by this Committee. Bianca visited the site with EH Treecare. There are 4 pine trees that could potentially cause a problem with regards to the mould and moss issues the complainant has reported. However, EH Treecare were unhappy to reduce these in height without consultation with our Arboriculturist, as they felt that reducing the trees could make them unstable.
- b) Despite the content of the resident's letter, I confirm that the trees have been cut back on several occasions over the years and last June three trees were removed. The photos on the next page were taken a couple of weeks ago. It can be seen that there are no branches encroaching on the roof of the property.



3. RECOMMENDATION

- a) That when the Arboriculturist carries out his tree survey in the early Autumn, we ask him to look at the pine trees with a view to possibly reducing their height.
- b) It is recommended that we consider the resident's complaint and ask EH Treecare to visit the site. If, as with the other property, they are reluctant to reduce their height without consultation with the Arboriculturist, then we can ask him to look at these too when he carries out his survey in the Autumn.
- c) It is recommended that we instruct the Arboriculturist to carry out a survey in the autumn and to additionally address specifically the two previously mentioned properties/areas.

It is also recommended that going forward we decide whether to consider each case as and when we receive a complaint, or whether we look at the height and density of all trees bordering properties with Chatsworth Park with a view to thinning or height reduction in the near future.

4. FINANCIAL IMPLICATIONS

If works to reduce or remove trees are agreed, there will be a cost implication which is unknown at this stage.

I am awaiting a price from the Arboriculturist to carry out his tree survey, but it is anticipated to be in the region of £700-£800.

We have a budget of £22,100 for grounds maintenance which is to cover the cost of all contract work and an earmarked reserve of £20,000.

query 'B'

For the attention of:

Peacehaven Town Council and East Sussex Town Council

I live and own the property, 10 Bridleway next to Chatsworth Park. Each year I have contacted the Parish Council to raise my concerns regarding the overgrown trees that seriously overhang my property. Unfortunately, over the years very little notice has been taken by the Parish Council.

I am now extremely concerned that the branches of the trees are encroaching on my roof and have caused extensive damage to the fascia on my property. These branches also allow vermin such as squirrels and rats access to the roof of my property and those adjoining properties.

In addition, the trees are now so tall that they have taken out all satellite connection to my home where I live with my young daughter and the natural light is diminishing.

I have been on the Peacehaven Town council website and tried to access your web links regarding maintenance of trees, sadly your web links do not work so information is nil. However, on your news page and I quote

'Most hedges adjacent to the highway form part of the private boundary feature of the property and therefore the responsibility for maintenance of the hedge is that of the land or property owner' –

in this case Chatworth Park is council owned, so the onus lies with the Council.

These trees are soon going to cause problems with renewing buildings insurance, at present I estimate they are under 30 feet, but they are rapidly growing in height.

I would be very grateful if the trees could be pruned to a much more acceptable level for house owners in the Bridleway area.

I look forward to hearing from you.

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk & RFO
<u>MEETING DATE</u>	3rd June 2019
<u>SUBJECT</u>	To consider replacement picnic bench in Chatsworth Park

1. INTRODUCTION

We have a picnic bench in Chatsworth Park next to the memory garden that has unfortunately been vandalised.

2. INFORMATION

The bench legs were broken and it was actually removed and carried down to a wooded area near to the car park and was being used for seating by the vandals.

Unfortunately part of the top had been broken off and the legs were beyond repair so it had to be disposed of.

3. RECOMMENDATION

We need to consider whether we would like to replace the bench, put a bench in another area, or not replace.

I have got a price for an 'A' frame picnic bench and a wheelchair accessible bench to give you an indicative purchase cost – see attached.

4. FINANCIAL IMPLICATIONS

We have a budget of £1,000 for seats and notice boards.

Timber A Frame adult picnic tables by Earth Anchors

Timber A frame adult picnic tables

Price:Excluding 20% VAT

£215.00

A Frame junior picnic table sizes available

1.2 metre long table (seats 4) 1.5 metre long table (seats 6)(+£33.00)

1.8 metre long table (seats 8)(+£54.00) 2.1 metre long table (seats

10)(+£88.00) 2.4 metre long table (seats 12) (+£109.00)

Ground fixings

EA102 Rootfast anchor kit - w ith tools (+£49.00)



A frame picnic table 1.2 metre, 1.5 metre, 1.8 metre, 2.1 and 2.4 metres long (442)
Made entirely from slow grown Latvian Redwood from sustainable resources, pressure treated after machining and resealed.

- Seats 4, 6, 8, 10 or 12 adults
- Made completely from Latvian redwood, pressure treated after machining and resealed
- 1524mm wide x 763mm high
- Bench top is made from 150 x 47mm sections and chassis and framework uses 100 x 47 mm sections
- Coach bolts are zinc plated and 10mm thick and fastened with lock nuts
- Because the wood is slow grown, they are more resistant to cold and damp conditions
- Delivered fully assembled
- 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 table you will require an EA102 kit that includes reusable installation tools, any further tables 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.



Rootfast Anchor kit
£34-



Rootfast Anchor kit
with tools £49



concrete bolt down
£14 (+£2 with
security armour)

Paving slab Kit

FOR HARD SURFACES

Kit comprises:

- 2 Bench Brackets
- 2 Large Rawlplugs + Coach Screws
- Security Screws



£14
(+£2 with security
armour)

EA107

Earth Anchors Ltd, 15 Campbell Road, Croydon, CR0 2SQ

Tel: 020 8684 9601

Tarmac Kit

FOR HARD SURFACES

Kit comprises:

- 2 Bench Brackets
- 2 Tarmac bolts
- Security Screws



£14

EA108

Earth Anchors Ltd, 15 Campbell Road, Croydon, CR0 2SQ

Tel: 020 8684 9601

Timber A Frame wheelchair accessible picnic tables

Timber A frame wheelchair access picnic tables
Price: Excluding 20% VAT

£399.00

Timber A frame wheelchair accessible picnic table options

- 2.1 metre version (sits 6 adults with additional space for 1 wheelchair user) 2.7 metre version (seats 8 adults with additional space for 2 wheelchair users (+£93.00))



A frame wheelchair access picnic table 2.1 or 2.7 metres long

Made entirely from slow grown Latvian Redwood from sustainable resources, pressure treated after machining and resealed.

- 2.1 metre version seats 6 adults and allows additional access for 1 wheelchair, 2.7 metre version seats 8 adults and allows additional access for 2 wheelchairs
- Made completely from Latvian redwood, pressure treated after machining and resealed
- 2135mm long x 1524mm wide x 763mm high or 2745mm long x 1524mm wide x 763mm high
- Bench top is made from 150 x 47mm sections and chassis and framework uses 100 x 47 mm sections
- Coach bolts are zinc plated and 10mm thick and fastened with lock nuts
- Because the wood is slow grown, they are more resistant to cold and damp conditions
- Delivered fully assembled
- 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 table you will require an EA102 kit that includes reusable installation tools, any further tables 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

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	3rd June 2019
<u>SUBJECT</u>	Contribution to Wave Leisure Summer Holiday Scheme

1. INTRODUCTION

For the last 6 years we have contributed £1,500 to Wave Leisure's Summer Holiday scheme.

2. INFORMATION

The scheme puts on activities for children during the summer holidays. The contribution we make helps Wave Leisure to make the activities low cost or free.

A copy of Wave Leisure's report and request for funding is attached.

3. RECOMMENDATION

Although they have requested a contribution of £1,800, it is recommended that we make a payment of £1,500 towards the scheme.

4. FINANCIAL IMPLICATIONS

We set a budget for this year of £1,500.



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 2019
Finish date	Monday 3 September 2019
Contact Name	David Wright
Organisation	Wave Leisure, Targeted Youth Services, Peacehaven Community School, Peacehaven Bowls Club
Address	c/o Wave Leisure, Sutton Road, Seaford, East Sussex, BN25 4QW
Contact details	01323 408857
E Mail	David.wright@waveleisure.co.uk

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

3. Description of the Project:
<p>For the eighth 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 of holiday activity for children and young people for 2018.</p> <p>We continue to work closely with local stakeholders including Peacehaven Community School, Targeted Youth Services, alongside the many other groups and organisations from across Peacehaven and Telscombe.</p> <p>In 2018 the partners were very pleased to welcome just over 1400 visits to the various activities and sessions laid on for children and young people in Peacehaven, these activities occurred across a variety of locations. 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 children and young people of the towns to take part in.</p> <p>The project aims to provide a comprehensive programme of activities for young people and families to take part in sport, play and recreational activities at a reduced cost or for free. Sessions also offer the chance to improve life skills and encourage character development as well as to develop learning for ongoing participation in activity. It is also a fantastic opportunity for residents of Peacehaven & Telscombe to meet new people and create new friendships within the local community as well as finding out about local services that are available for them to access. This will all be promoted at the town fair.</p> <p>All partners are suitably qualified and experienced to provide the activities they are delivering.</p> <p>We have several locations where activities are planned to take place this year including</p>



<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Amenities Officer
<u>MEETING DATE</u>	3rd June 2019
<u>SUBJECT</u>	Decoration quotations for the Civic Centre

1. INTRODUCTION

It was agreed at the meeting on 28th January 2019 to obtain quotations for the redecoration of certain areas of the Civic Centre.

2. INFORMATION

We contacted five companies, but only three have visited the Civic Centre and provided quotations, which are attached as follows:-

O Sierra – £1,790 (not VAT registered)

Chris Whittle Decorating Ltd - £2,295 (not VAT registered)

Drew Stevenson - £5,480 (not VAT registered)

Consideration should now be given as to whether we want all areas detailed on the specification to be decorated and whether we want to keep the two colours, daffodil white and button blue, that we currently have or whether we want to change the colours.

It is difficult to give a direct comparison per area as O Sierra has put down for labour only and materials separately. Also he has omitted to quote for sanding the stairs. However, if you were to distribute the paint cost across the areas, overall his estimate still appears to be the most favourable. He has also done some decorating work for us previously and was very meticulous.

3. RECOMMENDATION

It is recommended that O Sierra be asked to carry out the work.

4. FINANCIAL IMPLICATIONS

We have a budget of £1,000 for the year for internal & external decorating and an earmarked reserve of £17,500 for Civic Centre maintenance. Both sources can be used to fund the works, the total amount depending on how much of the work is carried out.

Quotes for Civic Centre Redecoration 2019

O Sierra C Whittle inc D Stevenson
 materials inc materials

Staircase to first floor	Stairs to be sanded and re-stained.		280	575
First floor landing area	Blue section to be re-painted with two top coats of Dulux Trade Diamond Eggshell Button Blue.	120	125	500
First floor wall leading to rooms 3 & 4	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. Damage to the left side of the lift to fixed.	40	175	610
First floor corridor leading to rooms 5 & 6	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White.	120	280	590
Room 5 (first floor)	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White.	120	280	584
Toilet by room 5 (first floor)	Ceiling to be painted with two top coats of Dulux Trade White Ceiling paint.	30	65	200
Ground floor exhibition area, including area leading to fire exit door	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. Blue wall to be painted with two top coats of Dulux Trade Diamond Eggshell Button Blue.	300	440	1451
Room 1 on ground floor	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White.	240	195	380
Ground floor reception area opposite office	Wall with office window and wall with security alarm to be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. White work to be touched up around office window.	60	175	To be included in his reception alterations quote
Ground floor corridor leading to toilets	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. Light switch to be repaired.	240	280	590
	Plus materials	520		
	Total	£1,790	£2,295	£5,480

O.SIERRA

01 APR 2019


Your clean, friendly and reliable painter and decorator

QUOTATION

To whom may it concern,

Prepare all walls to be painted by filling in and rubbing down any imperfections and apply two coats of paint.

Prepare the toilet ceiling to be painted by applying one coat of stain block on needed areas and apply two coats of paint.

Prepare any desired woodwork to be painted by filling in and rubbing down all imperfections and apply two coats of paint.

The prices for this job can be found on the attached document.

This prices are not subject to VAT

Best Wishes,

Oscar Sierra

Checkatrade.com
Where reputation matters

5 Westfield Rise, Saltdean

Brighton, BN2 8HR

Tel: 01273 979 327

Mob: 07827 318297

o.sierrawillpaintit@live.co.uk

SPECIFICATION FOR INTERNAL RE-DECORATION
TELSCOMBE CIVIC CENTRE

Please provide quotation for areas broken down separately as detailed below: *Labour.*

Staircase to first floor	Stairs to be sanded and re-stained.	£
First floor landing area	Blue section to be re-painted with two top coats of Dulux Trade Diamond Eggshell Button Blue.	£ 120 Lab.
First floor wall leading to rooms 3 & 4	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. Damage to the left side of the lift to be fixed.	£ 40
First floor corridor leading to rooms 5 & 6	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White.	£ 120
Room 5 (first floor)	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White.	£ 120
Toilet by room 5 (first floor)	Ceiling to be painted with two top coats of Dulux Trade White Ceiling paint.	£ 30
Ground floor exhibition area, including area leading to fire exit door	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. Blue wall to be painted with two top coats of Dulux Trade Diamond Eggshell Button Blue.	£ 300
Room 1 on ground floor	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White.	£ 240
Ground floor reception area opposite office	Wall with office window and wall with security alarm to be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. White work to be touched up around office window.	£ 60
Ground floor corridor leading to toilets	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. Light switch to be repaired.	£ 240

Materials.

Daffodil White 20L. £ 340

Button Blue 10L £ 180.

Chris Whittle Decorating Ltd
66 Cowley Drive, Brighton, East Sussex, BN2 6WD

11/04/2019

15 APR 2019

RE :Estimate for painting of Civic centre

Dear Diana,

Here is my estimate for painting of civic centre, should you have any queries please contact me.

Kind Regards
Chris Whittle

Kind Regards

Chris Whittle



Chris Whittle
Director

Chris Whittle Decorations Ltd

Registered Office: 5 North Street, Hailsham, East Sussex, BN27 1DQ

Company Registration Number: 07230862

Tel: 07860 842347

Email: Chris.whittle4@btinternet.com

CHRIS WHITTLE ESTIMATE

SPECIFICATION FOR INTERNAL RE-DECORATION
TELSCOMBE CIVIC CENTRE

Please provide quotation for areas broken down separately as detailed below:

Staircase to first floor	Stairs to be sanded and re-stained.	£280.00
First floor landing area	Blue section to be re-painted with two top coats of Dulux Trade Diamond Eggshell Button Blue.	£125.00
First floor wall leading to rooms 3 & 4	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. Damage to the left side of the lift to fixed.	£175.00.
First floor corridor leading to rooms 5 & 6	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White.	£280.00.
Room 5 (first floor)	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White.	£280.00.
Toilet by room 5 (first floor)	Ceiling to be painted with two top coats of Dulux Trade White Ceiling paint.	£65.00.
Ground floor exhibition area, including area leading to fire exit door	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. Blue wall to be painted with two top coats of Dulux Trade Diamond Eggshell Button Blue.	£440.00.
Room 1 on ground floor	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White.	£195.00
Ground floor reception area opposite office	Wall with office window and wall with security alarm to be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. White work to be touched up around office window.	£175.00.
Ground floor corridor leading to toilets	To be painted with two top coats of Dulux Trade Diamond Eggshell Daffodil White. Light switch to be repaired.	£280

All Prices include materials.

£2,095

DREW STEVENSON

24 April 2019

Diana Joel
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES

Dear Diana

Thank you for the opportunity to quote for work for the internal decoration of the Civic Centre and apologies for the delay in getting this quotation to you.

Q U O T A T I O N

Staircase to first floor – stairs to be sanded and re-stained (treads only). £575

First Floor landing area - blue section to be repainted with two top coats of Dulux Trade Diamond Eggshell (Button Blue). £500

First floor wall leading to rooms 3 & 4 – to be painted with two top coats of Dulux Trade Diamond Eggshell (Daffodil White). Damage to the left side of the lift to be fixed. £610

First floor corridor leading to rooms 5 & 6 – to be painted with two top coats of Dulux Trade Diamond Eggshell (Daffodil White). £590

Room 5 (first floor) – to be painted with two top coats of Dulux Trade Diamond Eggshell (Daffodil White). £584

Drew Stevenson
3 Telscombe Cliffs Way
Peacehaven
BN10 7DX
Tel – 07872 918 479

Toilet by room 5 (first floor) – ceiling to be painted with two top coats of Dulux Trade White Ceiling paint . £200

Ground floor exhibition area, including area leading to fire exit door – to be painted with two top coats of Dulux Trade Diamond Eggshell (Daffodil White). Blue wall to be painted with two top coats of Dulux Trade Diamond Eggshell (Button Blue). £1451

Room 1 on ground floor – to be painted with two top coats of Dulux Trade Diamond Eggshell (Daffodil White). £380

Ground floor reception areas opposite office – I have not included the decoration of this area as this will be included separately in the quotation for the reception wall alterations etc.

Ground floor corridor leading to toilets – to be painted with two top coats of Dulux Trade Diamond Eggshell (Daffodil White). Light switch to be repaired. £590

TOTAL **£5480**

Drew Stevenson
3 Telscombe Cliffs Way
Peacehaven
BN10 7DX
Tel – 07872 918 479

<u>AGENDA ITEM</u>	14
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk & RFO
<u>MEETING DATE</u>	3rd June 2019
<u>SUBJECT</u>	To consider displaying Ron Chiverton's (Freeman of Telscombe) medals & cap

1. INTRODUCTION

Sadly the Freeman of Telscombe, Ron Chiverton, recently passed away.

2. INFORMATION

At the Council meeting on 15th May, Wayne Botting, previous Mayor of Telscombe, advised that Ron's family had requested that Ron's medals and cap be donated to the Town and displayed at the Civic Centre. He requested that this request be placed on an agenda for consideration.

All Councillors reacted positively to this request and were in agreement that this be placed on agenda.

3. RECOMMENDATION

It is recommended to agree to the request and to consider ways of displaying the medals and cap.

4. FINANCIAL IMPLICATIONS

Some expenditure may be required, depending on how the cap and medals are displayed.

<u>AGENDA ITEM</u>	15
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk/RFO
<u>MEETING DATE</u>	3rd June 2019
<u>SUBJECT</u>	Future Events

1. INTRODUCTION

Due to the election and change of Councillors, no events had been planned for the forthcoming year.

2. INFORMATION

Consideration should be given as to whether the Council would like to hold any events over the forthcoming year.

Bingo evenings – to formally agree to carry on with the Mayor's fundraising bingo evenings and agree format.

Macmillan coffee morning – to agree to hold a Macmillan coffee morning in September 2019.

Armed Forces Day – to agree to hold an Armed Forces Day flag raising event. Armed Forces Day takes place on the last Saturday each June. In 2019, it will take place on Saturday 29 June. Armed Forces Day celebrations begin on Monday 24 June when the Armed Forces Day flag is raised on buildings and famous landmarks around the country. We have previously raised the flag at the Civic Centre followed by tea and biscuits.

Merchant Navy Day – to agree to hold a Merchant Navy Day flag raising event. For the fifth year running, Seafarers UK is campaigning for the Red Ensign - the UK Merchant Navy's official flag - to be flown on 3rd September on civic buildings and landmark flagpoles across the UK. Parish, community, town, city, district and borough councils are all invited to take part, along with higher-tier local authorities and governments. We raised the flag at the Civic Centre for the first time last year followed by tea and biscuits.

3. FINANCIAL IMPLICATIONS

This is dependent on what activities we hold, but we have a budget of £4,600 for town entertainment.