



TELSCOMBE TOWN COUNCIL

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

Telscombe Civic Centre
360 South Coast Road
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21st April 2017

Dear Sir/Madam

You are summoned to attend an **EXTRAORDINARY** meeting of the **Amenities & Civic Centre Committee** which will be held on **Thursday 27th April 2017** in Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business.

Yours faithfully

Cllr G Maskell

Cllr. Gwen Maskell
Mayor of Telscombe

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 Monday 27th March 2017 - *attached*
5. To approve the services of Lewes District Council at 10% of overall project cost to help the project development of refurbishment of playgrounds – *attached*
6. Urgent matters at the discretion of the Chairman for noting
7. 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.
8. To discuss and approve confidential minutes of the meeting Monday 27th March 2017 - *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 – Wednesday 31st May 2017

<u>AGENDA ITEM</u>	5
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Town Clerk
<u>MEETING DATE</u>	27th April 2017
<u>SUBJECT</u>	To approve services of Lewes District Council

INFORMATION

Following agreement at the last meeting on 27th March, Cllr A Smith contacted Chris Bibb at LewesDC re assistance for project managing the playground refurbishments and the following response was received:-

I understand the Town Council is looking at a project to upgrade the play facilities at a number of sites in the town.

Lewes District Council will be able to assist you with this and guide you through the process. We can offer a full project management package that would include:

- Initial site survey and fact finding
- Concept designs
- Assistance with external funding bids
- Assistance with putting together information for consultation
- Writing the tender documentation and carrying out the procurement process
- Tender evaluation
- Contract management
- Health and Safety and the CDM Regulations
- Contract sign off, O&M files and administration

Lewes District Council charges 10% of the contract value for this service.

If you are interested in taking this forward please let me know and we can arrange an initial meeting to discuss in more detail.

Regards

Chris

Christopher Bibb

Project Co-Ordinator

Lewes District Council

01273 471600 ext. 5113

RECOMMENDATION

This meeting is to agree their services at a fee of 10% of the contract value and to put the recommendation to next full Council for acceptance.