

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

23rd November 2020

Dear Sir/Madam

You are hereby summoned to attend an online **meeting of the Amenities & Civic Centre Committee** on **Monday 30th November 2020** at 7.30pm for the purpose of transacting the following business:-

LOG IN DETAILS:- Meeting ID 969 4031 6516 Login Platform - Zoom

Please email the Town Clerk for meeting password:- stella.newman@telscombetowncouncil.org.uk

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 approve minutes of the meeting held on Monday 28th September 2020 – *see attached*
5. To receive action list – *see attached*
6. To receive Income & Expenditure to 30th September 2020 – *see attached*
7. Business plan update – *see attached*
8. To consider estimates for tree works at Chatsworth Park & The Copse – *see attached*
9. Update regarding invasive trees in Chatsworth Park & The Copse – *see attached*
10. Update on Ecological Survey for Chatsworth Park & The Copse – *see attached*
11. To consider quotations for repairs to potholes in the entrance to Chatsworth Park car park – *see attached*
12. To discuss findings from the structural survey to an area of Chatsworth Park bordering a property – *see attached*
13. To discuss updates and outcomes following the Chatsworth Park working group meetings – *see attached*
14. To consider quotations for a disabled access report in Chatsworth Park – *see attached*
15. To consider installing a litter bin at the top of Central Avenue – *see attached*
16. Update on the Neighbourhood Development Plan Local Green Spaces report – *see attached*



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17. To discuss request from resident concerning clearance of vegetation in Chatsworth – *see attached*
18. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda
19. 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.
20. To approve successful tender for grounds maintenance contract 1 – Parks and Playgrounds 2021-2024 – *see attached*
21. To approve successful tender for grounds maintenance contract 2 – Hedges and Tree Cutting 2021-2024 – *see attached*
22. To approve successful tender for grounds maintenance contract 3 – Small Works Ground Maintenance 2021-2024 – *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. This virtual online meeting will be recorded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will ensure their computer camera is turned off and they are not included in the filming.

Date for next meeting of the Committee – 25th January 2021



TELSCOMBE TOWN COUNCIL

Minutes of a remote meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on **Wednesday 28th September 2020** at 7.30 pm.

PRESENT Councillors: C Clarkson, C Gallagher *Chairman*, J Harris, D Judd, L Mills *Vice Chairman*, L O'Connor, C Robinson, I Sharkey *Mayor* and A Smith

Also Present: Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)
One member of the public

1320. PUBLIC QUESTION TIME

The member of the public present had no questions.

1321. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley for work commitments and Cllr Page for family commitments and these reasons were accepted by the Committee. It was noted that Cllr Harris and Cllr O'Connor were running late.

1322. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

1323. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON MONDAY 27th JULY 2020

It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RESOLVED** that the minutes were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1324. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Cllrs Gallagher, Judd and Town Clerk to explore potential schemes and bring back to a future meeting. <i>On hold for time being due to current situation.</i>	Nov 2020
25.11.19	Min 1227, p 3088 – To consider a solitary bee nesting scheme within Chatsworth Park	CC/BB	An agenda item has been added to this meeting.	Completed
25.11.19	Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park	CC/BB	CP working group happy to support DO & for wood to be taken during winter maintenance programme for use of lean-to shelters. BB to correspond with DO & successful tender of tree maintenance.	Nov 2020

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1324. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.01.20	Min 1250, p 3129 – To agree estimate for new Mayors Board	SN/IS	Mayor's board delivered. Mayor's partner to submit quote for painting Civic Centre picture on board.	Nov 2020
27.01.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale. <i>On hold due to current situation</i>	Nov 2020
27.01.20	Min 1257, p 3130 – Urgent Matters	SN	Purchase of larger dog bins for Tye - investigations in hand.	Nov 2020
23.03.20	Min 1264, p 3165 – To consider installation of brick barbecue areas in Chatsworth Park	BB	An agenda item has been added to this meeting under the Chatsworth Park consultation.	Completed
23.03.20	Min 1272, p 3167 – To consider litter picking under 'The Great British Spring Clean' campaign	BB	Litter pick was carried out on 13.09.20 & was a great success. Further litter picks to be held in future, concentrating on cliff tops.	Completed
23.03.20	Min 1274, p 3168 – To ratify the café concession in Chatsworth Park	BB	The concession has been re-advertised, for a proposed start in April 2021. Deadline for applications is 08.01.20	Jan 2020
23.03.20	Min 1277, p 3169 – To consider request for a plaque on the boat planter at Civic Centre	SN	SN given authority to member of public to purchase plaque & asked for sample picture regarding painting name & anchor. <i>No response heard to date.</i>	Nov 2020
27.05.20	Min 1290, p 3194 – To consider replacement noticeboard in Bannings Vale	BB	The noticeboard has been replaced.	Completed
27.05.20	Min 1293, p 3195 – To consider quotations for clearing deadwood in an area of Chatsworth Park, with the border of Chatsworth Close	BB	This item will be taken to the Chatsworth Park Working Group to discuss way forward. Bianca to update residents in this location.	Nov 2020
27.05.20	Min 1295, p 3196 – To consider quotation for cutting back trees/hedges to a property in Ambleside Avenue bordering Chatsworth Park	BB	The work has now been completed	Completed

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1324. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.05.20	Min 1298, p 3196 – To consider SDNPA donated trees (Autumn 2020)	BB	SDNPA confirmed that the scheme will not run in Autumn 2020 due to staffing issues. Asked that our interest is forwarded to relevant team for any future projects.	Completed
27.07.20	Min 1307, p 3227 – To discuss encroachment into Chatsworth Park and consider way forward	DJ, CG, CR & LOC	Cllrs Judd, Gallagher, Robinson and O'Connor to visit location and their feedback to be taken to a future A&CC Meeting.	Nov 2020
27.07.20	Min 1308, p 3228 – To consider a tree survey for Chatsworth Park & The Copse	BB	Reports obtained. An agenda item has been added to this meeting.	Completed
27.07.20	Min 1309, p 3228 – To consider quotation to carry out a survey to an area/tree in Chatsworth Park bordering a property	BB	An agenda item has been added to this meeting.	Completed
27.07.20	Min 1310, p 3228 – To consider quotations for an external structural survey to an area of Chatsworth Park bordering a property	BB	A Purchase Order has been issued to Stapleton Consulting Ltd for them to carry out a structural survey and their report is due to the Town Council.	Nov 2020
27.07.20	Min 1311, p 3229 – To agree draft grounds maintenance contracts for 2021 to 2024	SN	Contracts finalised & tender process advertised. Closing date end Nov 2020 – will bring back to meeting Jan 2021.	Complete
27.07.20	Min 1312, p 3229 – To consider SDNPA donated trees (Spring 2020)	CG	SDNPA confirmed the trees are no longer available.	Completed
27.07.20	Min 1314, p 3229 – To agree Chatsworth Park consultation document	SN	Document finalised and hand delivered by Cllrs. Responses considered by Cllrs & agenda item added for this meeting.	Complete
27.07.20	Min 1315, p 3230 – To consider quotations for the removal of a timber piece of equipment at Robert Kingan Playground	BB	An agenda item has been added to this meeting.	Completed
27.07.20	Min 1316, p 3230 – To agree draft litter picking risk assessment	BB	Risk Assessment taken to Full Council for approval.	Completed

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1324. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.07.20	Min 1317, p 3230 – To consider purchase of replacement fridge/freezer	SN	Agreed to buy local up to £600. Cllr Robinson visited QDA for options. SN subsequently emailed Committee re option of tall larder fridge & mini freezer. Agreed by majority & items purchased £469 net of VAT.	Complete
27.07.20	Min 1319, p 3231 – Urgent Matters (encroachment complaint)	BB	An agenda item has been added to this meeting.	Completed
27.07.20	Min 1319, p 3231 – Urgent Matters (disabled access on Telscombe Tye)	DJ, CG & SN	SN and Cllrs Gallagher, Judd & Robinson met resident. Ongoing but to be referred to P&R.	Complete
27.07.20	Min 1320, p 3231 – Urgent Matters (missing cover outside the Toyota Garage)	BB	Missing cover reported to ESH, case reference 00493066. Ongoing but referred to Planning & Highways	Completed

Litter picking under 'Great British Spring Clean' – Cllr Robinson asked if a small number of people could assist in a future litter pick on the cliff tops. It was agreed that a date would be arranged via email between Councillors of this Committee, on the understanding it may be short notice due to the weather conditions.

Cllrs Harris and O'Connor joined the meeting at 7.38pm.

1325. TO RECEIVE INCOME & EXPENDITURE TO 31ST AUGUST 2020

It was unanimously **agreed** that the income and expenditure figures for Amenities of £6,064 expenditure and income of £400 and Civic Centre expenditure of £15,160 and income of £3,715 at 31st August 2020 be accepted as correct.

1326. TO AGREE ACTIONS CONTAINED WITHIN THE TREE SURVEY REPORT FOR CHATSWORTH PARK & THE COPSE

The report from the Amenities Officer was considered and it was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that estimates be obtained and brought back to the next meeting as per the suggested actions in the Tree Survey Report submitted by Saul Heath from Arborsense.

1327. TO NOTE UPDATE ON MATTERS RELATED TO CHATSWORTH PARK AND THE COPSE AND TO AGREE ACTIONS

The report from Cllr Gallagher provided the Committee with an update within Chatsworth Park and The Copse. The Chatsworth Park Working Group are currently putting together a Management Plan and have sent out a survey to residents who border both Chatsworth Park

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1327. To note update on matters related to Chatsworth Park and The Copse and to agree actions (Contd)

and The Copse. Results have been collated in a spreadsheet drawn up by Cllr Robinson and will be taken to the Working Group for discussion, alongside a paper prepared by Cllr Smith concerning boundaries. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Chatsworth Park Working Group investigate the results from the survey and provide actions and suggestions, to be taken to the next Amenities & Civic Centre meeting for consideration. Cllr Sharkey asked that Cllr Robinson's spreadsheet is also provided at the next meeting for the Councillors to view. Cllr Clarkson informed the Committee that the next Chatsworth Park Working Group meeting will be held on Monday 5th October and invited anyone interested to attend.

1328. TO REVIEW SITUATION REGARDING INVASIVE TREES IN CHATSWORTH PARK AND THE COPSE

The Amenities Officer's report was discussed by the Committee and Cllr Gallagher noted that the Amenities Officer's reports were too vague. Arborsense had not provided recommendations on invasive species bordering the two properties but had visited the areas and confirmed that there were no issues with the trees in these locations. As the request was made following resident complaints of tree roots encroaching their properties, it was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the Amenities Officer obtains quotations for a report from other sources, to be taken back to a future meeting.

1329. TO NOTE THE CHATSWORTH PARK CONSULTATION

The Amenities Officer confirmed that she had met with Cllrs Gallagher, Robinson and Smith to discuss the findings of the Chatsworth Park consultation document, with just under 40% of residents responding. This was **noted** by the Committee.

1330. TO CONSIDER A SOLITARY BEE NESTING TUBE SCHEME WITHIN CHATSWORTH PARK FOR SPRING 2021

The Committee discussed the Amenities Officer's report on the solitary bee nesting tube scheme. Cllr Gallagher thanked Cllr Clarkson for the work he had done on the scheme, Cllr O'Connor agreed and also thanked Meridian School for their help. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that another scheme is put in place for 2021, with bundles taken to the three local primary schools for them to build nest tubes.

1331. TO CONSIDER WORKS TO TREES IN AN AREA OF CHATSWORTH PARK

The report from the Amenities Officer was considered by the Committee. Cllr Gallagher advised that she had visited the area and felt that the trees were not encroaching as much as the pictures showed. She also noted that the resident was watching television at the time of her visit. Cllr Clarkson reported that he also visited the location separately and had come to the same conclusion. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that no work is currently undertaken in this location and that the complaint is taken to the Chatsworth Park Working Group for further investigation.

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1332. TO CONSIDER CUTTING BACK VEGETATION/TREES FROM CHATSWORTH PARK OVERHANGING A CAR PARK IN CENTRAL AVENUE

The Committee noted the report from the Amenities Officer concerning vegetation from Chatsworth Park encroaching over a residential car park. Three quotations had been provided and a fourth was received after the report had been sent out to the Committee. It was proposed by Cllr Smith, seconded by Cllr Harris and unanimously **RECOMMENDED** that the works are carried out by EH Treecare to cut back to the boundary at £150 – VAT.

1333. TO CONSIDER REPAIRS TO POTHOLES IN THE ENTRANCE TO CHATSWORTH PARK CAR PARK & CONSIDER A LONG-TERM PLAN FOR THE CAR PARK SURFACE

The Amenities Officer confirmed that Cllrs Clarkson and O'Connor had visited the car park in Chatsworth Park and were concerned with the pot holes situated at the entrance to the car park. The Town Clerk reported that the potholes had previously been filled in with MOT and tampered down and she had agreed the work as the cost was within her authorised delegated spending. It was proposed by Cllr Clarkson, seconded by Cllr Smith and unanimously **RECOMMENDED** that quotations are obtained to permanently fill the potholes and that a long term programme is investigated to consider price, durability and maintenance of the car park surface, to be bought back to a future Amenities & Civic Centre Meeting.

1334. TO CONSIDER OBTAINING ECOLOGICAL SURVEY FOR CHATSWORTH PARK AND THE COPSE

There was much discussion concerning the Town Clerk's report. Estimates had been obtained for an ecological survey for Chatsworth Park and The Copse, to ensure the habitat of the local wildlife is preserved when drawing up the Management Plan. Cllr Clarkson felt that such a survey should be issued approximately once every 10 years. Cllr Robinson suggested that a separate budget heading is added to this Committee next year. The Committee felt that the reports differed largely, with Ecology Consultancy providing the most in depth report. It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the other companies be asked if they can provide a quotation for a more in-depth survey to be undertaken in the spring, with the results initially going back to the Chatsworth Park Working Group for further investigation, before their results are finally taken back to this Committee for consideration.

1335. TO NOTE TREE PRESERVATION ORDERS IN THE LOCAL AREA AND ADVICES FROM LEWES DISTRICT COUNCIL'S TREE OFFICER

The Amenities Officer provided the Committee with maps confirming areas where Tree Preservation Orders (TPO's) are registered, namely Ambleside Avenue, Telscombe Road, Telscombe Cliffs Way and Carey Down in Telscombe Cliffs and in Gorham Way, Telscombe Village. This was **noted** by the Committee. Cllr Robinson asked if there are any TPO's within Chatsworth Park and the Amenities Officer confirmed that although there are no TPO's in this location, the park does hold planning restrictions which include no alternations to the landscaping.

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1336. TO RE-CONSIDER QUOTATIONS FOR THE REMOVAL OF A TIMBER PIECE OF EQUIPMENT AT ROBERT KINGAN PLAYGROUND

The report from the Amenities Officer highlighted that the contractor agreed to remove the central timber piece of equipment at Robert Kingan Playground at the last meeting did not have a waste licence as yet and was working alongside another company who could dispose of the equipment. The Councillors did not feel comfortable using a contractor without their own waste licence and so it was proposed by Cllr O'Connor, seconded by Cllr Smith and unanimously **RECOMMENDED** that the quotation from HR Goodwin & Sons of £2,495 + VAT be accepted.

1337. FUTURE EVENTS

The Amenities Officer informed the Committee that the Merchant Navy Day flag raising event was successfully held on 3rd September with Councillors, residents and office staff present at a socially acceptable distance. Unfortunately, all other remaining events had been cancelled until the end of the year due to legislation and safety concerns with Covid-19. The Sussex Day Fayre had provisionally been booked for 27th June 2021. This was **noted** by the Committee. Cllr Robinson asked if the Council could donate £200 to Macmillan in place of the Coffee Morning and it was **agreed** that the Town Clerk contacts the Policy & Resources (P&R) Committee members via email to make the request, with a decision being ratified at the next P&R meeting. Cllr O'Connor asked if the Town Council had organised wreaths for Remembrance Sunday and the Town Clerk confirmed that she had already received them.

1338. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr O'Connor thanked the Amenities Officer for her work on the Amenities meetings.

Cllr Harris advised the Committee that single wheeled scooters are using the pathways on the local roads.

Cllr Clarkson confirmed that the Chatsworth Park Working Group's next meeting is on 5th October and invited the members of the Committee to attend.

Cllr Gallagher thanked the resident present for helping with the litter picks.

There being no further business the meeting closed at 8.50pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 30th November 2020 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List
30th November 2020

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Cllrs Gallagher, Judd and Town Clerk to explore potential schemes and bring back to a future meeting. <i>On hold for time being due to current situation.</i>	Mar 2021
25.11.19	Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park	CC/BB	BB to correspond with Develop Outdoors & successful tender of tree maintenance concerning re-using any wood to build the shelters.	Jan 2021
27.01.20	Min 1250, p 3129 – To agree estimate for new Mayors Board	SN/IS	Mayor's board delivered. Mayor's partner to submit quote for painting Civic Centre picture on board. <i>Delay with investigations due to Covid.</i>	Jan 2021
27.01.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale. <i>On hold due to current situation</i>	Mar 2021
27.01.20	Min 1257, p 3130 – Urgent Matters	SN	Purchase of larger dog bins for Tye - investigations in hand and referred to Policy & Resources.	Completed
23.03.20	Min 1274, p 3168 – To ratify the café concession in Chatsworth Park	BB	The concession has been re-advertised, for a proposed start in April 2021. Deadline for applications is 08.01.20	Jan 2021
23.03.20	Min 1277, p 3169 – To consider request for a plaque on the boat planter at Civic Centre	SN	SN given authority to member of public to purchase plaque & asked for sample picture regarding painting name & anchor. <i>No response heard to date so suggest this is closed.</i>	Completed
27.05.20	Min 1293, p 3195 – To consider quotations for clearing deadwood in an area of Chatsworth Park, with the border of Chatsworth Close	BB	Bianca advised resident that a boundary policy is currently being investigated for those who border the park.	Completed
27.07.20	Min 1307, p 3227 – To discuss encroachment into Chatsworth Park and consider way forward	DJ, CG, CR & LOC	Cllrs Judd, Gallagher and Mills undertook site visit and could not see signs of encroachment. Resident has been updated.	Completed
27.07.20	Min 1310, p 3228 – To consider quotations for an external structural survey to an area of Chatsworth Park bordering a property	BB	An agenda item has been added to this meeting.	Completed
28.09.20	Min 1326, p 3261 – To agree actions contained within the tree survey report for Chatsworth Park & The Copse	BB	An agenda item has been added to this meeting.	Completed

Agenda Item 5 - Amenities and Civic Centre Action List
30th November 2020

28.09.20	Min 1327, p 3261 – To note update on matters related to Chatsworth Park and The Copse and to agree actions	CCL	An agenda item has been added to this meeting to discuss results from survey and provide actions and suggestions.	Completed
28.09.20	Min 1328, p 3262 – To review situation regarding invasive trees in Chatsworth Park and The Copse	BB	An agenda item has been added to this meeting.	Completed
28.09.20	Min 1330, p 3262 – To consider a solitary bee nesting tube scheme within Chatsworth Park for spring 2021	BB / CCL	Scheme to be put in place for spring 2021, with bundles taken to the three local primary schools for them to build nest tubes	Mar 2021
28.09.20	Min 1331, p 3262 – To consider works to trees in an area of Chatsworth Park	BB	Bianca informed resident that no work will be undertaken in this location.	Completed
28.09.20	Min 1332, p 3263 – To consider cutting back vegetation/trees from Chatsworth Park overhanging a car park in Central Avenue	BB	PO issued to EH Treecare for £150 + VAT to cut back to boundary and works to be completed imminently.	Jan 2021
28.09.20	Min 1333, p 3263 – To consider repairs to potholes in the entrance to Chatsworth Park car park & consider long term plan for the car park surface	BB	An agenda item has been added to this meeting.	Completed
28.09.20	Min 1334, p 3263 – To consider obtaining ecological survey for Chatsworth Park & The Copse	SN/BB	An agenda item has been added to this meeting.	Completed
28.09.20	Min 1336, p 3264 – To re-consider quotations for the removal of a timber piece of equipment at Robert Kingan Playground	BB	13/10 – PO issued to HR Goodwin & Sons for £2,495 + VAT. Work to be actioned w/c 23/11	Jan 2021
28.09.20	Min 1337, p 3264 – Future Events	SN	All future events on hold until at least 2021 due to legislation and safety concerns with Covid-19. Cllr Robinson requested the Town Council donate £200 to Macmillan. Referred to Policy & Resources. SN has purchased Xmas tree for Civic Centre.	Jan 2021 Completed Completed

<u>AGENDA ITEM</u>	6
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk & RFO
<u>MEETING DATE</u>	30 th November 2020
<u>SUBJECT</u>	Income & Expenditure to 30 th September 2020

1. INTRODUCTION

The Income & Expenditure figures to 30th September 2020 are attached.

2. INFORMATION

The actual year to date income for Amenities is £375 and Civic Centre £7,312 and expenditure for Amenities is £15,363 and Civic Centre £17,361.

Explanations for main differences and other possible queries as follows:-

Amenities

1013 Income memory plaques – we have had an unexpected large amount of orders, possibly due to Covid and people being out walking more.

4363-105 Town Entertainments – the expenditure is for various licences (tv, building, music)

4366-105 Wave Leisure and 4367 Youth Services – neither planned activities for these items took place due to Covid-19

4098-201 Play Equipment Replacement - £6,235 was for the bicycle mill roundabout that LDC have only just invoiced us for, which leaves £13,765 as committed to go into earmarked reserves at year end (agreed at previous meeting).

4328-201 Joint litter/dog bin emptying – awaiting invoice from Burleys for first 6 months

4351 Seats and Noticeboards - £470 was for new notice board in Bannings Vale, ES

Civic Centre

1000-301 Income Civic Centre – the income we have received is from the FIT payments and the telephone mast rental. We have had no hire income due to Covid-19 and the Civic Centre closure.

4412-301 Water & sewage – Total paid for the year. I obtained a reduction in the water rates due to the Civic Centre's partial total closure due to the first lockdown.

4060-302 Civic Building Loan – final payment for this year £4,837 to be paid in November.

3. RECOMMENDATION

It is recommended that the figures are agreed.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

The Civic Centre being shut due to Covid has had a detrimental affect on the projected income for the Civic Centre. To date we are approximately £10,500 down.

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities							
<u>105 Town Events</u>							
1013 Income memory plaques	15	375	200	(175)			187.5%
1054 Income entertainment	0	0	800	800			0.0%
Town Events :- Income	15	375	1,000	625			37.5%
4363 Town Entertainments	0	645	2,000	1,355		1,355	32.3%
4365 Entertainment consumables	0	0	200	200		200	0.0%
4366 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
4367 Youth Services	0	0	2,000	2,000		2,000	0.0%
Town Events :- Indirect Expenditure	0	645	5,700	5,055	0	5,055	11.3%
Net Income over Expenditure	15	(270)	(4,700)	(4,430)			
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098 PlayEquipment Replacement	6,235	6,235	20,000	13,765	13,765	0	100.0%
4100 Playgrounds Spare Parts	0	183	2,000	1,817		1,817	9.1%
4101 Grounds Maintenance	885	2,323	5,590	3,267		3,267	41.6%
4104 Works contract 1, playgrounds	581	1,312	5,710	4,398		4,398	23.0%
4105 Works contract 2 -trees/hedges	0	1,210	6,410	5,200		5,200	18.9%
4106 Small maint. works contract 3	530	1,045	2,290	1,245		1,245	45.6%
4107 Playground inspections	598	1,573	2,600	1,027		1,027	60.5%
4328 Joint litter/dog bin emptying	0	(16)	1,800	1,816		1,816	(0.9%)
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	8,829	8,829	13,865	46,400	32,535	13,765	18,770
		59.5%					
Net Expenditure	(8,829)	(13,865)	(46,400)	(32,535)			
<u>202 Amenities General</u>							
4351 Seats and Notice Boards	470	853	1,500	647		647	56.9%
Amenities General :- Indirect Expenditure	470	853	1,500	647	0	647	56.9%
Net Expenditure	(470)	(853)	(1,500)	(647)			
Amenities :- Income	15	375	1,000	625			37.5%
Expenditure	9,299	15,363	53,600	38,237	13,765	24,472	54.3%

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Civic Centre							
<u>301 Civic Building</u>							
1000 Income Civic Centre	3,596	7,312	32,500	25,188			22.5%
Civic Building :- Income	3,596	7,312	32,500	25,188			22.5%
4401 General Repairs	0	794	2,000	1,206	1,206		39.7%
4402 Consumable Supplies	56	371	800	429	429		46.4%
4403 Equipment Maintenance	0	590	1,900	1,310	1,310		31.1%
4404 External/Internal Decorating	35	97	1,000	903	903		9.7%
4406 Refuse collection	199	665	900	235	235		73.9%
4407 Equipment	69	69	1,500	1,431	1,431		4.6%
4411 Rates	1,206	7,235	14,500	7,265	7,265		49.9%
4412 Water and Sewage	346	1,151	1,900	749	749		60.6%
4413 Electricity	217	477	2,100	1,623	1,623		22.7%
4414 Gas	74	969	2,700	1,731	1,731		35.9%
4419 Internal/external works	0	0	3,000	3,000	3,000		0.0%
Civic Building :- Indirect Expenditure	2,201	12,418	32,300	19,882	0	19,882	38.4%
Net Income over Expenditure	1,395	(5,106)	200	5,306			
<u>302 Civic Building Loan</u>							
4060 Loan Accounts	0	4,943	9,780	4,837		4,837	50.5%
Civic Building Loan :- Indirect Expenditure	0	4,943	9,780	4,837	0	4,837	50.5%
Net Expenditure	0	(4,943)	(9,780)	(4,837)			
Civic Centre :- Income	3,596	7,312	32,500	25,188			22.5%
Expenditure	2,201	17,361	42,080	24,719	0	24,719	41.3%

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Amenities Officer
<u>MEETING DATE</u>	30 th November 2020
<u>SUBJECT</u>	To review the Business Plan

1. INTRODUCTION

At Full Council on 16th September 2020, it was agreed to put a Business Plan update on all Council and Committee agendas so that we can ensure we are working towards the agreed activities.

2. INFORMATION

I have attached the ongoing working timetable which relates to this Committee.

3. RECOMMENDATION

That the Committee review the Business Plan.

4. ENVIRONMENTAL IMPACT

The Business Plan includes a climate emergency response.

5. FINANCIAL IMPLICATIONS

There will be financial implications we will need to consider for progressing elements of the plan.

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

PART 2 of the 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 TBA (soon). PART 1 working group Notes

Part 1 - AMENITIES & CIVIC CENTRE COMMITTEE						
Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
1	Tree Survey	To survey the trees in Chatsworth Park and the Copse.	TC & AO	Yearly	ACC	Ongoing
2	Tree Works	Tree works to continue as required by the survey results in Chatsworth Park and the Copse.	TC & AO		ACC	Ongoing
3	Establish a maintenance programme for play equipment in the play spaces in Chatsworth Park & Robert Kingan	ACC to monitor the inspection reports and authorise repair and maintenance work as needed.	TC & AO	6 monthly	ACC	Ongoing

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

Part I - AMENITIES & CIVIC CENTRE COMMITTEE

Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
4	Look at ways of increasing income at Civic Centre	Officer report on the present situation to ACC and a working group formed to examine whether new options are available. <i>On hold due to Covid</i>	TC	6 monthly	ACC	November 2020
4a	Increasing Income ideas to be included	To explore additional markets including business meeting rooms and consider hard to rent rooms such as room 6 alternatives and consultations with possible new clients with the offer of loyalty and other incentive schemes to returning customers. BUDGET IMPLICATIONS	TC	6 monthly	ACC	November 2020
5	Keeping Robert Kingan and Chatsworth Park clean and tidy	Organise periodic litter picks in Chatsworth Park & Robert Kingan using members, staff and volunteers.	AO, staff and members and volunteers	6 monthly	ACC	2021 when new grounds maintenance contract is agreed

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

6	New Café in Chatsworth Park Project.	<p>organise litter picks</p> <p>Examine the feasibility of building a new Café in Chatsworth Park.</p>	<p><i>Volunteer litter picks taking part monthly in Chatsworth Park</i></p> <p>Full litter picking to be included in/when contract is renewed.</p> <p><i>Litter picking of Chatsworth Park included in new contract currently out for tender.</i></p> <p>Agenda item on ACC and a small working group has already started exploring this idea. Report back to ACC in due course.</p> <p style="background-color: #4b4b9b; color: white; padding: 2px;">BUDGET IMPLICATIONS</p> <p><i>Agreed to trial café concession to test market</i></p>	AO & TC	Due	ACC	Spring 2021
7	Declared Climate Emergency - Change Activity for ACC and FC.	<p>Aim for TTC to become carbon neutral by 2030.</p>	<p>Adopt plastic free policy, encourage Tree Planting with residents, other partners and replace any tree cut down as part of Chatsworth Park maintenance. Advertise the solar panels savings in CO2 and clean energy generation yearly and explore the opportunities to</p>	TC & AO	6 monthly	ACC & FC	Summer 2021

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

			<p>provide EV charging point(s) on Council property. BUDGET IMPLICATIONS <i>Single Use Plastics Policy drawn up & adopted at Council meeting on 16.9.20.</i></p>				
<p>7a</p>	<p>Explore the possibility of adding cycle routes in Chatsworth Park</p>	<p>In conjunction with the NP working group explore this possibility to encourage the use of cycles safely.</p>	<p>Officer report to ACC for consideration. Explore possibilities of getting grant funding. BUDGET IMPLICATIONS</p>	<p>AO & TC</p>	<p>Yearly</p>	<p>ACC</p>	<p>2022</p>
<p>8</p>	<p>New Council Contracts – Contract specification to pay the minimum wage to employees</p>	<p>Early appraisal of grounds maintenance contract renewal due in 2021. Examine potential to combine all existing contracts.</p>	<p>Examine the tender requirements of the new contract and encourage quality over price outcomes. New contracts agreed x3 separate & tenders received for consideration. BUDGET IMPLICATIONS</p>	<p>TC & AO</p>	<p>Start 12 months before renewal</p>	<p>ACC & FC</p>	<p>2021</p>

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

9	Youth Services	Look at expanding opportunities to provide youth services support in the Towns.	Report to Committee members to inform the discussion on exploring new opportunities to work with The Joff (Peacehaven) Youth Centre. <i>On hold due to Covid-19</i> BUDGET IMPLICATIONS			
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This is a dynamic plan and by this it is meant that new work can be added and existing work or that completed or found not to be viable or necessary can be removed.

Abbreviations

- TC – Town Clerk
- AO – Amenities Officer
- P&R – Policy and Resource
- ACC – Amenities and Civic Centre
- P&H – Planning and Highways
- FC - Full Council
- NP - Neighbourhood Plan
- TTC - Telscombe Town Council
- PHTC - Peacehaven Town Council
- LDC - Lewes District Council

<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	30 th November 2020
<u>SUBJECT</u>	To consider estimates for tree works at Chatsworth Park & The Copse

1. INTRODUCTION

At the meeting on 28th September 2020 it was agreed to obtain estimates for the works required as detailed in the Tree Survey Report from Arborsense.

2. INFORMATION

Seven companies were approached to quote and five have responded. The costings are attached as follows:-

R W Green Limited - **£7,200 plus VAT**

KPS Contractors Ltd - **£3,300 plus VAT**

Countrymans - **£2,100 plus VAT** based on both areas being undertaken at the same time.

EH Treecare - **£1,860 plus VAT**

Countrywide - **£1,350 plus VAT**

The trees in The Copse are subject to a tree preservation order (TPO). I have therefore submitted a planning application for the recommended removal of the two trees in this location to Lewes District Council (LDC) before any works can commence.

3. RECOMMENDATION

It is recommended that the quotation from Countrywide be accepted, providing LDC approve the planning application concerning the felling of two trees in The Copse.

4. ENVIRONMENTAL IMPACT

None. The recommendations in the report minimise any risks to both trees and the local residents, thus allowing the trees to have a significant impact on our environment.

5. FINANCIAL IMPLICATIONS

We have just over £3,000 left in the grounds maintenance budget, but if other works are agreed to be undertaken, it will have an impact on this. (ER £20k)



Arboricultural, Horticultural & Ecological Management

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

RWG/DP

10th November 2020

Tel: 01273 589777

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

Dear Sirs

Re: Chatsworth Park and The Copse, Telscombe Cliffs

Further to your recent enquiry regarding tree work at the above we are pleased to provide our quotation, as per specification provided, as follows:-

The Copse

T1 – Hawthorn – fell.

T2 – Hawthorn – fell.

Sycamore, Horse Chestnut and Hawthorn – across the site - remove hanging deadwood.

Sycamore, Horse Chestnut and Hawthorn – across the site - sever Ivy at the base of the main stems.

Chatsworth Park

T3 – White Poplar- remove damaged limb.

T4 – Ash – fell.

Ivy – across the site – sever Ivy at the base of the main stems.

Ash, Sycamore, Pines, Poplars – across the site – remove any visible deadwood.

All arisings are to be removed and working areas left clean and tidy.

COST £7200.00 + 20% VAT £1440.00 = £8640.00

We hope this is of interest and await your instruction.

Yours faithfully

RICHARD W GREEN

Diana Joel

From: Julia Blackburn <julia@kps.uk.com>
Sent: 09 October 2020 10:27
To: Bianca Buss
Subject: Estimate



Bianca Buss
Telscombe Town Council

9/10/20

RE: KPS QUOTATION 61850 at The Copse & Chatsworth Park, Telscombe Cliffs, Peacehaven. BN10 7LG

Tree works for The Copse:

To carry out all works at the above

£500+ vat

Tree works for Chatsworth Park:

To carry out all works at the above

£2,800+ vat

Remove all arisings

All arisings (if removed) are taken to KPS Green Waste Recycling Sites

Any works undertaken by KPS, is on the understanding that the relevant TPO / Conservation Area checks have taken place prior to works commencing.

All tree works carried out in accordance with BS3998:2010

All grounds work carried out in accordance with BS7370:1991

Terms and Conditions are attached

I trust this quotation is acceptable and look forward to hearing from you in due course. Should you have any questions please contact me at the office.

Kind regards



Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
East Sussex
BN10 7ES.

15th October 2020

REF 0777

Dear Bianca

Tree works Tender

The Copse

2 Hawthorns to fell trees remove hanging deadwood and sever Ivy at base of main stems

Cost £1000.00 plus VAT

Chatsworth Park

Fell Ash tree, remove damaged limb from White Poplar, sever Ivy at the base of stem throughout the park and remove any visible deadwood throughout the park.

£1600.00 plus VAT

IF WE WERE TO UNDERTAKE BOTH JOBS AT SAME TIME WE WOULD BE ABLE TO REDUCE COST TO

Total Cost: £2100.00 plus VAT

We hope this quote proves favorable and we await your reply

Yours Sincerely,

Beverley Fenn
Operations Manager.

Countrymans, Stud Farm, Telscombe Village, Lewes, East Sussex, BN7 3HZ
Tel: 01273 814816 Accounts/Admin 01435 817 300
Email: beverley@countrymans.co.uk

6. APPENDIX 1. TREE WORK SCHEDULES

Explanatory notes: The priority heading is given as one of two categories'.

- Routine: The remediation/tree work should be done during routine maintenance work; preferably within 6 months.
- Urgent: The remediation/tree work should be done as a matter of urgency; preferably within one month.

The Copse

Tree No. or Group No.	Species	Location /Site	Preliminary Management Recommendations	Priority	Cost
T1	Hawthorn	The Copse	Fell the tree	Routine	£80
T2	Hawthorn	The Copse	Fell the tree	Routine	£120
Broadly across the site	Sycamore, Horse Chestnut & Hawthorn	The Copse	Remove the hanging dead-wood	Routine	£380
Broadly across the site	Sycamore, Horse Chestnut & Hawthorn	The Copse	Sever the Ivy at the base of the main stems	Routine	£80

EH Tree care £660
+VAT

Chatsworth Park

Note: walking in a clockwise direction.

Tree No. or Group No.	Species	Location	Preliminary Management Recommendations	Priority	Cost
T3	White Poplar	Left of the path (by the stand of Scots Pines)	Remove the damaged limb	Routine	£120
T4	Ash	Left of the bottom field	Fell the tree	Routine	£220
Broadly across the site	Ivy	Throughout the Park	Sever the Ivy at the base of the main stems	Routine	£380
Broadly across the site	Ash, Sycamore, Pines, Poplars	Throughout the Park	Remove any visible deadwood	Routine	£480

EHTreecare

£1200
+VAT

Bianca Buss
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliff
BN10 7ES

Dear Bianca,

Thank you for asking us to provide you with a quotation following your ARB report please see below.

Tree Work Proposal

The proposal is based on preliminary suggestions made by your ARB report and the work highlighted in it.

The cost to carry out the work is **£1,350 plus VAT**

Arising will be chipped and removed from site.

All works to be carried out to BS.3998:2010 (British standards for tree work) where appropriate

The broad principles and benefits we offer are;

- ✦ A comprehensive health and safety and insurance package that ensures your interests are fully protected.
- ✦ Full contract documentation to comply with health and safety legislation to include risk assessments, safe methods of working, COSHH assessments and material safety data sheets.
- ✦ A contract package where Countrywide adds value over and above your existing arrangement and strives to improve standards.
- ✦ A reliable service that is underwritten by the disciplines associated with our ISO9001, ISO14001 and OHSAS18001 systems and procedures.

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	30 th November 2020
<u>SUBJECT</u>	Update regarding invasive trees in Chatsworth Park and The Copse

1. INTRODUCTION

At the last Amenities & Civic Centre meeting it was agreed that I would obtain quotations for a report from other sources with regards to invasive trees, specifically in relation to complaints received from residents in two separate locations.

2. INFORMATION

I contacted the same seven companies, who I asked to quote for works as detailed in the most recent tree survey. Unfortunately, none of the companies provided me with a price.

I also re-made contact with Aspen Treecare who I had previously asked to tender for the tree survey. They responded back confirming that it would be hard to achieve. They thought a specific brief regarding invasive trees could be arranged via a management plan devised by Councillors, local stake holders and local authority professionals, as per the current investigations being taken forward by the Chatsworth Park working group.

In the meantime, the residents who currently have legitimate concerns still require assistance and Aspen Treecare have offered to investigate potential solutions on a case by case basis. They have quoted **£100 + VAT** to visit the site, include a brief set of options in cases where no detailed observations or recommendations are required. If it is necessary to provide such a report, this would cost an additional **£250 + VAT**.

3. RECOMMENDATION

It is recommended that Aspen Treecare visit both locations and provide a brief set of options at a cost of **£100 + VAT** x 2 locations.

4. ENVIRONMENTAL IMPACT

Not known at this stage.

5. FINANCIAL IMPLICATIONS

We have just over £3,000 left in the grounds maintenance budget for 2020/21, but if other works are agreed, it will impact on the balance. (ER £20k)

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	28 th November 2020
<u>SUBJECT</u>	Update on Ecological Survey for Chatsworth Park and The Copse

1. INTRODUCTION

At the last Committee meeting several quotations were considered for an ecological survey to be undertaken for Chatsworth Park and the Copse to ensure the habitat of the local wildlife is preserved when drawing up a Management Plan. The prices differed largely, with Ecology Consultancy providing the most extensive report at a charge of £2,185 plus VAT. We were asked to make contact with the other companies, to obtain a price for a more in-depth survey.

2. INFORMATION

I contacted the other companies and have received responses as follows:-

Lizard Landscape Design & Ecology suggested that their baseline ecological survey for both sites is undertaken, so they can advise on any more detailed studies required during the spring and summer survey season would support the baseline work. They previously provided an estimate of **£650** for The Copse and **£920** for Chatsworth Park, totalling **£1,570 plus VAT**.

Middlemarch Environmental provided another option, which includes a Preliminary Ecological Appraisal, which includes a desk study and habitat survey. This quotation would cost **£1,525 plus VAT**, which is £325 more expensive compared to the original quotation, for a site walkover and summary report.

Greenspace Ecological Solutions did not respond to my enquiry. They previously quoted **£790 plus VAT** for both Chatsworth Park and The Copse.

All quotations have been attached to this report so that Councillors can consider all options available. As highlighted in the previous report, this management plan would be reporting on wildlife only, covering insects, birds and mammals.

3. RECOMMENDATION

It is recommended that consideration be given to the estimates received.

4. ENVIRONMENTAL IMPACT

The ecological survey will highlight the diversity between different plants, animals and other species in the areas in question and aid towards a Management Plan.

5. FINANCIAL IMPLICATIONS

This is unplanned expenditure and therefore if it is agreed to have surveys undertaken, the expenditure should come from the Grounds Maintenance earmarked reserve of £20,000. Any previously agreed actions will impact on this figure.

Telscombe Town Council
360 S Coast Road
Telscombe Cliffs
Peacehaven

Date: 18 September 2020

Dear Stella Newman

Fee proposal: PEA (Our ref. EB10184)

Thank you for inviting The Ecology Consultancy to provide a quote for services for your project. It is our understanding that you require a Preliminary Ecological Appraisal survey and assessment in support of a management plan for Chatsworth Park and The Copse. A site map showing the proposed survey extent is shown below in Appendix 1.

Our services will identify any risks or opportunities to ecological features that will affect your development. We will work with you to help you to deliver your project on time and to find the best solution for any ecological issues which may arise.

**The total fee for this work will be £2,185.00 plus VAT¹
See table overleaf for a detailed breakdown of costs**

Notes: ¹The above costs are based on surveys of the area shown in Appendix 1.

Project Team

Our Principal Ecologist/nominated Project Manager is Oliver Grice Jackson. Oliver is a Senior Ecologist with five years' consultancy experience. Oliver's role at The Ecology Consultancy includes project management, client liaison, habitat and protected species surveys, design and preparation of habitat management plans and report writing. Oliver has experience of undertaking and managing a range of projects from small scale residential developments to large scale commercial projects. Oliver holds survey licenses for great crested newts and barn owls and has achieved level 4 on the BSBI's Field Identification Skills Competency Certificate scheme. CVs for all relevant staff are available on request. CVs for all relevant staff are available on request.

Our commitment to you:

- Work to your timescale and budget;
- Provide regular updates and alert you to any ecological issues;
- Provide pragmatic, practical solutions where issues arise;
- Deliver consistently high-quality outputs in line with industry best practice; and
- Respond promptly to any queries you may have.

About Us

The Ecology Consultancy has over 20 years' experience of providing ecological advice on development projects and our 100+ consultants have extensive knowledge of and solutions for a wide range of ecological issues. Our work is certified to ISO 9001 and 14001. We look forward to working with you and aim to build strong relationships with our clients who value our approach.

We are happy to discuss any additional services you may require. You can find further information on our full range of services and regional offices on our website (www.ecologyconsultancy.co.uk).

With our sister companies, Arbeco (www.arbeco.co.uk), Green Infrastructure Consultancy (www.greeninfrastructureconsultancy.com), and Temple (www.templegroup.co.uk), we can also offer arboricultural, green infrastructure, noise, air quality, planning, EIA and sustainability services.

Supporting Information

For easy reference we have appended:

- [Appendix 1](#): A site map detailing the extent of the proposed survey area.
- [Appendix 2](#): A Project Portfolio detailing similar projects where we have helped clients achieve successful outcomes.
- [Appendix 3](#): The methodologies used for the required ecology services.

Breakdown of costs (plus VAT)

Preliminary Ecological Appraisal (PEA)	
Preliminary Ecological Appraisal Survey	£440.00
Desk Study	£275.00
Reporting: Chatsworth Park The Copse	£710.00 £540.00
Mapping	£100.00
Project Management and Expenses	£120.00
Total	£2,185.00

²To inform your management plan and the preliminary ecological appraisal, we recommend a data search as this will allow us to better assess the potential presence of protected and/or notable species. The above figure is inclusive of the standard 2km species and sites data search cost (£225) for the Sussex Biological Records Centre.

Please note that this quote is subject to your acceptance of The Ecology Consultancy's terms and conditions and is valid for 6 months from date of issue. To accept this quote and our terms please complete, sign and return the **Client Agreement Form**, providing purchase order numbers (if required) and invoicing details. Please ensure you read and understand the methodologies proposed for the work and that they meet the requirements of your project, prior to returning the **Client Agreement Form**.

If you wish us to work under your terms and conditions, then we reserve the right to add the following charges to the total of the quote above: -

- Review, negotiation and agreement of non-standard terms and conditions - £200
- Review and issue of non-standard Letter of Reliance, Deed of Novation or Collateral Warranty - £200

Next Steps

Please also provide:

- A **topographic survey** of the site in .dwg (CAD) format;
- A plan displaying **development proposals** in .dwg (CAD) format;
- Any previous ecology reports for the site;
- Details of any deadlines and site access arrangements; and
- The **asbestos register** for relevant buildings and asbestos reports, if applicable

If you cannot provide us with a topographic survey, we will purchase an Ordnance Survey base map of the site at minimum 1:10,000 scale in .dwg (CAD) or .shp (shapefile) format.

Please don't hesitate to get in touch with any further questions or additional requirements you may have and we will be happy to discuss them with you.

We look forward to working with you.

Yours sincerely

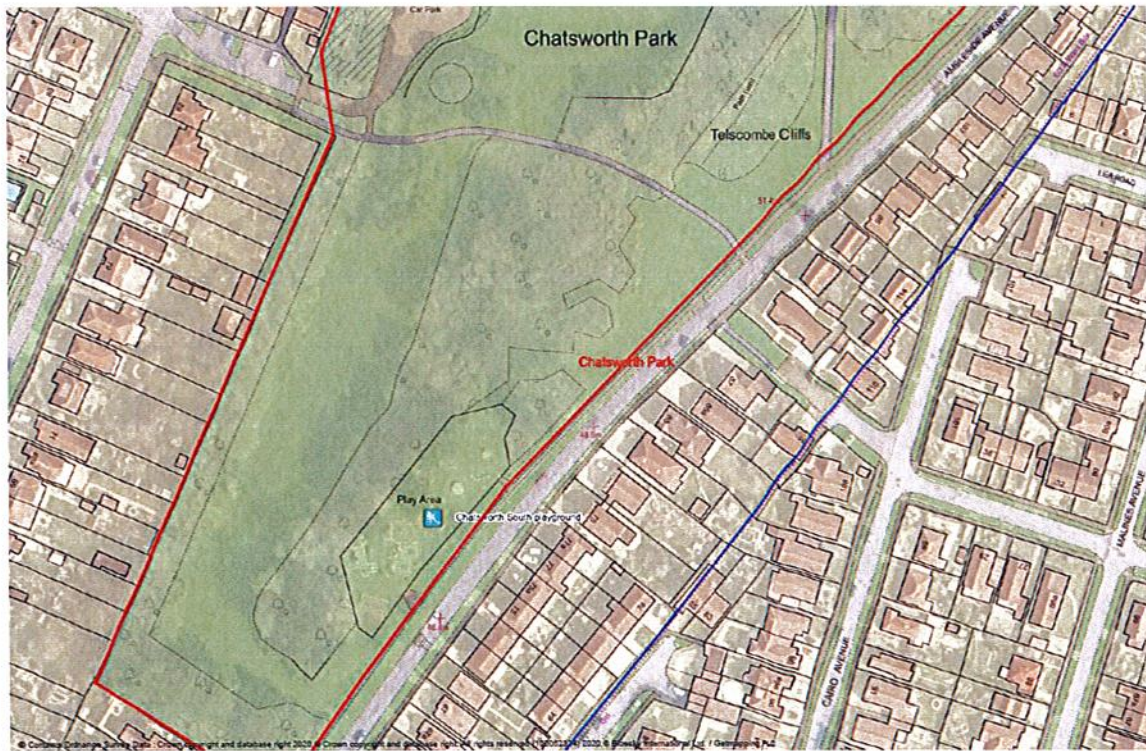


Oliver Grice-Jackson, Bid Manager

Inc: **Client Agreement Form**

Version	Created by	Approved by	Date
V1.0	Oliver Grice-Jackson	Wendy McFarlane	18/09/2020

Appendix 1: Site Map



The above red line boundaries show the extent of the proposed survey area according to our understanding. If this does not represent the areas that you require surveying, please let us know prior to commission. Any changes to the area post-commission may incur additional costs.

Appendix 2: Project Portfolio

St Mary's Church Gardens, Islington (2018) PEA; Local Government; Leisure; LEMP

Islington Borough Council contracted The Ecology Consultancy to provide a Preliminary Ecological Appraisal (PEA) that would support their proposal to improve the design of St Mary's Church Gardens. In light of Islington's status as the most densely populated borough in London (70% of Islington residents have no garden of their own), the aim of the project was to create a welcoming and flexible place where the local community could gather, particularly on special occasions; to provide a new piece of the public realm which could allow children to engage with the site, increase facilities for cycle parking and improve lighting to make it a safe but atmospheric place after dark that complements the significant landmark, the Grade II listed church of St Marys. The Ecology Consultancy worked alongside the clients landscape ecologist to tailor recommendations to maximise opportunities to enhance the biodiversity of the site whilst making respectful considerations regarding its use as a former church yard and maintaining its integrity and function as a community space. Enhancements included cycle stores with biodiverse roofs to encourage zero-emission travel to the site, swift boxes within the church Belfries, bird and bat boxes on trees and wildlife planting in accordance with national and local planning policies.

Recreation grounds, Suffolk (2015) Recreation; leisure; bats; reptiles; great crested newts; Suffolk; static survey; LPA

A Preliminary Ecological Appraisal at an existing council-owned recreation facility near Lowesoft adjacent to a Local Wildlife Site was undertaken to inform potential plans to convert the site as a holiday park. This revealed the potential for a number of protected species to be present on site, including bats, great crested newts, badger, reptiles and breeding birds. Further targeted surveys were therefore undertaken to establish presence/likely absence of these species. These surveys were undertaken according to best practice guidance and at the appropriate time of year to ensure a robust data set was gathered to support the proposals for the site. We were able to establish the value of boundary features for a diversity of foraging and commuting bats which provide detailed information to inform mitigation and design plans for the site. Likewise, the confirmed presence of great crested newt, roosting bats and reptiles at the site allows for full consideration of the legal implications and licensing requirements at an early stage in the process, ensuring potential costs and delays to programme were minimised. Consideration was given to habitat linkages between the site and nearby areas of semi-natural habitat and potential and known bat roosting habitat, including the Local Wildlife Site.

Tudor Rose Park, Peacehaven (2018) Birds; Sussex; dormice; reptiles; multi species; translocation; mitigation

The Ecology Consultancy were commissioned to undertake surveys for breeding birds, hazel dormouse and reptiles at Tudor Rose Park to inform the expansion of the existing caravan park. The surveys revealed the presence of 25 species of bird, eight of which were notable (linnet, dunnoek, house sparrow, skylark, song thrush, herring gull, starling and Cetti's warbler). Populations of slow worm and common lizard were also present. Recommendations for the site included a reptile translocation and measures to maintain bird interest such as retention and creation of scrub, hedgerows etc.

Publications

We are the co-authors of the 2nd edition of *Working With Wildlife: Guidance for the Construction Industry* which was published by CIRIA in 2011 and which updates the earlier 2006 edition. 2019 saw the launch of the Working With Wildlife app which gathers the key information from this guide into an up to date compact, user-friendly mobile application.

We co-authored the paper '*Overwinter Survival and Post Release Movements of Translocated Water Voles: Implications for Current Mitigation Guidance*' which was published in the European Journal of Wildlife Research in 2018, as well as an article in 2015 entitled '*Water Vole Translocation: Building Resilience into Receptor Habitat Design*' in CIEEM's quarterly publication *In Practice*.

We are also co-authors with others of the CIRIA publication *Building Greener – Guidance on the use of green roofs, green walls and complementary features on buildings*

Appendix 3: Methodologies

Preliminary Ecological Appraisal
<p>Preliminary Ecological Appraisal Survey</p> <p>An extended Phase 1 habitat survey and protected species assessment of both sites will be undertaken. The survey will include a full description of the broad habitat types present, including an assessment of any Habitats of Principal Importance (as listed under Section 41 of the Natural Environment and Rural Communities Act 2006) and, as far as possible given the time of year, listing of higher plants and provision of target notes on features of special value or interest. The survey method used will be as recommended by the Joint Nature Conservation Committee (2010), and the overall assessment will follow guidelines issued by the Chartered Institute of Ecology and Environmental Management (CIEEM, 2017). An assessment of whether the habitats present on the site are likely to support protected/notable species, such as bats, badger, breeding birds, great crested newt, and reptiles will also be undertaken.</p>
<p>Desk Study</p> <p>In line with current industry best practice, a desk study will be undertaken in order to identify any legally protected/notable species that could potentially be affected by upcoming management of the sites. This desk study will use information from the Local Records Centre and other web-based resources to provide records of protected species from within a 2km search radius of the site. Additional web-based resources will also be used to obtain details of statutory protected sites and Habitats of Principal Importance under section 41 of the NERC Act.</p>
<p>Report</p> <p>The reports will be produced in accordance with CIEEM guidelines for Ecological Appraisal (CIEEM, 2017), Ecological Report Writing (CIEEM, 2017), and Ecological Impact Assessment (CIEEM, 2018) and will be prepared including the following: Collation/interpretation of data search information; Description of current ecological baseline conditions at the site; Assessment of the potential presence of protected species on each site or its immediate vicinity based on the results of the survey and the data search; Evaluation of the relative nature conservation importance of each site; Review of potential impacts on notable habitats, sites and species in relation to any management proposals for each site; Recommendations for further survey (if necessary); Recommendations for addressing ecological opportunities, including net gain, and constraints following the established mitigation hierarchy; Recommendations to inform the future management of each site to achieve the best ecological outcomes.</p> <p>N.B The cost provided includes a two-stage review/quality assurance of the document by senior staff. Costs are provided for each site, 'Chatsworth Park' and 'The Copse'.</p>
<p>Mapping</p> <p>To produce a colour plan for each site showing habitats present. The map will contain target notes showing any features of ecological interest. The map will be produced using ArcGIS software by our in-house mapping technician enabling habitat areas to be calculated for use in the PEA Report.</p> <p>N.B. Please note that a detailed topographic plan of the existing site in .dwg or .shp format will be required to undertake any surveys and GIS/mapping work. If this is unable to be provided, or does not have the required detail for the survey type, we will purchase one at an additional cost from emapsite.com.</p>
<p>Project Management and Expenses</p> <p>To cover the costs associated with: administration, report and map production, project management, and return travel costs for one site visit.</p>

18th September 2020
LLD6559 / FEES / JJ

Ms Stella Newman
Town Clerk & Finance Officer
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
East Sussex
BN10 7ES



LIZARD

Landscape Design and Ecology

Dear Ms Newman

Lizard Landscape Design and Ecology - Ecology Consultancy Services
The Copse, Telscombe Cliffs, Telscombe, East Sussex
Preliminary Ecological Appraisal

Thank you for approaching our practice to undertake the ecological consultancy work for The Copse, Telscombe Cliffs, Telscombe, East Sussex.

Habitats and Designations

The site is located on the eastern side of Telscombe Cliffs Avenue and approximately 700.0 metres north of the Esplanade at Telscombe. The site contains an area of dense woodland containing mature trees and vegetation. A pathway crosses the site area from Telscombe Cliffs Way emerging at Bush Close. There are no other ecological or landscape designations for this site. Tree Preservation Orders will be investigated upon Commission.

Preliminary Ecological Appraisal – Approach

A preliminary ecological appraisal would be undertaken and the site subjected to a baseline survey using guidelines set out in the '*Handbook for Phase 1 Habitat Survey – a Technique for Environmental Audit*' (JNCC, 2003). Habitats within the site would be classified and the presence, or potential presence, of certain protected and / or notable species of flora and fauna would be identified. A summary description of the existing site habitat would be provided in addition to a site habitat map with accompanying target notes to indicate the approximate location of features of interest. The results would accompany in large part photographic evidence obtained whilst on site.

A provisional floral list would be compiled during the site walkover, and where relevant the site would be divided into discreet compartments based upon differing habitats or communities. A list of flowering plants would be made along with their relative abundance using the *DAFOR Scale*; *Dominant, Abundant, Frequent, Occasional and Rare*. All plants would be identified to species level, wherever possible, using *Streeter (2010)* in accordance with the prevailing nomenclature.

Continued...

Landscape Architecture

Ecology

Landscape Planning

Lizard Landscape Design Limited,
The Old Bank,
34 South Street, Tarring,
West Worthing, West Sussex, BN14 7LH

Value Added Tax Registration
No. 780 8071 19
Company Registration
No. 5213718

LLD6559 / The Copse, Telscombe Cliffs, Telscombe, East Sussex / 18th September 2020

Habitats within and immediately adjacent to the site would be assessed for their potential for uncommon and protected fauna including mammals, birds, bats, reptiles, and amphibians. This would involve identifying features, which may be used by protected species, potential foraging areas and other signs of use. Stones, dead wood, and rubble would be turned over and any dug holes studied for recent activity by mammals. Water bodies would be investigated within 500.0 metres of the proposed development (*where relevant and practicable*). Recommendations for further study (*if required*) would be given with reasons clearly explained in the final report.

All the above details would be submitted for approval by the local authority planning department.

Please find attached a copy of our consultancy fee proposal for the above stages of work. We trust that this is acceptable to you. Please contact me should you wish to discuss or review these with me. We look forward to hearing from you.

Yours sincerely,

Joe Jackson
Principal
 Landscape Architect BA (Hons) LA DipLA CMLI

Encs.

Continued...

Landscape Architecture

Lizard Landscape Design Limited,
 The Old Bank,
 34 South Street, Tarring,
 West Worthing, West Sussex, BN14 7LH

Ecology

Landscape Planning

Value Added Tax Registration
 No. 780 8071 19
 Company Registration
 No. 5213718

LLD6559 / The Copse, Telscombe Cliffs, Telscombe, East Sussex / 18th September 2020

Lizard Landscape Design and Ecology - Ecological Consultancy Services
The Copse, Telscombe Cliffs, Telscombe, East Sussex
Preliminary Ecological Appraisal Survey

Work Stages 'Other Services' - Preliminary Ecological Appraisal Survey

- Ecology Site Survey and Walkover;
- Extended Phase 1 Habitat Survey;
- Ecology Statement and Report;
- Phase 1 Site Habitat Plan – Drawing Production;
- Biodiversity / Ecological Recommendations and Enhancements.

Ecological Appraisal - Lump Sum Fees and Expenses

£ 650.00

(excluding VAT)

Continued...

Landscape Architecture

Ecology

Landscape Planning

Lizard Landscape Design Limited,
 The Old Bank,
 34 South Street, Tarring,
 West Worthing, West Sussex, BN14 7LH

Value Added Tax Registration
 No. 780 8071 19
 Company Registration
 No. 5213718

LLD6559 / The Copse, Telscombe Cliffs, Telscombe, East Sussex / 18th September 2020

Notes

The above stages of work are set out in accordance with the Landscape Consultants Appointment; 2018; published by The Landscape Institute. The fee proposal includes for all fees and expenses relating to the services defined above. Further requirement for other services over and above those defined within the fee proposal, subject to prior agreement with Telscombe Town Council would be charged at the following rates;

•	Principal Landscape Architect	£ 55.00 per hour;
•	Technical Director - Landscape	£ 47.00 per hour;
•	Associate Landscape Planner	£ 47.00 per hour;
•	Senior Landscape Architect	£ 42.00 per hour;
•	Landscape Architect	£ 37.00 per hour;
•	Assistant Landscape Architect	£ 32.00 per hour;
•	Senior Ecologist	£ 42.00 per hour;
•	Project Ecologist	£ 38.00 per hour;
•	Assistant Ecologist	£ 35.00 per hour.

The fee proposal includes all services up to and including submission to the Planning Authority. Any subsequent amendment required by planning comments / decisions made the Planning Authority shall be charged as additional services subject to prior agreement with Telscombe Town Council Lizard Landscape Design and Ecology understand that Telscombe Town Council shall provide all necessary Ordnance Survey, Measured Base Survey, Architectural Layout, Service Layout information required for completion of the commission. Lizard Landscape Design and Ecology is registered for VAT, charged at the standard rate of 20.0 %. (VAT Registration No. 780 8071 19).

Payment Terms

Lizard Landscape Design and Ecology would invoice Telscombe Town Council monthly, or upon completion of a specific stage of work. Payment in full is due on the date of the invoice and accounts should be settled in full within 30 days.

Continued...

Landscape Architecture	Ecology	Landscape Planning
Lizard Landscape Design Limited, The Old Bank, 34 South Street, Tarring, West Worthing, West Sussex, BN14 7LH		Value Added Tax Registration No. 780 8071 19 Company Registration No. 5213718

18th September 2020
LLD6558 / FEES / JJ

Ms Stella Newman
Town Clerk & Finance Officer
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
East Sussex
BN10 7ES



LIZARD

Landscape Design and Ecology

Dear Ms Newman

Lizard Landscape Design and Ecology - Ecology Consultancy Services
Chatsworth Park, Telscombe Cliffs, Telscombe, East Sussex
Preliminary Ecological Appraisal Survey

Thank you for approaching our practice to undertake the ecological consultancy work for Chatsworth Park, Telscombe Cliffs, Telscombe, East Sussex.

Habitats and Designations

The site is located on the western side of Ambleside Avenue and approximately 700.0 metres north of the Esplanade at Telscombe. The site contains a large public amenity park with large areas of grassland interspersed with mature trees and vegetation which surround the site boundary and cover areas of the central and southern site area. These trees are designated as *UK Priority Habitat – Deciduous Woodland* and are also recorded on the *National Forest Inventory as Broadleaved Woodland*. Footpaths cross the park intermittently and there are children's play area is located on the south eastern and north western site boundary, adjacent to Kirby Drive. There are no other ecological or landscape designations for this site. Tree Preservation Orders will be investigated upon Commission.

Preliminary Ecological Appraisal – Approach

A preliminary ecological appraisal would be undertaken and the site subjected to a baseline survey using guidelines set out in the *'Handbook for Phase 1 Habitat Survey – a Technique for Environmental Audit'* (JNCC, 2003). Habitats within the site would be classified and the presence, or potential presence, of certain protected and / or notable species of flora and fauna would be identified. A summary description of the existing site habitat would be provided in addition to a site habitat map with accompanying target notes to indicate the approximate location of features of interest. The results would accompany in large part photographic evidence obtained whilst on site.

A provisional floral list would be compiled during the site walkover, and where relevant the site would be divided into discreet compartments based upon differing habitats or communities. A list of flowering plants would be made along with their relative abundance using the *DAFOR Scale; Dominant, Abundant, Frequent, Occasional and Rare*. All plants would be identified to species level, wherever possible, using *Streeter (2010)* in accordance with the prevailing nomenclature.

Continued...

Landscape Architecture	Ecology	Landscape Planning
Lizard Landscape Design Limited, The Old Bank, 34 South Street, Tarring, West Worthing, West Sussex, BN14 7LH		Value Added Tax Registration No. 780 8071 19 Company Registration No. 5213718

LLD6558 / Chatsworth Park, Telscombe Cliffs, Telscombe, East Sussex / 18th September 2020

Habitats within and immediately adjacent to the site would be assessed for their potential for uncommon and protected fauna including mammals, birds, bats, reptiles, and amphibians. This would involve identifying features, which may be used by protected species, potential foraging areas and other signs of use. Stones, dead wood, and rubble would be turned over and any dug holes studied for recent activity by mammals. Water bodies would be investigated within 500.0 metres of the proposed development (*where relevant and practicable*). Recommendations for further study (*if required*) would be given with reasons clearly explained in the final report.

All the above details would be submitted for approval by the local authority planning department.

Please find attached a copy of our consultancy fee proposal for the above stages of work. We trust that this is acceptable to you. Please contact me should you wish to discuss or review these with me. We look forward to hearing from you.

Yours sincerely,

Joe Jackson

Principal

Landscape Architect BA (Hons) LA DipLA CMLI

Encs.

Continued...

Landscape Architecture**Ecology****Landscape Planning**

Lizard Landscape Design Limited,
The Old Bank,
34 South Street, Tarring,
West Worthing, West Sussex, BN14 7LH

Value Added Tax Registration
No. 780 8071 19
Company Registration
No. 5213718

LLD6558 / Chatsworth Park, Telscombe Cliffs, Telscombe, East Sussex / 18th September 2020

Lizard Landscape Design and Ecology - Ecological Consultancy Services
Chatsworth Park, Telscombe Cliffs, Telscombe, East Sussex
Preliminary Ecological Appraisal Survey

Work Stages 'Other Services' - Preliminary Ecological Appraisal Survey

- Ecology Site Survey and Walkover;
- Extended Phase 1 Habitat Survey;
- Ecology Statement and Report;
- Phase 1 Site Habitat Plan – Drawing Production;
- Biodiversity / Ecological Recommendations and Enhancements.

Ecological Appraisal - Lump Sum Fees and Expenses

£ 920.00

(excluding VAT)

Continued...

Landscape Architecture

Ecology

Landscape Planning

Lizard Landscape Design Limited,
 The Old Bank,
 34 South Street, Tarring,
 West Worthing, West Sussex, BN14 7LH

Value Added Tax Registration
 No. 780 8071 19
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 No. 5213718

LLD6558 / Chatsworth Park, Telscombe Cliffs, Telscombe, East Sussex / 18th September 2020

Notes

The above stages of work are set out in accordance with the Landscape Consultants Appointment; 2018; published by The Landscape Institute. The fee proposal includes for all fees and expenses relating to the services defined above. Further requirement for other services over and above those defined within the fee proposal, subject to prior agreement with Telscombe Town Council would be charged at the following rates;

•	Principal Landscape Architect	£ 55.00 per hour;
•	Technical Director - Landscape	£ 47.00 per hour;
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Continued...

Landscape Architecture

Lizard Landscape Design Limited,
The Old Bank,
34 South Street, Tarring,
West Worthing, West Sussex, BN14 7LH

Ecology

Landscape Planning

Value Added Tax Registration
No. 780 8071 19
Company Registration
No. 5213718



Proposal to

Telscombe Town Council

for an

Ecological Walkover & Constraints Map

Chatsworth Park and The Copse in Telscombe Cliffs,
East Sussex

SB-MME-153452
September 2020

Principal Contact: Lucy Philpott – Associate Director - CRM

Middlemarch Environmental Ltd

Triumph House, Birmingham Road, Allesley, Coventry CV5 9AZ

Tel: 01676 525880 Fax: 01676 521400

E-mail: admin@middlemarch-environmental.com Web: www.middlemarch-environmental.com

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1. Project Approach

Middlemarch Environmental Ltd understands that the client wishes to compile a management plan to control trees and vegetation at Chatsworth Park and The Copse in Telscombe Cliffs, East Sussex. To ensure that no wildlife is impacted by the works and that the works do not breach any legislation the client has requested and ecological walkover assessment be undertaken. It is therefore recommended that the following approach is undertaken with respect to this project:

Ecological Walkover Assessment & Constraints Plan

This work will consist of a site walkover to assess the ecological risks at the site. The walkover will map the habitats present and assess their potential to support protected or notable species. A summary of the findings of the Ecological Walkover Assessment will be represented in a letter style report. The presence, or likely presence, of protected species and invasive plant species within the site will be noted. Recommendations for any further works needed to ensure legislative compliance will be made. A constraints map will be provided which will include a 'traffic light' system where works can occur without constraint, where works can occur at certain times of year and where works cannot occur without further advice.

2. Fees

Our proposed fee rate for undertaking this project is based on the information received to date and the scope of works set out in this proposal. Fees are detailed in Table 2.1.

Project Activity	Fee £
Ecological Walkover and Constraints Map including site visit, reporting, project management and quality assurance	1,200.00
Notes: <ul style="list-style-type: none">The above fee is inclusive of all expenses but is subject to VAT, which is applicable at the standard rate.A report will be prepared to collate all data collected and provide a summary of the current position and any need for future action.*Fees provided assume lone working is possible.As part of our quality management system ISO14001 reports will be issued in an electronic format. If the client requires a hard copy of the report, one copy will be sent upon request. Additional hard copies will be charged at £25.00 per copy.Any report revisions or attendance at meetings will be charged at £60.00 per hour.	

Table 2.1: Professional Fees

3. Project Timescales

Work will normally be started within five working days of receipt of a formal commission from the client.

Preliminary Ecological Appraisals can be undertaken at any time of year.

4. Project Team

Middlemarch Environmental will ensure that the most appropriate staff are allocated to this project based on the particular skills necessary to deliver the requirements of this commission and the expertise and experience of undertaking similar commissions. In line with our ISO 9001:2015 Quality Management system, all activities will be led by a nominated Project Leader.

The Project Leader for this project will be:

Tom Docker CEcol MCIEEM: Managing Director

Tom has over 15 years of experience as a professional ecologist. Tom is responsible for business development and company management with a priority of client engagement. He is directly responsible for managing a team of 75 committed members of staff in addition to numerous subcontractors. Tom also manages the EIA workstream at Middlemarch Environmental Ltd, and has a broad range of experience of managing major projects. He is also the renewable energy specialist at Middlemarch, having successfully overseen a number of wind and solar power projects, including large wind farm developments. He is skilled in the coordination of extensive survey work for major infrastructure projects, and is adept in dealing with the challenges posed by these types of development.

Tom completed an MSc in Ecology and Management of the Natural Environment at the University of Bristol in 2009. He has extensive experience of Ecological Impact Assessment (EclA) and habitat survey, including Extended Phase 1 Habitat Survey and BREEAM Ecology Assessment. He is also a skilled protected species surveyor, having designed and implemented surveys and mitigation works for a variety of protected species including Amphibians, Badgers, Bats, Birds, Dormice, Reptiles, Otters, and Water Voles. He is also skilled in the production of habitat and species mitigation strategies and management plans.

Tom is a Chartered Ecologist and a full member of the Chartered Institute for Ecology and Environmental Management (CIEEM). He has a Natural England bat survey licence (CL17) and is licensed to survey for great crested newts in England (CL08) and Wales.

Full C.V.s of personnel and all staff involved with the project will be provided on request.

5. Actions Required from the client

To enable Middlemarch Environmental Ltd to successfully deliver this project, the following will be required from the client prior to our commencement of the works:

- Plans to be provided as electronic copies (preferred formats are: CAD (dwg/dxf/dgn) or ESRI shape files). If using online project management systems, the client must detail relevant documents contained and provide links to locate them.
- Full access being made available to the site.

All works will be undertaken with reference to Middlemarch Environmental Ltd Risk Assessments. The client is required to inform Middlemarch Environmental of any particular hazards associated with this site (e.g. contaminated land/asbestos). Any areas deemed unsafe for reasons of health and safety will not be surveyed.

6. Insurance

Middlemarch Environmental Ltd carries full insurance for Professional Indemnity (£10M), Public/Products Liability (£10M) and Employers Liability (£10M). Full details and copies of documents are available on request.

7. About Middlemarch Environmental Ltd

Middlemarch Environmental Ltd undertakes ecological and biodiversity projects throughout the UK for a wide range of private sector and public sector clients. These projects cover all aspects of the development cycle from initial survey and assessment, through planning and landscape design to implementation of habitat creation and restoration schemes. Completing the circle we develop management plans and prescriptions, carrying out monitoring and research-based projects, and assisting organisations with biodiversity policy, strategy and biodiversity action plans (BAPs). In addition Middlemarch is able to bring its environmental and business understanding to issues such as feasibility studies and initial scoping for projects of all kinds, supporting our strapline of 'creative ecological solutions'.

Our staff's ecological and arboricultural expertise covers the full range of biodiversity and habitat assessments including surveys of flora, fungi, terrestrial and aquatic macro-invertebrates, amphibians and reptiles, fish, birds and mammals. We have expertise in Phase 1 and Phase 2 habitat surveying, habitat assessments and ecological impact assessments, combining desk studies, field work and, where necessary, aerial surveys.

Recent projects of regional or national significance have included:

- £1 million contract for Birse Civils. The A14CTMS (M6 junction to Felixstowe in Suffolk) project started in 2009 and was completed in 2011. It involved constructing over 300 individual sites for communications equipment and laying over 150km of cabling.
- The co-ordination of field based biodiversity assessments for over 1600 sites owned and managed by Severn Trent Water Ltd;
- Management of a large scale arboricultural survey and advice for Manchester Airport Second Runway;
- Creation of 18ha of wet grassland - North Cave Wetland Reserve in Yorkshire. The reserve is currently being extended through mineral extraction, Middlemarch have carried out detailed feasibility studies and design works;
- Appointment as biodiversity master-planners for Goodman Ltd for their sites in Kingsnorth Kent;
- Co-ordinating the Building Research Establishment's Environmental Assessment Method (BREEAM) Ecological Assessment for the Association of Wildlife Trust Consultancies (AWTC);
- Development of the 'Biodiversity Benchmark' to enable organisations to assess their impact on the natural environment and demonstrate their commitment to biodiversity. The Benchmark has now been adopted by The Wildlife Trusts as the awarding body.

The company is wholly owned by Warwickshire Wildlife Trust, and profits from its activities are passed by Gift Aid to the Trust to fund local conservation projects. Middlemarch Environmental has also established a number of partnership agreements with other Wildlife Trusts, whereby the company acts as an approved supplier of consultancy services and returns donations to their local conservation projects. Middlemarch is also a founder member of the Association of Wildlife Trust Consultancies, a nationwide network of Trust subsidiaries providing UK-wide cover and on the ground staff.

Middlemarch Environmental's quality management system is certified to ISO9001:2015, our health and safety management system is certified to OHSAS18001:2007 and Safety Systems in Procurement (SSIP) and our environmental management system is certified to ISO 14001:2015. Middlemarch Environmental Ltd is also accredited to a number of sector specific schemes including and National Highways Sector Scheme 18 (road schemes), RISQS (rail), Avetta (aggregates), UVDB (utilities) and Constructionline (construction). Copies of our certificates is available upon request. Middlemarch also supports its staff through innovative research links with local Universities, including several Knowledge Transfer Partnerships.



Table 7.1 details a list of recent and on-going contracts.

Contract	Client	Involvement	Fees ('000)
A14 Road Scheme (M6 junction to Felixstowe in Suffolk)	Birse Civils	Ecological support, protected species surveys, habitat management and monitoring	£1000
Ecological Support	Carillion Amey / Amey Defence Services	Delivery of bat ecological works on large number of sites across the UK	£600
Eastern Quarry, Kent	Land Securities	Ecological and arboricultural support including surveys and mitigation for protected species (dormouse, herpetofauna, bats, barn owl etc), botanical assessment and compilation of biodiversity action plan	£500
A14 Huntingdon to Cambridge Road Improvement Scheme	A14 Integrated Delivery Team	Ecological support for improvements to the existing carriageway and new road construction	£500
Kingsnorth, Ecological Master Planning	Goodman	Delivery of ecological surveys, mitigation works, including protected species translocation	£500
Biodiversity Audit	Severn Trent Water	Biodiversity appraisal and ecological enhancement of 1600 sites	£300
Former Nailstone Colliery	Whiting Landscapes	Ecological impact assessment and mitigation design including large - scale great crested newt trapping and translocation	£200
Scottish and Southern Electricity Networks 135kv Overhead Line Improvement Works	Balfour Beatty Power and Distribution	Ecological survey and support including badger surveys and ecological supervision	£150
North Cave, Wetland Design and Creation	Yorkshire Wildlife Trust	Design, supervision of creation and monitoring of a wetland	£50
Carlisle Northern Distributor Road	Birse Rail	Ecological support, protected species surveys, habitat management and monitoring	£30
Chalfont Phase III, Chalfont St Peter	Baillie Knowles Partnership	Bat Surveys, mitigation, Licensing and clerk of Works	£10
Kent Thameside Development	Land Securities	Arboricultural surveys, arboricultural method statements, tree protection plans and tree management advice	£10
Multiple Sites in Croydon	Croydon Council	Ecological and arboricultural assessments of school sites	£9
Radlett SRFI Scheme, St Albans	Capita	Arboricultural assessment of large areas of land proposed for redevelopment	£8
Houghton Washlands	Royal Society for the Protection of Birds	Hydrological feasibility study and costed design	£5
Oxford Flood Alleviation Scheme, Oxford	CH2M	Arboricultural survey and impact assessment for flood alleviation scheme	£4

Table 7.1: Recent and on-going contracts undertaken by Middlemarch Environmental Ltd

8. Standard Terms & Conditions

Applicable to all contracts undertaken by Middlemarch Environmental Ltd.

1. **Health & Safety.** The contract is undertaken by Middlemarch Environmental Ltd on the basis that the Client has disclosed to Middlemarch Environmental Ltd any fact or circumstances known to the Client, or which should be known to the Client, which would involve any officer, employee or contractor of Middlemarch Environmental Ltd involved or concerned with the contract in any hazard or hazardous activity. The Client shall indemnify Middlemarch Environmental Ltd and its officers, employees or contractors from and against any losses or damage arising by virtue of such non-disclosure.
2. **Access.** The Client shall be responsible for obtaining all necessary licences, permissions and consents to enable Middlemarch Environmental Ltd to obtain access to sites. If the Employer does not obtain such consents and in consequence Middlemarch Environmental Ltd is unable to obtain access, this fact will be noted and reported back to the Client.
3. **Copyright.** Copyright in all material produced by Middlemarch Environmental Ltd shall be and remain vested with Middlemarch Environmental Ltd, notwithstanding payment in full of all sums due to Middlemarch Environmental Ltd in respect of it.
4. **Data and Information.** Middlemarch Environmental Ltd reserves the right to retain and use any data or information obtained in the course of the contract (other than information disclosed by the Client specifically on a confidential basis) for its own purposes.
5. **Confidentiality.** Unless specifically expressed to be confidential by the Client when providing the relevant information to Middlemarch Environmental Ltd, all information supplied by the Client for the purposes of the contract shall be treated as within the public domain. Where any such information is expressed by the Client to be confidential, Middlemarch Environmental Ltd shall take all practical steps to ensure that the information is communicated only to persons engaged in the preparation and supervision of the contract and that such persons treat the information as confidential. The foregoing restrictions shall not apply to any information that is actually within the public domain or becomes so after it has been disclosed to Middlemarch Environmental Ltd.
6. **Liability.** Middlemarch Environmental Ltd does not accept liability for any loss or damage incurred by the client as a result of disclosure of information regarding a site unless advised that information reported is confidential, as stated in Point 5.
7. **Fees.** The fee payable by the Client for the contract covers only the work that Middlemarch Environmental Ltd undertakes to carry out in relation to the contract in the letter from Middlemarch Environmental Ltd to the Client setting out the basis on which the contract is being carried out. In the event of additional work being required by the Client, this will be charged for as an extra item.
8. **Payment.** Payment shall be made within 30 days of submission of a valid invoice by Middlemarch Environmental Ltd. Any payment not received by this date will be liable to surcharge of 12% per annum of any outstanding debt.
9. **Letter of reliance.** Should Middlemarch be required to complete a letter of reliance then this will be charged at a fee of £50 per occasion.
10. **Acceptance of our Proposal confirms acceptance of all the above Conditions.**



Proposal to

Telscombe Town Council

for an

Preliminary Ecological Appraisal
& Constraints Map

Chatsworth Park and The Copse in Telscombe Cliffs,
East Sussex

SB-MME-153452 Rev A
November 2020

Principal Contact: Lucy Philpott – Associate Director - CRM

Middlemarch Environmental Ltd

Triumph House, Birmingham Road, Allesley, Coventry CV5 9AZ
Tel: 01676 525880 Fax: 01676 521400

E-mail: admin@middlemarch-environmental.com Web: www.middlemarch-environmental.com

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1. Project Approach

Middlemarch Environmental Ltd understands that the client wishes to compile a management plan to control trees and vegetation at Chatsworth Park and The Copse in Telscombe Cliffs, East Sussex. To ensure that no wildlife is impacted by the works and that the works do not breach any legislation the client has requested that a Preliminary Ecological Appraisal be undertaken. It is therefore recommended that the following approach is undertaken with respect to this project:

Preliminary Ecological Appraisal

A Preliminary Ecological Appraisal (PEA) of the site will be undertaken in accordance with the best practice methodology detailed by the Joint Nature Conservancy Council (JNCC, 2010)¹ and the British Standard BS42020:2013². The assessment will comprise two elements:

- A Desk Study exercise; and,
- A Phase 1 Habitat Survey.

Desk Study

A desk study exercise will be undertaken in order to collect ecological baseline data relating to the site and its surrounds. Ecological data will be requested from the following consultees:

- Natural England (via *Multi Agency Geographic Information for the Countryside website*);
- Local Biological Record Centres; and,
- Local Species Interest Groups (if required).

The desk study will include a search for European statutory nature conservation sites within a 5 km radius of the site (extended to 10 km for European bat sites), UK statutory sites within a 2 km radius and non-statutory sites and protected/notable species records within a 1 km radius. The results of this study will be used in conjunction with the results of the Preliminary Ecological Assessment to inform an assessment of the likely ecological impacts of the proposed project.

Phase 1 Habitat Survey

The walkover survey will be conducted following the Phase 1 Habitat Survey methodology of the Joint Nature Conservation Committee (JNCC, 2010) and the Institute of Environmental Assessment (IEA, 1995)³. Phase 1 Habitat Survey is a standard technique for classifying and mapping British habitats. The aim is to provide a record of habitats that are present on site. During the survey, the presence, or potential presence, of protected species will be noted.

Whilst every effort is made to notify the client of any plant species listed on Schedule 9 of the Wildlife and Countryside Act (1981, as amended) present on site, it should be noted that this is not a specific survey for these species.

Upon completion of the field survey and desk study, a Preliminary Ecological Appraisal report will be produced, which will include a detailed map of the habitats on site. This report will summarise the results of both the desk study and the field survey, and will include an assessment of the likely impact of the project on both habitats and notable species. Recommendations for any further works needed to ensure compliance with wildlife legislation and relevant planning policy will be made.

A constraints map will be provided which will include a 'traffic light' system where works can occur without constraint, where works can occur at certain times of year and where works cannot occur without further advice.

¹ JNCC. (2010). *Handbook for Phase 1 Habitat Survey: A technique for environmental audit* (reprint). Joint Nature Conservation Committee, Peterborough.

² British Standard BS42020:2013. 'Biodiversity Code of Practice for Planning and Development'.

³ IEA (1995). *Guidelines for Baseline Ecological Assessment*. Institute of Environmental Assessment. E&FN Spon. An Imprint of Chapman and Hall. London.

2. Fees

Our proposed fee rate for undertaking this project is based on the information received to date and the scope of works set out in this proposal. Fees are detailed in Table 2.1.

Project Activity	Fee £
Preliminary Ecological Appraisal and Constraints Map including site visit, reporting, project management and quality assurance	1,525.00
Desk Study data (external data provision from third parties)	At cost
Total exc. desk study data cost	1,525.00
Notes: <ul style="list-style-type: none"> The above fee is inclusive of all expenses but is subject to VAT, which is applicable at the standard rate. A report will be prepared to collate all data collected and provide a summary of the current position and any need for future action. *Fees provided assume lone working is possible. As part of our quality management system ISO14001 reports will be issued in an electronic format. If the client requires a hard copy of the report, one copy will be sent upon request. Additional hard copies will be charged at £25.00 per copy. Any report revisions or attendance at meetings will be charged at £60.00 per hour. 	

Table 2.1: Professional Fees

3. Project Timescales

Work will normally be started within five working days of receipt of a formal commission from the client.

Preliminary Ecological Appraisals can be undertaken at any time of year.

4. Project Team

Middlemarch Environmental will ensure that the most appropriate staff are allocated to this project based on the particular skills necessary to deliver the requirements of this commission and the expertise and experience of undertaking similar commissions. In line with our ISO 9001:2015 Quality Management system, all activities will be led by a nominated Project Leader.

The Project Leader for this project will be:

Tom Docker CEcol MCIEEM: Managing Director

As Managing Director, Tom is directly responsible for managing a team of 75 committed and enthusiastic ecologists and natural environment professionals. He has over 15 years' experience in the professional biodiversity sector, during which he has developed a reputation as a skilled ecologist with a pragmatic, commercially focused approach. Tom is responsible for overseeing strategic development at Middlemarch, with a strong focus on the evolving environmental agenda including biodiversity net gain, green infrastructure and natural capital. He also oversees the EIA workstream and has managed the ecological aspects of the planning, construction and operational phases of major residential, employment and infrastructure projects.

Tom collaborates closely with a host of clients and stakeholders, ranging from private developers to large PLCs and statutory bodies, to deliver successful project outcomes. He has an innovative, forward thinking approach to the discipline of professional ecology and is experienced in identifying creative, cost-effective biodiversity solutions that allow clients to realise value in nature in both a commercial and social context.

Tom has a strong academic record and has wide-ranging technical skills and experience. He has a sound understanding of terrestrial and aquatic habitat and species ecology, assessment and mitigation including

habitat design, creation and management. He is also highly experienced in the production of complex technical reports including ES chapters and Habitat Regulations Assessments.

Tom is a Chartered Ecologist and a full member of the Chartered Institute for Ecology and Environmental Management (CIEEM). He holds Natural England bat (CL17), great crested newt (CL08) and barn owl (CL29) survey licenses and is also licensed to survey for great crested newts in Wales.

Full C.V.s of personnel and all staff involved with the project will be provided on request.

5. Actions Required from the client

To enable Middlemarch Environmental Ltd to successfully deliver this project, the following will be required from the client prior to our commencement of the works:

- Plans to be provided as electronic copies (preferred formats are: CAD (dwg/dxf/dgn) or ESRI shape files). If using online project management systems, the client must detail relevant documents contained and provide links to locate them.
- Full access being made available to the site.

All works will be undertaken with reference to Middlemarch Environmental Ltd Risk Assessments. The client is required to inform Middlemarch Environmental of any particular hazards associated with this site (e.g. contaminated land/asbestos). Any areas deemed unsafe for reasons of health and safety will not be surveyed.

6. Insurance

Middlemarch Environmental Ltd carries full insurance for Professional Indemnity (£10M), Public/Products Liability (£10M) and Employers Liability (£10M). Full details and copies of documents are available on request.

Ms. S. Newman
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
E Sussex
BN10 7ES

By Email:
18th September 2020

Quote Ref: Q22085

Dear Ms Newman,

Site Reference – Chatworth Park and The Copse, Telscombe Cliffs, East Sussex

Firstly, we would like to thank you for contacting Greenspace Ecological Solutions with your valued enquiry and request to quote for the above project's. Having reviewed the provided information, we suggest the application of a Preliminary Ecological Appraisal (PEA) of the two separate sites would be appropriate for the site.

To minimise costs, we have provided fees based on the survey of both Sites within the same day. An outline of our proposed strategy with associated methodology and fees is provided below.

Ecological Appraisal – To assess the habitat types present within the site's and assess their potential to support notable species such as (but not restricted to) mammals, reptiles, amphibians, invertebrates and birds, both would be subject to an ecological appraisal. The surveys would provide baseline information regarding the site's habitat diversity and areas of ecological interest.

The results of the surveys would be compiled into two separate reports, one for each site. The content of the reports would detail the findings of the surveys and would provide recommendations regarding management for wildlife and enhancing the sites for biodiversity. For clarity habitats and features of ecological interest would be presented using digital mapping on CAD.

It should be noted that this preliminary survey may identify potential or evidence of protected species within the site – however, as an initial walkover specific species presence would not necessarily be confirmed. Confirmation of any particular species of interest would require separate species-specific surveys – these are beyond the scope of this fee estimate.

Fees – The cost for the ecological surveys and associated reporting is as follows:

Site visit (ecological survey, both sites)	£ 290.00
Data Interpretation and Mapping (Chatsworth Park)	£ 60.00
Data Interpretation and Mapping (The Copse)	£ 40.00
Report (Chatsworth Park)	£ 250.00
Report (The Copse)	<u>£ 150.00</u>
Total	£ 790.00

Please note the above fees are calculated on both sites being visited on the same day. Should separate visits be required, the fees would require amending accordingly.

Telephone: 01892 457062 E-mail: info@greenspace-ecology.co.uk

Please note the final report(s) will be submitted electronically with a single paper copy available upon request, all additional printing/binding will be charged in accordance with the attached terms and conditions. The fees provided inclusive of travel and are exclusive of VAT which will be charged at the standard rate. Reprographics, meetings or any additional requirements which would be charged either at cost or our standard hourly rate. Where applicable, fees for disbursements will be added in accordance with the attached terms and conditions.

This quote is valid for 60 days from date of receipt and a brief email of instruction will be considered acceptance of our attached Terms and Conditions. If commissioned a deposit of 20% may be required prior to the start of works and if required, we would provide an invoicing schedule in Excel to assist with project planning.

We trust we have interpreted your requirements correctly as every effort has been made to accurately quote for your project.

Yours sincerely,



Mr Guy Newman BSc (Hons) MCIEEM
Principal Ecologist

Telephone: 01892 457062 E-mail: info@greenspace-ecology.co.uk

Greenspace Ecological Solutions Ltd, Suite H3, Priory Park, Blackham Court, Beech Green Lane, Withyham, Hartfield, East Sussex, TN74DB.
Registered in England No 07651548. VAT Number 176801688

GREENSPACE ECOLOGICAL SOLUTIONS LTD

TERMS OF AGREEMENT FOR PROFESSIONAL SERVICES / ECOLOGICAL CONSULTATION

1. DEFINITIONS

"Agreement" means the contract between the Firm and the Client for the services which incorporates these terms (and which shall apply to the exclusion of any terms and conditions proposed by the Client).
 "Client" means the person or organisation entering into the Agreement.
 "Disbursements" means normal costs and out of pocket expenses incurred and recoverable by the Firm, including telecommunications, postage, printing and travel.
 "Fee(s)" means remuneration for the Services payable to the firm under the Agreement.
 "Firm" means Greenspace Ecological Solutions.
 "Project" means the (construction/conservation) project in respect of which the Services are to be provided.
 "Project Cost" means the total cost to the Client of the Project including all amounts payable by contractor(s) by the Client and ancillary costs relating to utilities, etc. (but excluding VAT)
 "Services" means the normal and additional services provided by the Firm.
 "Normal Services" means the services performed by the firm as agreed in writing with the client.
 "Additional Services" means any further services not initially covered by the agreement including any revisions to any completed designs, specifications or reports.

2. CARE AND DILLIGENCE

The Firm shall exercise reasonable skill, care and diligence in the performance of the Services.

3. COMMENCEMENT AND DURATION

The Agreement shall be deemed to commence on the earlier of the Firm's receipt of a letter/email of instruction from the Client or the date upon which the Firm commences performance of the Services and will continue until completion of the Services or earlier termination in accordance with these conditions.

4. DISCRETION

Where the firm has discretion exercisable as between the Client and any other party, the Firm shall exercise that discretion fairly.

5. TIMEUNESS

The Firm shall request, and the Client shall supply, information assistance and decisions in a timely manner. The Firm shall use reasonable endeavors to adhere to the programme agreed for the Services unless it is unable to do so for reasons beyond its control (including acts or omissions of the Client or third parties). The Client shall use reasonable endeavors to ensure access to the survey area is available on the pre-arranged day of survey.

6. COPYRIGHT

Copyright on all drawings, reports, specifications, bills of quantities, calculation and other documents and information prepared by or for the Firm will remain vested in the Firm. The Client, subject to paying all fees and disbursements due under the agreement, shall have a licence to copy and use all documents for any purpose related to the Project (but not to reproduce any design for an extension or for any new construction work).

7. TERRORISM AND ASBESTOS

Unless expressly agreed in writing the Firm shall have no duty to:-
 (a) Design or take measures to prevent or mitigate the effect of an act of terrorism
 (b) Provide advice in relation to asbestos or material containing asbestos
 The Client is solely responsible for deciding the extent to which asbestos and terrorism should be investigated and for taking appropriate steps in that regard.

8. STRUCTURAL INSPECTIONS

Where the project comprises or includes an inspection of and/or on existing structures, the Firm will not inspect cavities/voids or other parts of the structure which are covered/unexposed or inaccessible, and will therefore be unable to report that any such part of the property is free from protected species or evidence of protected species. No checks will be carried out in respect to insect or fungal infestation of woodwork.

9. SERVICE BY OTHERS

9.1 The firm may engage other specialist consultants with the Client's prior agreement, not to be unreasonable withheld. The Firm will be responsible for payment of such specialist consultants and costs incurred will be re-charged at cost plus 10%.
 9.2 Where the Firm as agent for the Client engages other consultants or contractors the Client will be directly responsible for payment of those consultants' fees and expenses or contractors accounts.
 9.3 The Firm is entitled to rely on designs prepared by other professionals and specialist sub-contractors/suppliers.

10. SITE STAFF

10.1 The Firm will advise the Client on the extent to which Site Staff are to be deployed and the Client will not unreasonably withhold its consent to the Firm's detailed proposals.

11. INSURANCE

11.1 The Firm maintains professional indemnity insurance and will use all reasonable endeavours to maintain such insurance for so long as it has liability under the Agreement. Information regarding the Firm's professional indemnity insurance will be supplied upon request.

12. LIABILITY

12.1 In no circumstances shall an employee or past employee of the Firm be liable to the Client (or any third party claiming through the Client) whether in contract or in tort (including but not limited to negligence) or for breach of statutory duty or otherwise.
 12.2 In no circumstances shall the liability of the Firm to the Client (or any third party claiming through the Client) whether in contract or in tort (including but not limited to negligence) or for breach of statutory duty or otherwise (except in respect of death or personal injury) exceed the lesser of:-
 (a) £30,000; or
 (b) The amount recoverable under our professional indemnity insurance.
 12.3 The Firm shall have no liability to the Client (or to any third party claiming through the Client) whether in contract or in tort (including but not limited to negligence) or for breach of statutory duty or otherwise for any legal claim arising in connection with:-
 (a) Terrorism, asbestos or any related risk or
 (b) Designs or reports prepared by other professionals and specialist contractors/suppliers.
 12.4 The Firm accepts no liability for damage or other problems caused by third party contractors working for or on behalf of the Client.

13. FEE

13.1 The Client will pay the Firm the Fee as specified by the Firm in writing and agreed by the Client. The fee may be time-based, lump sum or calculated as a percentage of Project cost.

13.2 Time-based Fees shall, unless otherwise agreed, be at the following hourly rates per person, reviewable annually on the 1st July:-

Field based studies and reporting between the hours of 09:00 – 17:30	£55.00
Field based studies between the hours of 17:30 – 09:00	£65.50
Technical reporting / meetings (EIA, planning issues etc.) and EPSL applications	£85.00

Time-based Fees will be paid monthly in arrears.

All Fees for Additional Services shall be time based. Mileage accrued during time based works will be charged at 55p per mile and travel time will be charged at our standard rate.

13.3 Lump Sum Fee

This may be a single lump sum or a lump sum payable by instalments. Disbursements may be charged in addition or included – see Clause 15.

13.4 Percentage Fee

This may be agreed as a percentage of the Project Cost payable in instalments and Disbursements may be charged in addition or included – see Clause 14. Where the Fee is initially based on an estimate of Project Cost, it shall be adjusted to the actual Project Cost.

14. DISBURSEMENTS

For time charged work a disbursement charge of 5% will be added to all invoices. For percentage or lump sum work a disbursement charge is built into the fee.

Statutory fees and other charges which the Firm agrees to pay will be recoverable at cost.

Unless otherwise agreed, mileage accrued during an appointed project will be charged at 50p per mile and printing and reprographics will be charged at the following rates:

A4	A3
5p per A4 sheet mono single-sided	15p per A3 sheet mono single-sided
7p per A4 sheet mono double-sided	20p per A3 sheet mono double-sided
25p per A4 sheet colour single-sided	50p per A3 sheet colour single-sided
45p per A4 sheet colour double-sided	95p per A3 sheet colour double-sided

Appointments agreed beyond a 30 mile radius of the company office may be subject to accommodation expenses to a sum of £65.00 per person per room plus a subsistence charge of £20.00 per person per day.

Survey specific equipment will be charged at cost and invoiced accordingly.

15. PAYMENT

15.1 A credit limit calculated as the value of un-invoiced work in progress and unpaid invoiced amount will be advised. Payment may be required prior to the Services being carried out. Payment may be made by cheque or BACS. Receipt of payment confirms acceptance of our full Terms and Conditions.

15.2 The Firm may at times and at its discretion require a deposit of 50% of the quote amount prior to conducting works.

15.2 Payment of each invoice shall become due on submission of the invoice by the Firm to the Client. Within 5 days of receipt, the Client shall give notice of the amount due to the Firm, but in the absence of any such notice, the amount shall be as stated in the invoice. The final date for payment of each amount due to the Firm shall be 15 days from date of the submission of the invoice to the Client. Interest will accrue (and be recoverable as a debt) on any overdue amount at the rate of 8% over the base lending rate of Lloyds Bank Plc, calculated on a daily basis. Notwithstanding the accrual of interest non-payment of each amount due will be a dispute to be resolved in accordance with Clause 17.

15.3 If the Client wishes to make any deduction from any payment due to the Firm, it shall give notice not later than 7 days before the final date for payment showing the amount(s) to be deducted and the ground(s) for making each deduction. The Client shall not withhold any part of an invoice in respect of which no notice of withholding has been given.

15.4 Sums due under the Agreement are exclusive of VAT which will be charged at the standard rate.

15.5 The correct billing address is required as we may forward invoices to the address given. Changes to the address notified after date of invoice will not reset the payment terms.

16. SUSPENSION AND TERMINATION

16.1 The Client may terminate the Agreement or suspend any Services by two weeks' notice to the Firm at any time.

16.2 The Client may terminate the agreement by notice to the Firm if the Firm commits a material breach of the Agreement; and it fails to take steps to remedy the breach within two weeks of being required to do so in writing.

16.3 The Firm may terminate the Agreement by two weeks' notice to the Client at any time in the event of a breach by the Client which is not remedied in the notice period or in the event of suspension of Services exceeding six months. The Firm may suspend any Services if the credit limit has been exceeded.

16.4 On termination or suspension, the Client shall pay all services carried out to the date of termination or suspension and (in the case of termination under 16.1 or 16.3) the Client shall reimburse the Firm all expenses unavoidably incurred by the Firm.

17. RESOLUTION DISPUTES

17.1 The parties' will aim to resolve any dispute amicably. Each of them shall in good faith consider any proposal by the other that a dispute be referred to mediation. However, the Client or the Firm may at any time refer any dispute or adjudication in accordance with the Construction Industry Council Model Adjudication Procedure which shall be deemed incorporated in the Agreement. No mediator or adjudicator may be called to give evidence nor will any records of evidence, or of any opinion expressed in any mediation or adjudication proceeding be admissible as evidence in any subsequent proceedings except to the extent that facts have been established and agreed in those records.

17.2 Disputes will finally be resolved by the English Courts.

18. GOVERNING LAW

The Agreement shall be governed by English law.

19. ASSIGNMENT

Neither party shall assign its interest in the Agreement without the prior written consent of the other.

20. THIRD PARTIES

Nothing in this Agreement confers or purports to confer on any third party any benefit or any right to enforce any terms of this Agreement.

Telephone: 01892 457062 Email: info@greenspace-ecology.co.uk

Greenspace Ecological Solutions Ltd, Suite H3, Priory Park, Blackham Court, Beech Green Lane, Withyham, Hartfield, East Sussex, TN74DB.
Registered in England No 07651548. VAT Number 176801688

<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	30 th November 2020
<u>SUBJECT</u>	To consider quotations for repairs to potholes in the entrance to Chatsworth Park car park

1. INTRODUCTION

At the meeting on 28th September 2020, it was agreed to obtain quotations to permanently fill in the potholes at the entrance to the Chatsworth Park car park at the junction with Park Avenue (pictures below).



2. INFORMATION

Three companies were approached to quote and two have responded. The costings are attached as follows:-

Hailsham Roadways - Three quotations were provided (attached) for 200m².

Quotation 1 for Unbound Type 1 at a cost of **£4,630.75 plus VAT**,

Quotation 2 for Cement Bound Type 1 at a cost of **£6,125.15 plus VAT**

Quotation 3 for HBM Construction (used nearby on Peacehaven promenade) at a cost of **£7,551.50 plus VAT**.

FM Conway – Following a site visit, they quoted to relay the entrance only at a cost of **£20,263.64 plus VAT**.

They also quoted to relay the entrance and surface the car park at a cost of **£24,997.58 plus VAT**.

These prices can be reduced by **£7,471.66** if the AC32 base is removed, but they felt that this would not provide as strong a structure.

We have previously had the potholes filled with MOT and tamped down. This was last actioned in January 2018 at a cost of £90 to include the purchase of materials and labour.

3. RECOMMENDATION

Although filling the holes with MOT and tamping down is a short-term solution, I recommend that this is continued in the short term due to the lack of funds available within our budget.

4. ENVIRONMENTAL IMPACT

Fixing the potholes will encourage more car users to park in this designated space instead of the busy local roads. There has also been evidence that repairing pot holes reduces car emissions.

5. FINANCIAL IMPLICATIONS

We have just over £3,000 left in the grounds maintenance budget and £20k in an earmarked reserve, but if other works are agreed to be undertaken, it will have an impact on this.



ROADWAYS THE RIGHT WAY

Hailsham Roadways, Woodside Depot,
Polegate Rd, Hailsham BN27 3PG

01323 848822
info@road-ways.co.uk
road-ways.co.uk

For the attention of Bianca Buss

Quotation

29th October 2020

Job no: A20/003690

Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES

Dear Bianca,

RE: Chatsworth Park Car Park

We thank you for your valued enquiry and have pleasure in submitting our quotation for works at the above address as follows:

Quote 1 - Unbound Type 1

- To set up traffic management
- To supply & lay type 1 sub base to damaged areas, avg. 150mm deep

Area approx 200m²

Price	£4,630.75
VAT @ 20%	<u>£ 926.15</u>
TOTAL	£5,556.90

Quote 2 - Cement bound Type 1

- To set up traffic management
- To supply & lay type 1 sub base with 10:1 cement to damaged areas, avg. 150mm deep

Area approx 200m²

Price	£6,125.15
VAT @ 20%	<u>£1,225.03</u>
TOTAL	£7,350.18



Hailsham Roadway Construction Co. Limited,
Woodside Depot, Polegate Rd, Hailsham BN27 3PG
Registered in England and Wales No. 00885649 | VAT No. 190511385

HIGHWAYS | CAR PARKS | DRIVEWAYS | UTILITIES | GROUNDWORKS | CIVIL ENGINEERING | DRAINAGE | CONCRETE SUPPLY | AGGREGATES | RECYCLING

Quote 3 - HBM Construction

- To set up traffic management
- To excavate damaged areas and relay excavated material on site
- To supply & lay HBM , avg. 150mm deep, compacted

Area approx 200m²

Price £7,551.50

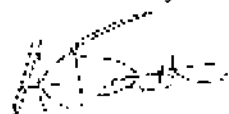
VAT @ 20% £1,510.30

TOTAL £9,061.80

We trust the above quotation will be to your satisfaction and we look forward to hearing from you further.

PAYMENT TERMS: FULL PAYMENT 28 DAYS FROM DATE OF INVOICE

Yours sincerely



ALAN SMITH
Operations Manager

Mobile: 07841 210582

Email: alan@road-ways.co.uk

ROADWAYS THE RIGHT WAY

HIGHWAYS | CAR PARKS | DRIVEWAYS | UTILITIES | GROUNDWORKS | CIVIL ENGINEERING | DRAINAGE | CONCRETE SUPPLY | AGGREGATES | RECYCLING

Please be aware of the following:

- We assume that the ground is inert and contaminant free.
- We assume no vehicle weight limit on any of the works.
- Operative welfare to be supplied by yourselves
- Prices based on normal weekday working.
- All works based on one continuous visit.
- We have not included for coloured asphaltic concrete in this quote.
- We have not allowed for road sweeper hire in this quote.
- We have not allowed for retention in this quotation.
- Licenses and prepayments of fees are excluded from our quotation unless stated above.
- Sampling and testing is not included but can be arranged
- Obtaining service plans for the works area are excluded from our quotation unless stated above.
- If levels on site are too tight then there may be some puddles. We need a fall of at least a 2.5% gradient in order to guarantee this won't be the case. We'd be happy to adjust the levels if required please discuss this with your estimator.
- Where we are working on a base prepared by others we cannot guarantee any subsequent movement of the base or its load bearing characteristics.
- Any underground services not identified by the client and requiring hand excavations may incur a further charge.
- Any additional areas will be charged at pro rata rates per m² plus an additional visit charge if the works can't be completed on the same day.
- Waiting time will be charged at £200 per hour per gang if the site is not ready or accessible.
- Any postponement or cancellation with less than 48 hour notice will be charged at £1,000 per day.
- If you make changes or site issues outside of our control mean extra visits are needed additional charges will apply.
- If the works require traffic lights, the price quoted may be subject to increase if the license issued by the local highways authority requires manual control or restricted hours of operation of the lights.
- COVID 19 May affect programmed works at short notice due to operative illness, we regret we can't offer guaranteed dates at present
- Quotation fixed for 3 months from quotation date and subject to review thereafter.

ROADWAYS THE RIGHT WAY

Option 1

Type 1 sub base

Option 2

Cement bound Type 1

Option 3

HBM



Address

Chatsworth Park Car Park
Telscombe Cliffs Way
Telscombe

Drawn By:
AJS

Job No:

A20/003690

Scale:

NTS

Date:

29/10/2020



ROADWAYS THE RIGHT WAY

Site : Chatsworth Park F M Conway Limited Client : Telesome TC Ref. hm002 Date: 20/11/2020					
Item	Description	Quantity	Unit	Rate	Value £
Plane and Relay Entrance, and Surface Car Park					
1	Plane car park and entrance	681	m2	£5.12	£3,486.72
2	Regulate	5	t	£227.42	£1,137.08
3	Lay AC10 @ 30mm	681	m2	£11.86	£8,076.66
4	Lay AC20 @ 60mm	187	m2	£20.94	£3,915.78
5	Lay AC32 @ 100mm	187	m2	£44.82	£8,381.34
					£24,997.58
Plane and Relay Entrance Only					
1	Plane Entrance to a depth N/E 190mm	187	m2	£18.64	£3,486.00
2	Lay AC32 @ 100mm AC20 @ 60mm and AC10 @ 30mm	187	m2	£89.72	£16,777.64
					£20,263.64
*	<i>To Remove AC32 from either quote</i>	1	item	-£8,381.34	-£8,381.34
*	<i>Regulating Entrance (tonnage an estimate only)</i>	4	t	£227.42	£909.68



- Carriageway resurfacing all as per the attached Bill of Quantities
- This offer shall remain open for acceptance until the expiration date of 3 months from the date of this quotation
- Our quotation is strictly NETT and will be subject to VAT at the appropriate rate
- Where the base foundation and formation works are constructed by others, we are not qualified to confirm the suitability of the Subbase and therefore cannot accept any liability for its stability of performance.
- All thickness quoted are NETT and take no account of plus or minus subbase tolerances.
- Our rates assume that sufficient access / headroom exists for the free passage of delivery vehicles and plant required for laying and compaction to all points of laying.
- We reserve the right to amend our prices if the actual area of work is 10% lower than the quantities stated / or contained in the Bill of Quantities.
- Our rates are based on Monday – Friday 07.30 – 17.00 Hours, unrestricted working.
- Our rates do not include for material testing.
- Our rates do not include for traffic management.
- We have allowed 2 consecutive days to carry out all the works.

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	30 th November 2020
<u>SUBJECT</u>	To discuss findings from the structural survey to an area of Chatsworth Park bordering a property

1. INTRODUCTION

At the Amenities & Civic Centre meeting on 27th July 2020, the Committee were informed that a resident whose property sits next to Chatsworth Park at Kirby Drive had raised concerns that her fence had been damaged by the trees that border her property (picture below).



A tree surgeon visited the location and felt that the issue was with the soil level washing down to the bottom of the bank. He suggested we make contact with a structural engineer to assess the area and at this meeting. Estimates were obtained and it was agreed for Stapleton Consulting Limited to undertake an external inspection at a price of £395 plus VAT.

2. INFORMATION

Stapleton Consulting Limited visited the location and provided their findings in a report, which is attached. I went back to them, as they recommended in the first instance to make contact with an arboriculturalist to review the condition of the trees. As we had initially spoken to a tree surgeon (who holds the arborist qualifications) and they had

asked that a structural survey be undertaken, I asked Stapleton Consulting Limited to review their response.

They further advised: "When I visited the site it was apparent that the vegetation in the area was over grown including the trees and various brambles/bushes etc which appears to have happened due to a lack of access and/or maintenance.

The recommendations in the report were intentionally phased to allow different elements to be considered at different stages as firstly pollarding the trees or removing bushes locally will reduce the impact or potential impact of tree root action on the house and drainage, and secondly the issue of ground stability could be considered once the area had been cleared.

Ultimately, if the above, which I would suggest should probably be undertaken anyway, is not successful, then as mentioned re-grading or some form of planting to stop the soil erosion could be considered.

3. RECOMMENDATION

It is recommended that these findings are taken back to the Chatsworth Park working group for inclusion in the management plan. I also recommend that consideration be made on replacing the residents fencing following any work undertaken in this particular location.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

There may be financial implications if the Committee decide to carry out any works as suggested in the report and replace the fencing on behalf of the resident. We have just over £3,000 left in the grounds maintenance budget and £20k in an earmarked reserve, but if other works are agreed to be undertaken, it will have an impact on this.

Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
East Sussex
BN10 7ES

FAO: Stella Newman – Town Clerk
Ref: 348/08/DMJ/2020

15th October 2020

Dear Ms Newman,

LAND ADJACENT TO 27 KIRBY DRIVE, TELSCOMBE CLIFFS, PEACEHAVEN

Further to your instructions in respect of the above, I have set out below my initial observation and comments regarding the issues noted to the land at the above and in particular the impact on the adjacent property, 27 Kirby Drive.

Observations

The boundary between the land and property is formed with a close boarded timber fence, which given the arrangement of the fencing with the rails exposed on the side of 27 Kirby Drive, would appear to belong to the owners of the property.

The land itself is over grown with a number of trees/ bushes etc close to the boundary line, with the ground levels rising significantly along the initial section of the boundary from Kirby Drive, although the difference between the ground levels is significant less towards the rear section of the boundary beyond the junction of the fence/ gates with the boundary which is visible on the attached aerial view of the land.

The land itself appears to include some areas of made up ground/ loose areas and also some areas of broken concrete deposits.

There is currently limited access to the land with the road gate being locked, although there is a pathway from the rear of the playground to the north of the attached aerial view.

Discussion

The principle issues would seem to be the increased levels to the front section of the land and also the area being over-grown.

Stapleton Consulting Limited
35 De Montfort Road, Lewes, East Sussex BN7 1SP

T: 01273 921721
E: info@stapletonconsulting.co.uk
W: www.stapletonconsulting.co.uk

Recommendations

In light of the above, we would there recommend the following :-

1. An arboriculturalist is appointed to review the condition of the trees etc and consider whether any pollarding would be beneficial to reduce the extent of tree growth locally to the property
2. Subject to the above, the area is cleared and the extent of bramble growth etc reduced to allow the rubble/ concrete sections to be removed. This would also allow the stability of the ground to be considered.
3. Following the above, localised regrading or specific planting could be considered depending on the stability of the bank and raised section towards the front part of the boundary.

I hope that the above is of some assistance, but you need me to clarify anything or you feel that further information is required then please do not hesitate to contact me.

Yours sincerely,



Patrick Henshaw BSc(Hons) MRICS RMaPS
Managing Director
Stapleton Consulting Limited

T: 01273 921721

M: 07557 560790

E: pj.henshaw@stapletonconsulting.co.uk



Promapv2
LANDMARK INFORMATION

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 **Stapleton Consulting**
CHARTERED SURVEYORS

<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	30 th November 2020
<u>SUBJECT</u>	To discuss updates and outcomes following the Chatsworth Park working group meetings

1. INTRODUCTION

The Chatsworth Park working group have been holding meetings in the past year to discuss ways of improving this important green space. Most recently, residents who border Chatsworth Park and The Copse have been consulted on issues that affect the border to their property, as discussed at the last Committee meeting.

Going forward, an agenda item will be added to all future meetings to provide a full update and any recommendations or suggestions made by the working group will also be considered by the Amenities & Civic Centre Committee.

2. INFORMATION

Two Chatsworth Park working group meetings have been held since the Amenities & Civic Centre Committee last met on 28th September 2020. Cllr Clarkson as Chair of the working group, will update the Committee at the meeting, which includes the following items:

- Actions and suggestions following the resident consultation on Chatsworth Park and The Copse (spreadsheet with results attached)
- Consideration on an annual memory garden inspection and report
- Consideration for a list to be published of park use guidelines, similar to the ones for Telscombe Tye

The Committee have also asked me to obtain quotations with regards to having an access report actioned within the park, details of which are provided in the following agenda item.

3. RECOMMENDATION

That the Committee consider the recommendations put forward by the Chatsworth Park working group.

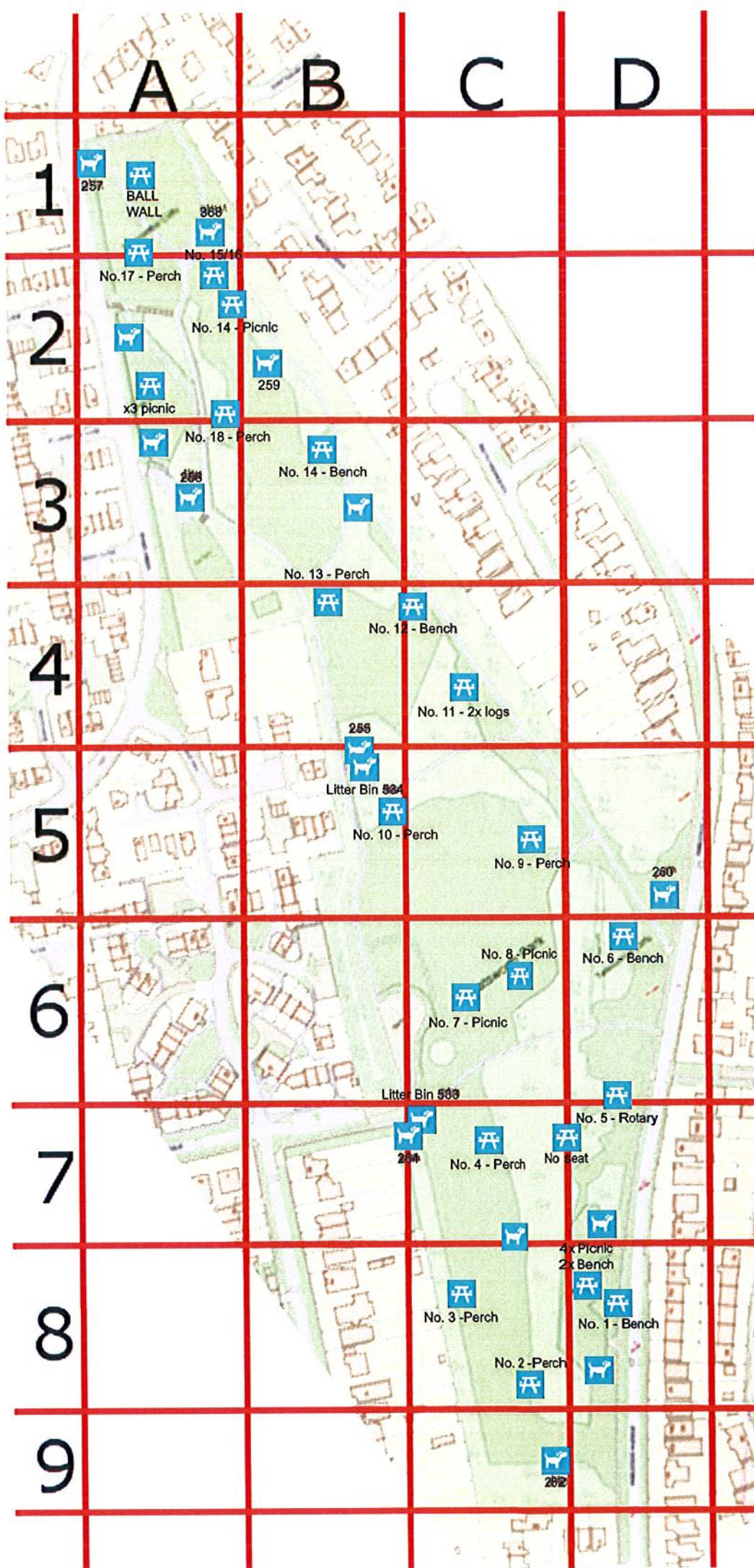
4. ENVIRONMENTAL IMPACT

The Town Council are taking proactive steps to protect our important green spaces residents, vegetation and the wildlife that live there.

5. FINANCIAL IMPLICATIONS

Not known at this stage.

	Q1	Q2	Q3	Q4	Q6	Q7	THEME	THEME	THEME
	Undergrowth cut back on border	Maintain undergrowth	Property Distance from Park	Decision Making Process	EBQ stations	Cycle Routes	ASB or Security Mentioned	Maintenance work requested	Undergrowth and Trees/Shrubs confusion.
Ambleside Ave	4D No	Already maintain	42 metres	Yes	No	No	Q6		Q1
	3D No	Yes	60 metres	Yes	No	Possibly	Q6		
Bridleway	4C Yes	Yes	2 metres	Yes	No	No	Q6		Q1
	4C Yes very small strip	Yes	1.5 metres	Yes	No	Possibly	Q6 & Q7		
Cavendish Close	3D No	Yes	On park boundary	Yes	No	No			Q1
	3D Yes	No	On park boundary	Yes	No	No	Q6		
	2D Yes	Yes	11 metres	Yes	No	Yes	Q6		Q1
	2D No	Yes	3-5 metres	Yes	No	No	Q6		
	2C No	Yes	11 metres	No	No	No	Q6		Q1
Central Ave	8D No	Yes	30 metres	Yes	Yes	No	Q6		
	8D Yes	No	On park boundary	Yes	No	No	Q6		
	8D No	Yes	25 metres	Yes	No	No	Q1 & Q6		
	7D No	Yes	On park boundary	Yes	No	More info	Q1 & Q6		
	6D No	Yes	On park boundary	Yes	No	Possibly	Q6		
	5C No	Yes	2 metres	Yes	No	Yes			Q1 & Q4
	5C Yes	Yes	1 metre	Yes	No	Yes	Q6		Q1
Chatsworth Park	1C No	Possibly	On park boundary	Yes	Yes	No	Q1		
	1B No	Yes	On park boundary	Yes	No	No comment	Q1 & Q6		Q1
	1B No comment	No comment	1 metre	Yes	No	No	Q6		
Chatsworth Close	8D No	Yes	3 metres	Yes	No	No	Q1 & Q6		Q1 & Q2
	8D No	Possibly	10 metres	Yes	Yes	Yes			
Kirby Drive	4C No	Yes	3 metres	Yes	No	No	Q1 & Q6		
Manor Drive	2C No	Yes	On park boundary	Yes	Possibly	Yes	Q1		
	2C No	Yes	On park boundary	Yes	No	Yes	Q6		
	1C Yes	No comment	1.4 metres	Yes	No	No	Q6		Q1
	1C Yes	Yes	On park boundary	Yes	No	No	Q7		Q1
Bush Close	Copse No	Yes	On park boundary	Yes	No comment	No comment			
	Copse No	Yes	On park boundary	Yes	No comment	No comment	Q1		
Telescombe Cliffs Way	Copse No	Yes	On park boundary	Yes	No comment	No comment			Q1 & Q2
	Copse No comment	Yes	On park boundary	Yes	No comment	No comment			
TOTALS	19 NO	2 NO		1 NO	22 NO	15 NO	29 reprises		
	8 YES	22 YES		28 YES	3 YES	6 YES	23 mention		
	2 No Comment	2 No Comment		3 No Comment	4 No Comment	4 No Comment	ASB or Security		
		2 Possibly		1 Possibly	3 Possibly	3 Possibly	or Security		
		1 Already Maintains				1 More Info	78%		
Residents / Park User comments					No	No			
					No	No			
					No	No comment			
					No	Possibly			
					No	No			
					No	No comment			
					No	No comment			
					No	Possibly			
					No	No comment			
					No	No comment			
					No	No			
					No	No			
TOTALS					11 NO	5 NO	11 reprises		
						4 No Comment	10 mention		
						2 Possibly	ASB or Security		
							or Security		
							91%		



<u>AGENDA ITEM</u>	14
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	30 th November 2020
<u>SUBJECT</u>	To consider quotations for a disabled access report in Chatsworth Park

1. INTRODUCTION

Cllr Clarkson on behalf of the Chatsworth Park working group, asked me to contact Lewes District Council (LDC) concerning the possibility of undertaking an access survey within Chatsworth Park, involving checking access points, paths, gates and playgrounds for disabled users. LDC advised they do not offer this service, but confirmed they were investigating something similar with 'About Access'; and forwarded their contact details to me.

2. INFORMATION

I contacted About Access and three other local companies for an estimate and the prices are listed below:

- About Access (based in Hull) quoted **£1,725 plus VAT** for a report on a stand-alone visit, reduced to **£1,250 plus VAT** if it is combined when they visit LDC (quotation attached). We were also quoted an additional **£660 plus VAT** if we would like to meet after to discuss the findings.
- Access Matters (based in Canterbury) provided a price of £450 x 3 days = **£13,500 not including VAT plus up to £75 for travel expenses** (quotation attached) which includes a 1 day visit and 2 days to write up a report. They also quoted **£900 not including VAT plus up to £75 for travel expenses** to consult with local disabled people.
- Earnscliffe (based in Brighton) quoted £600 x 3 days = **£1,800 plus VAT** to include a half day on site and 2.5 days preparing a detailed report for management and improvement works.
- Access Design (based in London) quoted **£1,800 plus VAT** for an access audit to cover external environment, play/other facilities and signs/information on site (quotation attached). They have also offered an additional service – advice on proposals for upgrading or alteration for future use at a cost of **£1,200 plus VAT**.

About Access have confirmed they are looking to meet with LDC on 9th-11th December (subject to change), so if this company are chosen, we would need to make arrangements promptly for them to undertake the work.

3. RECOMMENDATION

I recommend that the Committee consider if they would like an access report to be undertaken in Chatsworth Park to assist disabled users.

4. ENVIRONMENTAL IMPACT

Using a local contractor will reduce transportation costs.

5. FINANCIAL IMPLICATIONS

We have just over £3,000 left in the grounds maintenance budget and £20k in an earmarked reserve, but if other works are agreed to be undertaken, it will have an impact on this.

Fee Quote for undertaking Access Audit of Chatsworth Park Telescombe Cliffs

31st October 2020

About Access Ltd

63 Wilson Street
Anlaby, Hull
East Yorkshire HU10 7AJ

Office 01482 651101
info@aboutaccess.co.uk
www.aboutaccess.co.uk

Access Audits | Plan Appraisals | Access Statements
Training | Advice on Accessibility | Nationwide Coverage

Company No 4117369 VAT No 763 9300 21

**About
Access** 

...for an inclusive world

About Ian Streets

About Access founder Ian Streets

I have been involved in the world of access since 2000.

I joined the National Register of Access Consultants (NRAC) – the UK's only register of its kind – in 2003 and became a member of its management board in 2016

To better understand how the built environment is disabling, I joined my local access group, Hull Access Improvement Group in 2003 and am now the secretary. The group includes disabled people and carers and meeting and working alongside them helps me better understand the issues they face on a daily basis.

I was a founder member of Network Rail expert access group, the Built Environment Access Panel, which includes disabled and non-disabled people among its members.

I also contribute my knowledge and experience to the drafting panel of BS 8300 Design of buildings and their approaches to meet the needs of disabled people, which is one of the leading codes of practice in access.

(See also "Appendix 1. Curriculum Vitae" on page 7)

Key Assignments

Access audits of: Dover Castle, Osborne House, Richmond Castle and other sites for English Heritage

Roundhouse, London: provided consultancy services for an extension that provides new studios to this live performance venue in Camden.

HM Government of Gibraltar: advising Government on a regular basis since 2014, including site visits to venues in Gibraltar.

Headed up a team to undertake access audits of all eight high security prisons.

Derry City and Strabane District Council, Northern Ireland: provided access audits and design reviews of 'community arts and cultural venues, including Derry City Walls, since 2017.

Access Audit Objectives

My site visit and report will make you aware of the barriers to access and how they can be removed either by altering the built environment or by changing management policy and practice.

Methodology

My access audit will take a journey through the park, starting from the public highway, taking in the external areas to the site and including any parking. I then move on to the park taking account of wooded areas, memory garden and 2 children's playgrounds including any steps or ramps, paths including their surface, any signage and comment upon lighting, although the effectiveness cannot be commented upon as the audit will take place during daylight hours.

My audit looks at the site from a pan-disability perspective, taking account of the following groups:

- wheelchair users
- mobility impaired people
- hearing impaired people
- people with poor manual dexterity
- blind and partially sighted people
- people with cognitive and other impairments.

The assessment takes the form of observation and measurement. Observation is important because it lets us see how the building is used, as opposed to how it was intended to be used.

I also pay attention to:

- management of the park, which can include talking to users
- tonal contrast between surfaces*,
- signage* and wayfinding to and around the building,
- lighting levels* and
- acoustics*.

These elements can all have a significant impact on the accessibility of a site. Elements marked * can also be measured and some will be during the course of the audit.

Elements typically measured are:

- gate widths and opening forces
- circulations widths
- ramp gradients and lengths
- travel distances.
- The audit also considers the provision of facilities such as:
 - accessible seating,
 - play equipment.

I will also consider the accessibility of the park and its surrounding environment as a whole: there's no point in having accessible features, such as children play areas if disabled people cannot get to them in the first place.

My audit will highlight good and bad practice. Good practice is identified so that it is not undone and disabling elements are identified so you can make changes.

Recommendations for improvement will be practical, sensible and bring real benefits. They are prioritised so that you know what to focus on immediately and what can be left until refurbishment to reduce costs. I will also let you know where improvements can be made by changing management policies.

The report comes in two parts, which will be made available electronically.

1) Audit Report (PDF) includes a full site description, my findings and recommendations, illustrated with photographs of the site and diagrams where necessary.

2) Action Plan (Excel spreadsheet) includes only the recommendations, to be used as a working document that can be referenced back to the Audit Report. You can update the document as changes are made.

Priority Rating

1. This item causes a major barrier to access or may be a health and safety issue and should be given immediate consideration or action. For example, entry to a building may be difficult so the recommendation to overcome this should be acted on immediately. These can also be used for quick wins.

Time scale – action recommended immediately.

M This item centres on management of the building or policy.

Timescale - This requires immediate action even if there is no issue at present a policy/procedure should be developed ahead of issue arising.

2 This item causes a less significant barrier to access. For example, modification may be needed to an existing feature, e.g. signage.

Time scale – As soon as practicably possible for the recommendation.

3 This is a feature that presents a barrier to access, but it is felt reasonable for improvements to be carried out as part of general day-to-day maintenance.

Time scale – in relation to the recommendation this could be as routine works or when next decorating.

P These are works that can be regarded as a project. They generally require a plan to be developed and will take longer than previous recommendations to carry out.

Time Frame

This will be at a time to suit yourselves but Covid may dictate that. The report is typically available 3 weeks after the site visit. In the fee section I have provided two fee quotes, one as a stand alone audit and the other if the site visit can take place when conducting work for Lewes Council which I have been commissioned to undertake end of November early December, saving you the travel costs.

Fee

The fee includes all associated expenses (subsistence, travel) while undertaking the audits.

To provide an access audit of the park as a stand alone visit £1,725.00

To provide an access audit of the park when combined with audits for Lewes Council £1,250.00

An inperson post audit meeting to discuss findings (optional) £660.00

All figures are plus VAT. Payment terms are 30 days from date of invoice.

Appendix 1. Curriculum Vitae

Ian Streets

NRAC Consultant
Access Consultant



Profile

Ian is an access consultant who has carried out access audits across a wide range of sectors, including transport, leisure, commercial, retail and education.

Ian is on the board of the NRAC and a member of British Standards drafting committee developing and reviewing inclusive design standards.

Founding member of Network Rail's Built Environment Access Panel.

Key Experience

- NRAC Registered Access Consultant
- Provide policy advice to local government and overseas governments
- Access audits of existing school buildings
- Use of database systems to record audit data
- Tailor-made audit templates to suit client requirements
- Access Appraisals of proposed designs
- Bespoke training and workshops
- End-user consultations
- Member of local access group – Hull Access Improvement Group

Profession

Access Consultant

Nationality / Language

British, English

Qualifications

Nebosh Level 3: - Certificate in Occupational Health & Safety

Nebosh Level 3: - Certificate in Fire Safety & Risk Management

TEC Diploma Building Construction

Professional Associations

NRAC Consultant N^o 115

Access Association

Selection of Consultancy Experience

English Heritage

Provided access audits of Osborne House, Dover Castle, Tintagel Castle and Pendennis Castle.

Provided design appraisal advice for a new footbridge at Tintagel Castle, a wedding venue and café at Pendennis Castle. This included the writing of an access strategy document for ramps in to the barracks.

Government of Gibraltar

Provide advice to the Government in relation to accessibility to publicly accessed buildings including, service departments, hospital, schools and tourist attractions as well as delivering disability confidence training and access audit training.

The O2

Provide monthly advice to The O2 on all aspects of accessibility from policy to physical features.

Scottish Environment Protection Agency (SEPA)

Provided training and undertook access audits of all their sites.

Appendix 2. Some of our clients

- Scottish Environment Protection Agency
- The O2
- Hull University
- University of Manchester
- Exeter University
- KCOM Stadium
- Old Trafford (Cricket ground)
- Nottingham Forest Football Club
- Doncaster Crown Court
- High Security Prison Service
- Unite the Union
- Highway England
- Jersey Dept of Education, Sports & Culture
- Local Authority Building Control (LABC)
- Humber Mental Health
- Peterborough City Council
- South Tyneside FRS
- Punch Taverns
- Eventim Apollo
- Edinburgh University
- Kaust, Saudi Arabia (University)
- Forest School
- Samaritans
- Royal Albert Hall
- Tower of London
- University of Lincoln
- Beverley Minster
- Newtonards
- Eastbourne Borough Council
- Mary Ward Centre
- PPH Commercial
- AA Projects
- Continuum Attractions
- Network Rail
- Hull City Council
- English Heritage
- Warwick University
- Ashfield District Council
- The Oval
- Leicester City Football Club
- City of Lincoln
- Preston Combined Court Service
- East Riding of Yorkshire Council
- HM Gov of Gibraltar
- ATOS
- Sweco (Grontmij)
- Leeds University
- Hereford Housing
- PWC
- Virgin Airways
- Derry City & Strabane DC
- SSE Arena Wembley
- Lisburn and Castlereagh City Council
- Manchester Buddhist Centre
- Really Useful Theatre Group
- intu (Shopping centres)
- Shaw Trust
- Grimsby Town FC
- Bishop Grosseteste University
- Imperial War Museum
- Nottingham Fire & Rescue Service
- Costain
- Quaker Meeting Houses
- Garness Jones
- Askham Bryan College
- Conwy Borough Council

Chatsworth Park Telscombe Cliffs

Access Audit Fee Proposal



November 2020

Jan Loveless B.Sc, GradDipIEA(AA)
Access Consultant
t: 01227 764411
m: 07775 515994
e: jan@access-mattersuk.co.uk
w: www.access-matters.co.uk

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1. Introduction

This proposal gives an outline as to the potential scope and costs for an access audit of Chatsworth Park, Telscombe Cliffs. The proposal was requested by the Amenities Officer at Telscombe Town Council. The intention of the proposal is that it forms a basis for further discussion and negotiation regarding the scope of the Audit (if required) and provides a costing for the work.

As a leading expert in the field of access consultancy Jan Loveless has developed an approach to access audits which provides a unique and comprehensive service to assist organisations in not only meeting their responsibilities under current legislation but going beyond that to develop a best practice approach in related accessibility issues throughout the organisation. Jan's experience of over twenty years as an access consultant and the feedback from her clients has demonstrated that these comprehensive access audits provide the most cost-effective and robust approach for organisations in the long term.

Fundamental to the access audits is a qualitative holistic approach as opposed to the more often used "tick-box checklist style" audit. This enables organisations to achieve a greater understanding of what the access issues are, how these may be overcome, what the priority might be for doing this and how to ensure inclusiveness is 'a business as usual' issue in the future. Our audit recommendations comprise comprehensive advice and include references to best practice guidance wherever possible. This enables our clients to implement the recommendations easily and avoids time-consuming research into the detailed aspects of the solutions required. We also provide ongoing support to our clients as part of the audit process and have many long-standing clients who can attest to the reliability and high standard of our work.

Using the audit reports and its prioritised recommendations, the Town Council will have a robust plan for addressing access issues at the Park, thereby creating a more inclusive experience for all users. The recommendations will be prioritised and given approximate costings. This facilitates a phased approach to implementing the recommendations which recognises the need to spread capital expenditure as well as taking advantage of opportunities for creating a more inclusive environment through ongoing maintenance programmes and by further developing an inclusive approach to the way in which the Council provides its services to disabled visitors at the Park.

2. Scope of Work

2.1 Access Audit

The intention of the access audit will be to make recommendations to improve the accessibility of a visit to the Park and, in doing so, assist Telscombe Town Council in meeting its duties to its disabled park users under the Equality Act 2010. It will also assist the Council in knowing what to take into consideration in the future when redeveloping areas of the Park. The Audit recommendations will reflect a balance of practical, financial and conservation issues (where relevant) in order to establish a reasonable course of action.

It is important to remember that the Equality Act is about ensuring access in its widest sense to the services that are provided at the Park and is not just about physical access and the routes around the Park. Consequently, for any access audit of the Park to be fully effective it should not simply review the physical environment, but the way people engage with it and understand it – for example the means of orientation and wayfinding.

Audit inspection

The Audit(s) will examine the entire visitor journey and will provide a detailed analysis and recommendations to include the following elements:

- Pre-visit information
- Getting to the Park
- Entrances to the Park
- Car parking and/or setting down points
- Welcome and orientation - wayfinding and orientation (signs, information, maps & orientation points)
- Getting around the Park (steps and ramps, paths and trails and any information about them)
- Seating and shelter
- Play areas
- Other special areas – such as the Memory Garden
- Activities and Events – an overview (if applicable)
- Going home – opportunities to continue the engagement with the Park
- Management or maintenance issues
- Staff training

Consultation

In addition to the above, the Council may want the Access Consultant to carry out consultation with local disabled people who experience a range of barriers to access. This is good practice. The aim is to complement the work of the access consultant with feedback from the personal experience of local disabled people

who may visit the Park regularly and who will in turn become advocates for it and potentially form an Access Panel for the long-term future.

This piece of work is separately priced would take place after the Audit inspection, at a separate time, but the feedback would be incorporated into the Audit report or issued as an addendum.

Criteria for Assessment

A range of criteria are used for the assessment process. These include:

- Current guidance on the relevant provisions of the Equality Act 2010
- Approved Document Part M of the Building Regulations 2015 edition. Access to and use of buildings. Vol 2 – Buildings other than dwellings
- BS 8300-1:2018 Design of an accessible and inclusive built environment. External environment. Code of practice
- BS 8300-2:2018 Design of an accessible and inclusive built environment. Buildings. Code of practice
- Approved Document K of the Building Regulations, 2013 edition. Protection from falling, collision and impact.
- Sign Design Guide – A Guide to Inclusive Signage. P. Barker and J. Fraser, JMU 2004
- BT Countryside for All: Standards and Guidelines: A Good Practice guide to countryside access for disabled people. Fieldfare Trust 1995. Rev 2005
- Easy Access to Historic Landscapes. Historic England 2015
- By all reasonable means – Natural Resources Wales 2017

3. Access Audit Methodology

The access auditor will visit all areas of the Park as identified in the agreed scope of the audit and carry out an assessment of accessibility measured against the above criteria and other good practice guidance. The audit will be carried out at a time when the Park is open to the public. The site visit will take place over 1 day.

During the site visit, the auditor will need to have access to and inspect all areas of the Park to be included in the audit. Discussion with a member of staff or volunteer about how areas are used and what issues they have already noticed will take place at some point – either online or on the phone after the visit or during the visit in person. The findings of the audit will be written up in a detailed report. The precise layout and format of the report will be agreed with the Amenities Officer in advance. However, the recommended format for the report is as follows:

- Executive summary highlighting the key findings of the audit
- Illustrated tabular report identifying the barriers to access and possible solutions for resolving these. The recommendations in will each have priority ratings, categories and cost bands, as agreed in advance. This tabular report will serve as a phased action plan with short, medium and long-term actions for staff

implementing the recommendations and will include references to more detailed best practice guidance where appropriate.

4. Audit personnel

The audit will be undertaken by Jan Loveless BSc (Hons) GradDiplAA (EA). Jan is the director of Access Matters UK and is a leading access consultant in her field. While working as an Occupational Therapist with people with disabilities, Jan gained a postgraduate diploma in Environmental Access from the Architectural Association. Since then she has worked extensively as an Access Consultant for a wide variety of clients throughout the UK - assisting them in meeting their duties under the Equality Act 2010. Jan's approach is responsive, straightforward and aimed at understanding and providing a service to meet the particular needs of each client.

Jan has extensive experience of auditing parks and landscapes, including auditing many National Trust properties. Recent clients include:

- Wildfowl and Wetlands Trust (audits of 9 wetland sites & review of learning materials for schools – in consultation with schools)
- Nene Park, Peterborough (access audit, ongoing access consultancy)
- Ellington Park Ramsgate (audit with consultation and report for HLF bid)
- Swanage Pier (audit with consultation for HLF bid)
- NT Llanerchaeron – access audit

Jan's full CV is available on request.

5. Fees and charges

5.1 Audit of Chatsworth Park (as defined in Section 2 – Audit Scope)

Element	No. of Days	Fee (£)
Audit inspection visit	1.0	450
Audit report writing	2.0	900
Total	3	1350

Notes on fees and charges

- Access Matters day rate is £450. The hourly rate is £60/hour
- Travel expenses from Canterbury to Chatsworth Park will be charged at cost with the maximum total cost being £75.
- No VAT is chargeable

5.3 Consultation with local disabled people

It is suggested that a task orientated approach would be most appropriate here in collaboration with a volunteer or member of staff. The idea would be to take the key issues from the audit findings and ask people to look at these in the light of their personal experience of barriers to access and see if they have any additional considerations or recommendations. If this is successful, it is anticipated that the Park would continue with the consultation process in the long-term future as a means of ongoing evaluation of the park's accessibility.

Element	No. of Days	Fee (£)
Set up consultation and carry out on site or online	1.0	450
Report writing (integrate into audit or produce as addendum)	1.0	450
Total	2.0	900

Notes on fees and charges

- Travel expenses Canterbury to Chatsworth Park will be charged at cost with the maximum total cost being £75
- No VAT is chargeable

6. References

Heather J. L. Smith
Equality Specialist
Operational Risk team
The National Trust
Heelis
Kemble Drive
Swindon
SN2 2NA
t: 01793 817645
m: 07796 940410
e: heather.smith@nationaltrust.org.uk

Susan Evans
Project Development Officer (Access)
Nene Park Trust
Ham Lane
Peterborough
PE2 5UU
t: 01733 307009
e: susan.evans@neneparktrust.org.uk

7. Enquiries

All enquiries relating to this proposal should be addressed to:

Jan Loveless
Access Matters UK
jan@access-matters.co.uk
Tel: 01227 764411
Mob: 07775 515994



Jan Loveless
17th November 2020

EARNSCLIFFE

Dear Bianca

Many thanks for contacting me.

An access audit would entail half a day on site and approx 2.5 days preparing a detailed report with recommendations for management and improvement works.

A total of 3 days @ £600 = £1,800 plus VAT.

Kind regards

Jayne



Access Design
36 Fortis Green Avenue
London N2 9NA
07812 915386
www.accessdesign.co.uk

Chatsworth Park – access audit fee proposal

20.11.20

Access Design bring a wealth of experience and have a proven track record in providing successful access solutions. In addition to responding to legislative requirements, we achieve good standards of access by working collaboratively with the design team and adopting a practical and creative approach. Each Access Design project is unique. Solutions are tailored to take account of design, budget, physical constraints and operational issues. We aim to ensure the best possible level of accessibility is achieved without compromising design aspirations.

Our approach is to go beyond compliance with minimum standards to provide an integrated and seamless approach to inclusive design. We aim to ensure that our projects can be enjoyed easily and independently, and with choice and dignity, by everyone regardless of disability, age, gender, sexual orientation, religion or belief. We believe that taking a creative approach, considering the needs of everyone, integrating those needs into good, thoughtful designs and practices will help achieve an accessible and inclusive built environment.

Access Design has two partners, Ann Sawyer and Vin Goodwin and their experience covers a great variety of building types and external environments, including arts, sports, leisure, landscape, residential and historic buildings. We have extensive experience of working throughout the UK.

1.0 Access consultancy

Access Design will carry out an access audit of the park and facilities and provide recommendations of measures that can be incorporated to facilitate access and use by all users including disabled people. Access Design adopts a pragmatic approach taking into consideration possible site constraints.

Advice on accessibility and inclusive design will take into account all relevant legislation and guidance including:

- Relevant requirements of Building Regulations Part M and K and guidance in Approved Documents
- Requirements and implications of the Equality Act 2010
- British Standard BS8300:2018 Design of an accessible and inclusive built environment –
- Other currently recognised good practice design guidance relevant to external environments, parks and play facilities.

2.0 Scope and fee

2.1 Access audit

The audit will cover:

- external environment - including approach, parking, transport links, steps, paths, ramps, gates, picnic benches and other street furniture;
- play and other facilities in the park to consider access to and use;
- signs and information on the site.

The audit will assess the environment and facilities within against relevant regulations, statutory requirements and best practice standards of access, note where these are not met and make recommendations to meet the requirements of relevant legislation and recognised guidance.

The recommendations will give measures that can be carried out to facilitate access and use by all building users and will consider the requirements of wheelchair users, ambulant disabled people and those with sensory impairments and learning disabilities. The potential needs of visitors and staff will be considered.

The audit report will set out what is recommended to help meet Equality Act duties and best practice standards of access and inclusive design.

It should be noted that it is not just the physical features of a building or environment that affect accessibility. Access to information, staff attitudes and working practices can have a major impact on actual and perceived accessibility and can also sometimes provide the easiest and most cost-effective ways to improve accessibility. The audit report will include information and advice on these issues.

The fee for the audit is **£1800** plus VAT.

2.2 Advice on proposals for upgrading/alteration

This will involve advice on and a review of the proposals for improvement to ensure best practice standards of access are met and input into a management plan for future use.

The fee for this phase of the work will be **£1200** plus VAT.

Travel expenses are included in all fees.

The fees includes electronic copies of reports in Word and PDF format only.

3.0 Personnel

Ann Sawyer

Ann is an architect and has been working as an access consultant for over 20 years and has extensive experience in consulting on design, audit and management of accessible built environments, strategic planning and providing training in access issues. Her work has covered a great variety of building types and external environments, including arts, leisure, landscape, residential and historic buildings. She has wide experience in the inclusive design of museums, galleries and exhibitions and on working on sensitive sites. Ann is a member of the **HS2 Design Review Panel**, the **LB of Haringey Quality Review Panel**, the **Royal Borough of Kensington and Chelsea Quality Review panel** and the **London Legacy Development Corporation Quality Review Panel**. She taught on the MA in Inclusive Environments at the University of Reading.

Vin Goodwin

Vin trained in architecture and has worked as an access and inclusive design consultant for over 20 years. He has extensive experience with access audits of existing buildings, consulting on small to large scale new schemes and delivery and development of training on access and inclusive design. Notable schemes he has been involved in include London Olympic Aquatics Centre, Eastwick and Sweetwater legacy development (on the former Olympic Park), the historic Howard Park and Gardens, Letchworth, Wembley National Stadium and the National Assembly for Wales in Cardiff. Vin is a consultant member of the National Register of Access Consultants (**NRAC**)

4.0 Access Design projects

Access Design have worked on a number of projects which include external space, landscape and parks. Notable schemes include:

East Wick and Sweetwater

Access Design continue to work with a multi-disciplinary team on the London Olympic Park site as part of the legacy development. This involves the creation of two major new London Neighbourhoods including over 1500 new homes, extensive landscaping, play facilities, public realm, school, nursery and commercial facilities. The scheme involves several architectural practices, two landscape architectural practices and the work involves extensive consultation with the Built Environment Access Panel.

London 2012 Olympics and Queen Elizabeth Olympic Park

Access Design provided access consultancy services on the London Olympic site including involvement on drawing up initial standards and reviewing and advising on the proposals as they developed. We continue to work on the Queen Elizabeth Park site advising on access to and within residential and other developments.

Chatham Historic Dockyard – Command of the Oceans

Access Design provided access consultancy on the Command of the Oceans project at Chatham Historic Dockyard covering both the built environment, the exhibition and interpretation. The project is the gateway to Chatham's world class naval and military heritage, providing a sense of arrival and orientation to dispersed sites and interpretation. The project provides new visitor facilities and a Discovery Centre, a new exhibition and the upgrading of large areas of historic landscape.

Blenheim Palace

Access Design are carrying out ongoing access related work at Blenheim Place to consider entrance arrangements, circulation and facilities for disabled visitors. Access Design carried out an access audit of the grounds in 2018 and assessed the access information on the website and leaflets. This was followed by an audit of the Palace in 2019/2020 and ongoing advice on visitor routes across the landscape and the buildings.

<u>AGENDA ITEM</u>	15
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	30 th November 2020
<u>SUBJECT</u>	To consider installing a litter bin at the top of Central Avenue

1. INTRODUCTION

Councillor Clarkson recently asked the Town Clerk if a litter bin could be installed at the northern end of Central Avenue, Telscombe Cliffs.

2. INFORMATION

As this location the land is owned by Lewes District Council (LDC). Following contact with LDC they advised that they have a 'no growth budget' regarding installing new bins for some time, so would not be able to install one at Central Avenue.

They confirmed that the Town Council can pay for a bin and emptying, but that LDC would need to order and install this on our behalf. This would cost **£468 + VAT** for the bin and **£45 + VAT** for its installation, totalling **£513 + VAT**. The cost to empty the bin costs **£3.48 + VAT** per collection.

3. RECOMMENDATION

As this location is on LDC land and due to the current economic climate, I recommend that we do not install a bin in this location.

4. ENVIRONMENTAL IMPACT

Bins reduce the amount of litter that affects our local wildlife and environment.

5. FINANCIAL IMPLICATIONS

We have just over £3,000 left in our grounds maintenance budget for 2020/21, but if other works are agreed, it will have an impact on this. There is no spare budget for bin emptying. Our current contractors charge £2 to empty a bin.

<u>AGENDA ITEM</u>	16
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Cllr Gallagher, Committee Chair
<u>MEETING DATE</u>	30 th November 2020
<u>SUBJECT</u>	Update on the Neighbourhood Development Plan Local Green Spaces report

1. INTRODUCTION

At the May Amenities & Civic Centre Meeting, I informed the Committee that a Green Spaces Report would be compiled within the Neighbourhood Development Plan which covers the green spaces in Telscombe Town (the same project is being carried out in Peacehaven Town as well).

The methodology includes an audit of Green Spaces and a classification of the space for the Neighbourhood Development Plan. Those designations being:

- Beauty
- History
- Recreation
- Tranquillity
- Wildlife
- Local Community Value

2. INFORMATION

The purpose of the report is to provide an overall audit of Greenspaces, the facilities, flora & fauna and infrastructure, to help set priorities for improvements and financially plan a way forward. The information can be used at Town Council level and for the Neighbourhood Development Plan, designating spaces for protection from development.

Since starting this project, the Chatsworth Park Working Group have started a detailed Management Plan for Chatsworth Park. Work on The Management Plan has continued with collation of information on the attached spreadsheet. Text covering flora and fauna is to be included, plus acknowledgement of other sources of information.

The issues which can be highlighted include:

- a) Installation of play equipment of further play equipment
- b) Upgrade of existing equipment. Playground, benches and Picnic area
- c) Additional sports equipment and areas across the Town.
- d) Accessibility. Paths and entrances for all, including those with limited mobility.
- e) Improving the beauty and natural views in various areas.

- f) Removing any eye sores
- g) Signage and fencing improving the Public realms
- h) Improved signs
- i) Boundary policy
- j) Improved wildlife corridors
- k) Any others

Volunteers in this piece of work are Cllr Gallagher, Cllr Mills, Cllr Robinson and three local residents.

3. RECOMMENDATION

It is recommended that the Committee note the progress so far and that more information is provided at the next meeting.

4. ENVIRONMENTAL IMPACT

The Town Council has a duty to protect open spaces under its stewardship

Environmental and Sustainability

Retention & enhancement of greenspaces is essential for the protection of the climate

Crime and Disorder

Anti-social behaviour is shown to decrease when sports and play facilities available

Climate

Trees, bushes and grass are vital to reduce greenhouse gases, eliminating carbon

5. FINANCIAL IMPLICATIONS

Unknown at present.

Telscombe Town Council Local Green Spaces

	Hectares	Playgrounds	Condition
Telscombe Tye (Registered common land, AONB, SSSI status on coastal strip)	85.39	NO	
Chatsworth Park	28 ?	See below	
Chatsworth Park Northern Playground	or 6.8 ?	YES (infants, under 12)	New 2018
Chatsworth Park Southern Playground		YES (infants, under 12)	New 2018
Chatsworth Park Memory Garden		NO	
Robert Kingan Playground	0.23	YES (infants, under 12)	Good with some replaced in 2018
The Copse	0.22	NO	

Telscombe Recreation Ground

No

Cliff Tops

SSSI areas Conservation areas

Telscombe Village

Conservation area with listed buildings

Telscombe Town Council Local Green Spaces

Hectares	Sports Areas (Over 12)	Which Sports	Open Spaces	Wild Life Areas
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Telscombe Tye (Registered common land, AONB,	85.39	NO	YES	YES
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Chatsworth Park	28 ? or 6.8 ?	Football pitches, ball wall	Football	YES	YES
Chatsworth Park Northern Playground		NO		NO	NO
Chatsworth Park Southern Playground		NO		NO	NO
Chatsworth Park Memory Garden		NO		YES	NO

Robert Kingan Playground	0.23	NO	NO	NO	NO
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The Copse	0.22	NO	NO	NO	YES
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Telscombe Recreation Ground

Basket Ball

Football pitches

yes

Cliff Tops

SSSI areas

Telscombe Village

Conservation area with listed buildings

yes

yes

Telscombe Town Council Local Green Spaces

Hectares	Trees	Tree Species	Bushes	Formal Flower Beds
Telscombe Tye (Registered common land, AONB,	85.39	YES (E piece)	Some hawthorn along	NO
Chatsworth Park	28 ?	YES Ash, Pine, Sallow, Poplar, Sycamore, Field Maple, Holm Oak, Hawthorn, Elder, Horse Chestnut, Quick Beam, Bitter Willow	YES	NO but Wild roses, Ivy, Elderflower, Nettles, Hawksbeard (look like Dandelions), Bindweed, Gorse, Honesty, Holly, Cow Parsley, Broom, Burnett Rose, Briar Rose, Meadow Cranesbill, Leatherleaf Viburnum, Stags Horn Sumach grow throughout
Chatsworth Park Northern Playground	or 6.8 ?		NO	NO
Chatsworth Park Southern Playground			NO	NO
Chatsworth Park Memory Garden			YES	Residents can plant their own
Robert Kingan Playground	0.23	YES	YES	NO
The Copse	0.22	YES	NO	NO as Nettles, Ivy, Honesty, Hawksbeard, Bindweed grow throughout

Telscombe Recreation Ground

yes

native

yes

no

Cliff Tops

SSSI areas

Telscombe Village

Conservation area with listed buildings

Telscombe Town Council Local Green Spaces

Hectares	Water Supply	Public Water Supply	Public Toilets	Café Facilities
Telscombe Tye (Registered common land, AONB,	85.39	NO	NO	NO
Chatsworth Park	28 ?	NO	NO	NO
Chatsworth Park Northern Playground	or 6.8 ?	NO	NO	NO
Chatsworth Park Southern Playground		NO	NO	NO
Chatsworth Park Memory Garden		NO	NO	NO
Robert Kingan Playground	0.23	NO	NO	NO
The Copse	0.22	NO	NO	NO

Telscombe Recreation Ground

yes

no

no

no

Cliff Tops

SSSI areas

Telscombe Village

Conservation area with listed buildings

Telscombe Town Council Local Green Spaces

	Hectares	Pathways	DDA Compliant	Steps	Ramps	Walking Paths	Cycle Paths	Surfaces
Telscombe Tye (Registered common land, AONB,	85.39	YES		YES	YES		NO	Grass
Chatsworth Park	28 ?	YES	?	YES	NO	YES	NO	Grass & tarmac
Chatsworth Park Northern Playground	or 6.8 ?	YES	?	NO	NO	YES	NO	Grass & safety
Chatsworth Park Southern Playground		YES	?	NO	NO	YES	NO	Grass & safety
Chatsworth Park Memory Garden		NO	?	NO	NO	NO	NO	Grass & paving
Robert Kingan Playground	0.23	YES	?	NO	NO	YES	NO	Grass & safety
The Copse	0.22	NO	NO	YES	NO	NO	NO	Earth & leaf mould

Telscombe Recreation Ground

no no np no no no no no Grass

Cliff Tops

SSSI areas

Telscombe Village

Conservation area with listed buildings

Telscombe Town Council Local Green Spaces

	Hectares	Bins	Notice Boards	Benches	Boundaries	Fences	Biodiversity
Telscombe Tye (Registered common land, AONB,	85.39	YES	YES	YES	YES	YES	4
Chatsworth Park	28 ?	YES	YES	YES	YES - some	YES	4
Chatsworth Park Northern Playground	or 6.8 ?	YES	YES	NO	YES	YES	2
Chatsworth Park Southern Playground		YES	YES	NO	YES	YES	2
Chatsworth Park Memory Garden		YES	YES	YES	NO	NO	3
Robert Kingan Playground	0.23	YES	YES	NO	YES	YES	2
The Copse	0.22	YES	NO	NO	YES	YES	4

Telscombe Recreation Ground

yes

no

?

yes

no

3

Cliff Tops

SSSI areas

Telscombe Village

Conservation area with listed buildings

<u>AGENDA ITEM</u>	17
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	30 th November 2020
<u>SUBJECT</u>	To discuss request from resident concerning clearance of vegetation in Chatsworth Park

1. INTRODUCTION

A resident whose property in Cavendish Close borders Chatsworth Park recently contacted the Town Council to advise that she had recently cleared vegetation two feet from her boundary due to concerns with it encroaching her fence line. She also made a gap in her fence to allow her to go straight into the park as it is too dense to clear from the park side and needs quick safe access as she lives with her autistic disabled son. The resident wanted to inform the Council and ask if we were happy for her to complete this work.

2. INFORMATION

I spoke to the Town Clerk, who had concerns regarding safety issues. Also, if we agreed for this resident to carry out work it would set a precedent and it is up to the Council to arrange to have qualified contractors carry out work that the Council authorise. I also asked Cllr Clarkson to take this to the Chatsworth Park working group for consideration.

Cllr Clarkson advised this was discussed at the last working group meeting and it was agreed that once a boundary policy and management plan were in place, this should assist the Council with future issues. It was felt by the working group that any damage to fences due to growth from the park should be paid for by the Town Council, which would also be more effective than constantly managing a boundary by cutting a gap. There was also concern that this may set a precedent for other residents to also carry out similar work to their boundaries.

3. RECOMMENDATION

It is recommended that I contact the resident and advise that we do not grant her permission to cut a boundary alongside her fence line and that she will need to contact the Council if she requires anything cut back from the park that encroaches her boundary.

4. ENVIRONMENTAL IMPACT

Work within the park should support both residents and the environment.

5. FINANCIAL IMPLICATIONS

Unknown at this stage.