



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
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18th May 2021

Dear Sir/Madam

You are hereby summoned to attend a **meeting of the Amenities & Civic Centre Committee** at Telscombe Civic Centre on **Monday 24th May 2021** at 7.30pm for the purpose of transacting the following business:-

Log in details for the Public:- Meeting ID 955 6286 4368 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 22nd March 2021 – *see attached*
5. To receive action list – *see attached*
6. To note Income & Expenditure to 31st March 2021 – *see attached*
7. To review the Business Plan – *see attached*
8. To agree a way forward with litter bin issues – *see attached*
9. To discuss the outcome of the Access Report on Telscombe Town Council's green spaces – *see attached*
10. To consider the ecological survey results for Chatsworth Park and the Copse – *see attached*
11. Update on damaged section of footpath in Chatsworth Park – *see attached*
12. To consider the progression of the café concession at Chatsworth Park – *see attached*
13. To consider Wander Coffee's request to sell alcohol from Chatsworth Park – *see attached*
14. To agree a way forward for requests to run classes and groups in Chatsworth Park – *see attached*
15. To ratify colour and wording to two plaques at the Memory Garden – *see attached*
16. To consider installing a new piece of playground equipment at Robert Kingan Playground – *see attached*
17. To ratify decision to hold an Easter Trail at Chatsworth Park – *see attached*



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18. To ratify Fire Risk Assessment, note report & agree actions required at the Civic Centre – *see attached*
19. To ratify electrical installation inspection, note report and agree actions required – *see attached*
20. To agree a way forward for the opening of the Civic Centre following the lifting of lockdown restrictions – *see attached*
21. Future Events – *see attached*
22. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda

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 – 26th July 2021



TELSCOMBE TOWN COUNCIL

Minutes of a remote meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Monday 22nd March 2021 at 7.30 pm.

Committee Members Present:-

Cllrs C Clarkson, C Gallagher *Chairman*, 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*)
2 members of the public

1382. PUBLIC QUESTION TIME

One member of the public was in attendance at the beginning of the meeting. Mrs Yeganeh, who was happy for her name to be included in the minutes, was present to discuss Agenda Item 6 – To agree works in Chatsworth Park next to a property in Kirby Drive. Mrs Yeganeh outlined the issues since she moved to the area 3 years ago, which included her fencing being pushed forward from the earth bordering her land and tree branches encroaching her boundary and touching her property. Mrs Yeganeh also expressed her concern that the Amenities Officer’s report recommended that brambles are cut down along the fence line by a width of 3 metres, as she was worried that members of the public could easily be able to access her property.

Cllr O'Connor joined the meeting at 7.39pm.

1383. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Brindley for family commitments, from Cllr Page for a prior commitment and from Cllr Harris who was having internet issues and was unable to access the meeting. These reasons were accepted by the Committee.

1384. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest.

1385. TO DISCUSS AND APPROVE MINUTES OF THE MEETINGS HELD ON 25th JANUARY AND 25th FEBRUARY 2021

It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RESOLVED** that the minutes of the meetings held on Monday 25th January and Thursday 25th February 2021 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1386. 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	<i>On hold for time being due to current situation.</i>	Sept 2021

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1386. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25.11.19	Min 1230, p 3089 – To consider school/youth event to build natural lean-to shelters in Chatsworth Park	CC/BB	BB has put Develop Outdoors in contact with Countrywide for the use of wood to build shelters.	Completed
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>	May 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>	May 2021
28.09.20	Min 1330, p 3262 – To consider a solitary bee nesting tube scheme within Chatsworth Park for spring 2021	BB	Bamboo sticks purchased for bee scheme. Bundles to be created and taken to the three local primary schools for them to build.	May 2021
30.11.20	Min 1346, p 3301 – To consider estimates for tree works at Chatsworth Park & The Copse	BB	Application for the Copse has been approved by LDC and a PO has been issued for work to be undertaken. Work in Chatsworth Park has been completed.	May 2021
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	Report received from Aspen Treecare on both locations and BB obtaining quotes for the work to be undertaken.	May 2021
30.11.20	Min 1348, p 3302 – Update on ecological survey for Chatsworth Park & The Copse	BB	Works to be carried out in April 2021 by Middlemarch Environmental to the sum of £1,525 plus VAT.	May 2021
30.11.20	Min 1349, p 3302 – To consider quotations for repairs to potholes in the entrance to Chatsworth Park car park	BB	Delay in works to the pot holes being temporarily filled. Alternative quotes received and will be undertaken shortly at a cost of £360 plus VAT. LDC conf not enough funds in the CIL pots to open up another round as yet. They estimate a new round will be added at the end of 2021.	May 2021

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1386. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.11.20	Min 1351, p 3303 – To discuss updates and outcomes following the Chatsworth Park working group meetings	BB	Cllr Clarkson has prepared a draft management plan & boundary policy. To be taken forward upon receipt of Access Survey and Ecological report.	May 2021
30.11.20	Min 1353, p 3304 – To consider installing a litter bin at the top of Central Avenue	LOC	Cllr O'Connor is in contact with LDC Officers and will provide a verbal update to the Committee.	Completed
30.11.20	Min 1355, p 3304 – To discuss request from resident concerning clearance of vegetation in Chatsworth Park	BB	BB has made contact with resident who will inform us if she requires anything cut back from the park to her boundary.	Completed
25.01.21	Min 1365, p 3339 – Business Plan update	BB	Annual report due in May 2021. Additional report with 2 latest playground inspection reports to be provided Nov 2021.	May 2021
		SN	Wording on cycle route project has now been amended.	Completed
		CR	Cllr Robinson to investigate using a rainwater harvesting system at the Civic Centre.	July 2021
25.01.21	Min 1366, p 3340 – To identify potential projects to spend our CIL monies on	BB	An article was added to the Town Crier in February, welcoming ideas on how to spend the CIL money. No responses received to date. Cllr Mills asked if replacement of pathways could be considered. BB investigating prices for playground equipment item to be used in RKP in place of wooden fort. An agenda item will be taken to the next meeting for full discussion.	May 2021
25.01.21	Min 1368, p 3340 – Update on quotations for a disabled access report	BB	Access Matters will undertake their site visit on 15.03.2021 & their report will be added to the next meeting.	May 2021

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1386. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25.01.21	Min 1369, p 3340 – To consider obtaining estimates to reduce the height and weight of a tree in Chatsworth Park following storm damage	BB	Report received from Aspen Treecare and BB obtaining quotes for the work to be undertaken.	May 2021
25.01.21	Min 1370, p 3341 – To consider quotations for the pollarding of trees and removal of brambles next to a property that borders Chatsworth Park	BB	Residents have been invited to this meeting to discuss way forward – agenda item added to this meeting.	Completed
25.01.21	Min 1371, p 3341 – To consider quotations for reducing the height of hedge next to property that borders Chatsworth Park	BB	Hedge has now been reduced by HR Goodwin & Sons.	Completed
25.01.21	Min 1373, p 3342 – Future Events	BB	All events will be re-visited when it is safe to do so.	May 2021
25.01.21	Min 1376, p 3342 – To approve successful tender for a café concession in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
25.02.21	Min 1380, p 3380 – To consider changes to the Terms & Conditions for the Café concession in Chatsworth Park	BB	LDC confirmed that we will not be required to provide a street trading licence.	Completed

Solitary bee nesting tube scheme – The Amenities Officer advised that Cllr Clarkson had collected the bamboo sticks for creating the bundles and that Meridian Primary School had been invited to assist with the project again for this spring.

Tree works in Chatsworth Park and The Copse – The Amenities Officer confirmed that the work in the Copse has now been completed.

Repairs to potholes in the entrance to Chatsworth Park car park – The Amenities Officer reported that this would be actioned on Friday 26th March 2021.

To consider installing a litter bin at the top of Central Avenue – Cllr O'Connor advised that the District Council will not install a bin in this location.

1386. TO AGREE WORKS IN CHATSWORTH PARK NEXT TO A PROPERTY IN KIRBY DRIVE

The report from the Amenities Officer confirmed that the resident raised initial concerns about trees bordering her property to the Town Council in November 2019. A site visit with a tree

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1386. To agree works in Chatsworth Park next to a property in Kirby Drive (Contd)

surgeon was undertaken who confirmed the issue was with soil levels from rain and debris washing down from the top of the bank to the property border. A structural engineer was contacted and their findings were taken to a previous Committee meeting when it was agreed to obtain estimates for the recommendations provided. At the last meeting, the Committee raised concerns that the works would need to be undertaken regularly to manage the boundary and that any works may cause the bank to slip further. It was also agreed for the resident to be contacted and invited to this meeting.

Cllr Gallagher noted that in public question time Mrs Yeganeh had advised she had concerns that the proposed works would provide a path between the boundary of the park and the property and suggested that hedging be kept at the front, facing Kirby Drive. She also confirmed that members of the public would be unable to access the property border as the steep bank would provide an obstruction. Cllr Smith asked why the brambles needed to be removed and the Amenities Officer confirmed that it was to clearly view the location so that it could be investigated if there are any problems with the bank and consider how to go forward for the future.

Another member of the public joined the meeting.

Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the estimate from Countrymans Contractors in the sum of £2,492.50 plus VAT be agreed for the works to this location as per the structural survey report; to pollard the trees along the fence boundary and dispose of the waste, to cut down brambles along fence line to side and rear of property by a width of 3 metres maximum and to cut out all self-seeded trees and bushes within 2 metres of the fence line.

Mrs Yeganeh left the meeting at 8.05pm.

1387. TO NOTE INCOME & EXPENDITURE TO 31st JANUARY 2021

It was unanimously **agreed** that the income and expenditure figures for Amenities of £21,296 expenditure and income of £610 and Civic Centre expenditure of £29,472 and income of £9,857 at 31st January 2021 be accepted as correct.

1388. TO REVIEW THE BUSINESS PLAN

The updated plan was noted. Cllr Robinson remarked that project number 5 – Keeping Robert Kingan playground and Chatsworth Park clean and tidy, confirms that the litter picking in the new contract is currently out for tender. As this tender process has been finalised and a contractor has been agreed, she asked that this activity is amended.

1389. TO AGREE ONGOING MAINTENANCE OF THE MEMORY GARDEN AND REVIEW MEMORIAL POLICY

There was much discussion on the report concerning the maintenance of the memory garden. The Amenities Officer confirmed that following an inspection of the garden in January, many mementos, including tinsel, were found placed on some of the posts. A letter was sent to all plaque owners with a copy of the Memorial Policy asking them to remove any mementos by 26th February, after which time the Council would remove them. There was some public reaction to this request with social media comments, press representation and three letters



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1389. To agree ongoing maintenance of the Memory Garden and review Memorial Policy (Contd)

sent to the Council. The Amenities Officer confirmed that a meeting was held between herself, the Town Clerk and Chair and Vice Chair of this Committee. At the meeting it was suggested that the layout of the Memorial Policy be changed so that the benches and memory garden are separated within the policy and that a different coloured plaque be placed on a post at the garden regarding no mementos being left.

Cllr Sharkey noted that the mementos made the garden look messy and asked if a water bath could be added in the middle of the mound. Cllr Robinson suggested that the proposed coloured plaque be added to the middle of the mound so that it stands out. The Town Clerk advised that if these two items placed were place in the mound they may be susceptible to vandalism. She further suggested that if the plaque was placed on a strategic post in colour, it will be clearly seen. Cllr O'Connor felt that the writing on the plaque needs to be worded carefully, so that the reasons, including vandalism are explained. Cllr Judd agreed and suggested that a different coloured plaque be added to each corner post of the garden.

Cllr Gallagher as Chair of the Committee, asked that the layout change to the Memorial Policy is considered separately from the other recommendations listed in the report. It was therefore proposed by Cllr Sharkey, seconded by Cllr Judd and **RECOMMENDED** that the revised layout of the policy be agreed and taken to Full Council for adoption. Cllr O'Connor abstained as he felt that all the recommendations should be considered together.

Further discussion ensued and the Committee discussed potential wording and colour of the suggested plaque. Following deliberation, it was proposed by Cllr O'Connor, seconded by Cllr Smith and unanimously **RECOMMENDED** that the following actions are undertaken; 1) regular visits are made to the Memory Garden and the process of removing mementos is continued as per the Memorial Policy, 2) that a different coloured plaque is added to a post at the garden, with the wording and colour to be decided by Committee members via email following this meeting, 3) that the outcome of these decisions are provided to the three plaque owners who have written to the Town Council, 4) that volunteers from the Telscombe Residents Association and Friends of Chatsworth Park are encouraged to work with the Town Council to improve the facility and appearance of the memory garden and 5) that the Memorial Policy is reviewed at the end of the summer by this Committee.

1390. TO CONSIDER LEWES PLAYING PITCH STRATEGY NEEDS ASSESSMENT AND OPEN SPACES STRATEGY

The report from the Amenities Officer discussed the Needs Assessment and Open Space Strategy documents provided by Lewes District Council. The sites listed under the Needs Assessment for our area are not owned by the Town Council. The Open Space Strategy document provided an assessment of the quantity, accessibility, quality and value of open space within the area and a breakdown of current provision of open space. This was **noted** by the Committee.

1391. UPDATE ON MANAGEMENT PLAN FOR TELSCOMBE GREENSPACES

Cllr Gallagher's report provided an update concerning the Management Plan for Telscombe and Peacehaven Greenspaces, in conjunction with the Neighbourhood Development Steering Group. Included within the report were her notes of the Playing Pitch Strategy Needs



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1391. Update on Management Plan for Telscombe Greenspaces (Contd)

Assessment and Open Space Strategy from Lewes District Council. Cllr Gallagher confirmed that many surveys are now coming together and should be completed by the end of the summer. She noted that Telscombe did not have adequate provision of outdoor and indoor play areas and findings will also be incorporated within the Neighbourhood Plan under the Green Infrastructure Plan. Cllr O'Connor thanked Cllr Gallagher for this excellent piece of work.

1392. TO CONSIDER REPLACEMENT BASKET SWING AT ROBERT KINGAN PLAYGROUND

The Committee noted the report from the Amenities Officer, which stated that the basket swing at Robert Kingan Playground had become damaged with links broken and removed for safety reasons. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a replacement swing is purchased from Sutcliffe Play in the sum of £1,433.25 plus VAT.

1393. TO CONSIDER THE TERMS OF REFERENCE FOR THE CHATSWORTH PARK WORKING GROUP

The Committee considered the Terms of Reference document for the Chatsworth Park Working Group, which clarified what items are to be taken to the working group and what comes through this Committee. It was proposed by Cllr Smith, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the document be agreed. Cllr Smith thanked Cllr Robinson for her time on this piece of work.

1394. TO CONSIDER WEEKLY MOTHER AND BABY CLASS IN CHATSWORTH PARK

The Committee discussed the request to run a weekly mother and baby class in Chatsworth Park from a member of the public. Cllr Gallagher raised concerns if music would be played within the group. The Town Clerk highlighted that by agreeing this class, it may set a precedent that others may also wish to carry out classes in the park and not necessarily ask permission from the Town Council. The Committee discussed the potential of charging a nominal fee but Cllr Clarkson felt that the Town Council should not charge and encourage residents to use the park. It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the mother and baby classes be allowed to run in the park free of charge, that the member of the public be advised of the Council's requirements being no reserving of an area, removal of rubbish and that the decision be reviewed at the end of the summer. Cllr Smith suggested that an article is added to the Town Crier confirming the class details.

1395. TO RATIFY CLEARANCE OF FOOTPATHS IN CHATSWORTH PARK

Cllr Clarkson reported at full Council on 20th January that he had received a complaint from some elderly residents who were having trouble walking through the park due to muddy paths. It was agreed at the meeting to organise contractors to clear the pathways in question and the Town Clerk authorise this work if it fell within her delegated power. Quotations were obtained and Countrymans Contractors Ltd carried out the works. It was proposed by Cllr Smith, seconded by Cllr Robinson and unanimously agreed to **RATIFY** the works carried out by Countrymans Contractors Ltd at a cost of £440 plus VAT.



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1396. TO CONSIDER REPLACEMENT OF A SMALL SECTION OF FOOTPATH IN CHATSWORTH PARK

The Amenities Officer's report confirmed that when Countrymans Contractors Ltd undertook works to the pathways in Chatsworth Park, they raised an issue where tree roots on the pathway next to Chatsworth Park North playground had lifted. The surface area had cracked and the membrane below was showing. Several companies were contacted for prices to replace the pathway in this area, but an estimate had only been received by one. Another company have confirmed they will visit the location in April. The recommendation in the report was that the decision be delayed until the results from the imminent Access Survey report are received and more estimates had been obtained. The Committee were concerned that by waiting for this item to come back to the next meeting in 2 months' time it will cause unnecessary delays. It was therefore proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a working group comprising of Cllrs Mills, Robinson and Smith be set up and they be given delegated authority to agree a maximum expenditure of £2,000 on repair of the pathway in Chatsworth Park, following the outcome of the Access Survey report results.

1397. TO RATIFY SUCCESSFUL TENDER FOR THE CAFÉ CONCESSION IN CHATSWORTH PARK

The Committee considered the Amenities Officer's report. Following Zoom meetings with both applicants, the Chatsworth Park Café Concession Working Group (CPCCWG) agreed to give the concession to Wander Coffee. It was proposed by Cllr Gallagher, seconded by Cllr Sharkey and unanimously agreed to **RATIFY** this decision.

There was some discussion with regards to Wander Coffee's request for a portable toilet within the park. Prices had been obtained and contact had been made with the Town Council's insurance company to check the cost of insuring it, as it will be the Town Council's responsibility for the long-term hire. The insurance company had asked some additional questions, which have been responded to and further contact will be made with the CPCCWG and Wander Coffee as soon as possible. Cllr Mills enquired who would pay for the cost of the portable toilet and the Town Clerk confirmed that it will be up to the Town Council to pay with £1,000 budgeted for this project. Cllr Clarkson noted that the quotations obtained include pegging the toilet to the ground and the Town Council may need to cover approximately an additional £600 on top of the £1,000 budgeted under the working groups delegated authority. Cllr Judd asked about the cleaning programme. The Town Clerk confirmed the company responsible for providing the portable toilet include a weekly clean. Cllr Judd felt that this would not be sufficient as the toilets can get dirty quickly and that regular checks each day will need to be undertaken. Cllr Clarkson agreed and confirmed he would speak with Wander Coffee, as it would make sense for them to carry this out.

1398. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

The Amenities Officer confirmed that a local resident had contacted the Town Council to complain about the gates at Chatsworth Park South Playground. Her young toddler managed to open the gate to the playground and run out near to the road at Ambleside Avenue as she was taking a snack out of her bag for the children. The resident advised that it happened very quickly and asked if the Town Council could add a latch to the gates, which provides additional security.



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1398. Urgent Matters (Contd)

The Amenities Officer stated that she responded to the resident and advised that the playground was refurbished 3 years ago and that the fencing and gates fitted are standard approved and meet the current safety regulations. She also advised the resident that weekly and annual playground inspections are undertaken on all our playgrounds to ensure that safety requirements are met but that she would pass the residents comments onto Councillors to make them aware. Cllr Gallagher asked the Amenities Officer to report this via the new complaints process and that herself as Chair and Cllr Mills as Vice Chair will visit the location and look into the resident's complaint.

The Amenities Officer also advised that she had been contacted by the Lewes District Council Playground Inspector who advised that whilst undertaking his inspections of Chatsworth Park South playground, several parents had complained to him about children smashing their knees on the metal side of the large roundabout. He confirmed that there are no safety concerns but wanted to pass the feedback from the residents to the Town Council. The Amenities Officer noted that the Town Council have not received any complaints concerning this item and it has passed the inspection test after installation as well as the playground inspections. This was **noted** by the Committee.

Cllr Clarkson asked for an update on the fly tipped items at the entrance of the Chatsworth Park car park. The Town Clerk confirmed there had been a delay with their removal and the Amenities Officer confirmed she would investigate alternative options for the removal.

There being no further business the meeting closed at 9.30pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 24th May 2021 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List
24th May 2021

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>	Sept 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>Cllr Sharkey to provide an update.</i>	July 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>	Sept 2021
28.09.20	Min 1330, p 3262 – To consider a solitary bee nesting tube scheme within Chatsworth Park for spring 2021	BB / CCL	Cllr Clarkson has collected the bundles from Meridian Primary School, to be placed in the park.	Completed
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	Works to the two properties actioned by Aspen Treecare apart from branch work to border of Copse as waiting to hear from LDC re TPO.	July 2021
30.11.20	Min 1348, p 3302 – Update on ecological survey for Chatsworth Park & The Copse	BB	An agenda item has been added to this meeting.	Completed
30.11.20	Min 1349, p 3302 – To consider quotations for repairs to potholes in the entrance to Chatsworth Park car park	BB	Works completed.	Completed
30.11.20	Min 1351, p 3303 – To discuss updates and outcomes following the Chatsworth Park working group meetings	BB	Cllr Clarkson has prepared a draft management plan & boundary policy to be considered alongside results from ecological survey and access report.	July 2021
25.01.21	Min 1365, p 3339 – Business Plan update	BB CR	Annual playground inspection report to be completed in June. Additional report with 2 latest playground inspection reports to be provided Jan 2022. Cllr Robinson to investigate using a rainwater harvesting system at the Civic Centre.	July 2021 July 2021
25.01.21	Min 1366, p 3340 – To identify potential projects to spend our CIL monies on	BB	An agenda item has been added to this meeting to discuss spending the money on a piece of playground equipment.	Completed
25.01.21	Min 1368, p 3340 – Update on quotations for a disabled access report	BB	An agenda item has been added to this meeting.	Completed

Agenda Item 5 - Amenities and Civic Centre Action List
24th May 2021

25.01.21	Min 1369, p 3340 – To consider obtaining estimates to reduce the height and weight of a tree in Chatsworth Park following storm damage	BB	A Purchase Order has been issued to Aspen Treecare for works to the tree which will be completed after bird nesting season.	Sept 2021
25.01.21	Min 1373, p 3342 – Future Events	BB	An agenda item has been added to this meeting.	Completed
22.03.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	Nesting birds stopping the work being carried out. Contractors continuing to visit this location and will action works asap. Resident informed.	Sept 2021
22.03.21	Min 1388, p 3385 – To review the Business Plan	SN	The Business Plan has been updated under project no 5 - tender process finalised and a contractor agreed.	Completed
22.03.21	Min 1389, p 3386 – To agree ongoing maintenance of the Memory Garden and review Memorial Policy	BB	Revised layout of the Memorial Policy to be taken to Full Council. Monthly memory garden visits being completed and residents have been written to. Agenda item added to this meeting regarding different coloured plaques. Memorial Policy to be reviewed at the end of the summer	July 2021 Completed Completed Sept 2021
22.03.21	Min 1392, p 3387 – To consider replacement basket swing at Robert Kingan Playground	BB	Replacement swing now in place.	Completed
22.03.21	Min 1394, p 3387 – To consider weekly mother and baby class in Chatsworth Park	BB	Classes have now been cancelled due to ill-health.	Completed
22.03.21	Min 1396, p 3388 – To consider replacement of a small section of footpath in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
22.03.21	Min 1397, p 3388 – To ratify tender for the café concession in Chatsworth Park	SN/BB/ CCL	Portable toilet is now in place.	Completed
22.03.21	Min 1398, p 3389 – Urgent Matters	BB	BB carried out a Risk Assessment on playground gates. Emailed Chair & Vice Chair to conf low risk and recommended it not be taken further. The trolley and mattress have now been removed.	Completed Completed

AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	24 th May 2021
SUBJECT	To Note Income & Expenditure to 31 st March 2021

1. INTRODUCTION

The Income & Expenditure figures to year end at 31st March 2021 are attached.

2. INFORMATION

The actual year end income is £682 for Amenities and £12,079 for the Civic Centre and expenditure of £25,611 for Amenities and £34,094 for the Civic Centre.

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

1013-105 income memory plaques – we had an increased number of applications for plaques.

1054-105 income entertainment – due to Covid no events were held so we received no income.

4363-105 town entertainments– decreased expenditure due to no events being held as a result of Covid.

4365-105 entertainment consumables – again due to Covid, no events were held.

4366 Wave Leisure – due to Covid, no events were held by Wave Leisure.

4367 Youth Services – due to Covid, no events were organised.

1061-201 income miscellaneous - £100 received from TRA for planting on Chatsworth Park. To be put in ER for grounds maintenance at year end.

4098-201 play equipment replacement – the committed expenditure of £13,765 to go into the earmarked reserve for playground equipment replacement.

4101-201 grounds maintenance – more general and tree work was required than was anticipated.

4104 to 4106 grounds maintenance contracts 1-3 – not all the planned works were required to be carried out.

1000-301 Income Civic Centre – income is down as the Civic Centre has been closed to hirers due to Covid.

4412-301 water & sewage – savings were made as the Civic Centre was closed for a period of time due to Covid.

4419-301 Internal/external works – no works took place.

3. RECOMMENDATION

It is recommended that the figures are noted.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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Amenities

105 Town Events

1013	Income memory plaques	27	582	200	(382)		291.0%
1054	Income entertainment	0	0	800	800		0.0%

	Town Events :- Income	27	582	1,000	418		58.2%
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4363	Town Entertainments	0	859	2,000	1,141	1,141	43.0%
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	859	5,700	4,841	0	4,841	15.1%
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201 Parks, Open Spaces/Playgrounds

1061	Income miscellaneous	0	100	0	(100)		0.0%
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	Parks, Open Spaces/Playgrounds :- Income	0	100	0	(100)		
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4098	PlayEquipment Replacement	0	6,235	20,000	13,765	13,765	0	100.0%
4100	Playgrounds Spare Parts	0	592	2,000	1,408		1,408	29.6%
4101	Grounds Maintenance	2,100	6,209	5,590	(619)		(619)	111.1%
4104	Works contract 1, playgrounds	150	2,437	5,710	3,273		3,273	42.7%
4105	Works contract 2 -trees/hedges	0	2,670	6,410	3,740		3,740	41.7%
4106	Small maint. works contract 3	25	1,560	2,290	730		730	68.1%
4107	Playground inspections	195	2,548	2,600	52		52	98.0%
4328	Joint litter/dog bin emptying	1,248	1,648	1,800	152		152	91.6%

	Parks, Open Spaces/Playgrounds :- Indirect Expenditure	3,718	23,898	46,400	22,502	13,765	8,737	81.2%
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Continued over page

Telscombe Town Council
Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>202 Amenities General</u>							
4351 Seats and Notice Boards	0	853	1,500	647		647	56.9%
Amenities General :- Indirect Expenditure	0	853	1,500	647	0	647	56.9%
Amenities :- Income	27	682	1,000	318			68.2%
Expenditure	3,718	25,611	53,600	27,989	13,765	14,224	73.5%
<u>Civic Centre</u>							
<u>301 Civic Building</u>							
1000 Income Civic Centre	2,222	12,079	32,500	20,422			37.2%
Civic Building :- Income	2,222	12,079	32,500	20,422			37.2%
4401 General Repairs	212	1,006	2,000	994		994	50.3%
4402 Consumable Supplies	65	595	800	205		205	74.4%
4403 Equipment Maintenance	409	1,532	1,900	368		368	80.6%
4404 External/Internal Decorating	0	297	1,000	703		703	29.7%
4406 Refuse collection	0	899	900	1		1	99.9%
4407 Equipment	0	608	1,500	892		892	40.6%
4411 Rates	1,206	14,471	14,500	29		29	99.8%
4412 Water and Sewage	0	1,151	1,900	749		749	60.6%
4413 Electricity	347	1,178	2,100	922		922	56.1%
4414 Gas	940	2,576	2,700	124		124	95.4%
4419 Internal/external works	0	0	3,000	3,000		3,000	0.0%
Civic Building :- Indirect Expenditure	3,180	24,314	32,300	7,986	0	7,986	75.3%
<u>302 Civic Building Loan</u>							
4060 Loan Accounts	0	9,780	9,780	0		0	100.0%
Civic Building Loan :- Indirect Expenditure	0	9,780	9,780	0	0	0	100.0%
Net Expenditure	0	(9,780)	(9,780)	(0)			
Civic Centre :- Income	2,222	12,079	32,500	20,422			37.2%
Expenditure	3,180	34,094	42,080	7,986	0	7,986	81.0%

<u>AGENDA ITEM</u>	7
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To review the Business Plan

1. INTRODUCTION

It has been 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 I - 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 reports 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	Keep the new play equipment in a safe and good condition.	TC & AO & ACC	6 monthly	ACC	Ongoing

2020 -2021

2021 -2022

2022 -2023

V2.1 17/05/21

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	Increase Council hire income	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 2021
4a	Increasing Income ideas to be included	Working group to explore options with TC	To explore additional markets including business meeting rooms. Consider alternatives for hard to rent rooms such as room 6 - consultations with possible new clients with the offer of loyalty and other incentive schemes to returning customers. <i>On hold due to Covid.</i> BUDGET IMPLICATIONS	TC	6 monthly	ACC	November 2021
5	Keep Robert Kingan playground and Chatsworth Park clean and tidy	Carry out weekly inspections of park & play spaces.	Organise periodic litter picks in Chatsworth Park & Robert Kingan using members, staff and volunteers.	AO, staff and members and volunteers	6 monthly	ACC	Ongoing

2020 -2021

2021 -2022

2022 -2023

V2.1 17/05/21

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

6	<p>New Café in Chatsworth Park Project</p>	<p>Examine the feasibility of building a new café in Chatsworth Park</p>	<p>Volunteer litter picks taking place monthly when possible in Chatsworth Park. Litter picking of Chatsworth Park & all playgrounds included in new 3-year contract which commenced on 1st April 2021. Small working group set up & subsequently agreed at committee to trial a café concession to test market. Concession started April 202 – need to monitor & review. BUDGET IMPLICATIONS</p>	<p>AO & TC</p>	<p>Due</p>	<p>ACC</p>	<p>April 2021 when new grounds maintenance contract starts Summer 2021</p>
7	<p>Declared Climate Change Emergency - Activity for ACC and FC</p>	<p>Aim for TTC to become carbon neutral by 2030.</p>	<p>Proposed Tree Planting scheme with residents unable to proceed due to underground services. Alternatives being investigated such as bushes or wildflower verges. Replace any tree cut down as part of Chatsworth Park maintenance.</p>	<p>TC & AO</p>	<p>6 monthly</p>	<p>ACC & FC</p>	<p>Summer 2021</p>

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

			<p>Advertise the solar panels savings in CO2 and clean energy generation in quarterly newsletter. Explore the opportunities to provide EV charging point(s) at Civic Centre. BUDGET IMPLICATIONS</p> <p>Single Use Plastics Policy adopted at Council meeting on 16.9.20. Rainwater harvesting to be investigated. Joint working party set up with PeacehavenTC.</p>	CR	ACC & FC	Autumn 21
7a	<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>Local residents consulted and not keen on cycle routes in park, therefore this has been put on hold. BUDGET IMPLICATIONS</p> <p>Long term plans for cycle route throughout Peacehaven & Telscombe Cliffs.</p>	AO & TC	Yearly	2022
8	<p>New Council Contracts – Contract</p>	<p>Early appraisal of grounds maintenance</p>	<p>Examine the tender requirements of the new contract and encourage</p>	TC & AO	Start 12 months before	Complete

2020 -2021	2021 -2022	2022 -2023	V2.1 17/05/21
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<u>AGENDA ITEM</u>	8
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To agree a way forward with litter bin issues

1. INTRODUCTION

The Town Council receive many requests for litter bins to be installed in the area. In addition, we have had to remove the litter bin outside the Civic Centre.

2. INFORMATION

At our Committee meeting in November, Councillor Clarkson asked if a litter bin could be installed at the northern end of Central Avenue, Telscombe Cliffs. This land is owned by Lewes District Council (LDC) who advised that they have no budget regarding installing new bins so would not be able to install one at Central Avenue. It was agreed by this Committee not to install a bin in this location.

In addition, I received a complaint at the end of March from a resident whose property sits next to the twitten between Telscombe Cliffs Way and Fairlight Avenue, Telscombe Cliffs, concerning the amount of litter and dog waste bags thrown at this location. The resident has asked if a litter bin could be installed due to the smell as well as for the safety for her family. The twitten is not land owned by Telscombe Town Council but we undertake works to this area under the Small Works Grounds Maintenance Contract. I contacted Countrywide who were due to carry out the grass cutting and litter picking to this site as part of the maintenance programme from 1st April, and asked that they undertake the works as soon as possible and this was completed as of 1st April. The nearest available litter bin is outside Coastway vets on the South Coast Road and the bus stop next to the Wimpy. There is a bus stop next to the east side of the twitten at Telscombe Cliffs Way, which is likely to be generating some of the litter.

Also, at the end of March following agreement from Councillors, it was agreed to temporarily remove the litter bin at the Civic Centre due to excessive household waste and used PPE being regularly added. The Caretaker was frequently having to spend time cleaning the bin and its surrounding area where rubbish, including dog waste, was overflowing and spilling into the street. Polite notices added to the bin previously had not stopped or reduced the amount of household waste being added.

3. RECOMMENDATION

I recommend the Committee consider a way forward with requests for litter bins to be installed on public land; both Town Council owned and that owned by other Councils. If a bin is installed and paid for by the Town Council, it is likely to set a precedent for other areas. LDC have not installed litter bins on their own land for several years.

I also recommend the Committee decide if the litter bin outside the Civic Centre should be re-installed or fully removed due to the continuous fly tipping and recommend that if it is to be re-installed, it is emptied by a contractor not our caretakers.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

The cost to purchase a Glasdon Topsy 2000 bin is £204.03 + VAT, which includes ground lock fixing tool and concrete foundation fixing bolts. Installation is also required and there is also the weekly emptying cost which is approximately £2 per bin.

If the Town Council wish to install a bin on LDC land, this will need to be ordered and installed by LDC and they previously quoted in November 2020 a price of £468 + VAT for the bin, £40 + VAT for the installation and £3.48 + VAT per collection.

We have no budget allowance for provision or emptying of new litter bins.

<u>AGENDA ITEM</u>	9
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To discuss the Access Report on Telscombe Town Council's green spaces

1. INTRODUCTION

At the Amenities & Civic Centre Committee Meeting on 25th January 2021, it was agreed for Access Matters to undertake an access survey for Chatsworth Park, the Copse, Telscombe Tye and our three playgrounds.

2. INFORMATION

Access Matters' report provided details on access points, paths, gates and playgrounds for disabled users across the four sites. As the report is lengthy, it has not been printed for each Councillor to save on printing costs but was sent to this Committee via email on 30th April.

Recommendations provided have been listed by cost (low to high) and priority (1 as urgent to 3 as long-term maintenance). Some recommendations have been listed as a 'quick win'; low cost and easy to do.

There are 82 separate recommendations, with 30 being listed as high cost and 22 being listed as urgent priority. A couple of items do not apply to this Committee as they relate to approaches from the highway, which are the responsibility of East Sussex Highways. In addition, the report's recommendations for Telscombe Tye will need to be brought to the Policy & Resources Committee for their consideration.

3. RECOMMENDATION

I recommend that a working group is set up to fully investigate the report and consider which items to prioritise. Access Matters have offered to meet with Councillors remotely to discuss any queries or concerns. I also recommend that an agenda item is taken to the next Policy & Resources Committee meeting for their consideration, although the working group can discuss the report on behalf of both Committee's.

4. ENVIRONMENTAL IMPACT

The Town Council's green spaces need to be accessible for everyone.

5. FINANCIAL IMPLICATIONS

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

<u>AGENDA ITEM</u>	10
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To consider the ecological survey results for Chatsworth Park and the Copse

1. INTRODUCTION

At the Amenities & Civic Centre Committee meeting on 28th November 2020, it was agreed for Middlemarch Environmental to undertake an ecological survey for Chatsworth Park and the Copse, to ensure the habitat of the local wildlife is preserved when drawing up a Management Plan.

2. INFORMATION

The report from Middlemarch Environmental discusses the trees, flora and fauna across both sites. As the report is lengthy, it has not been printed for each Councillor to save on printing costs but was sent to this Committee via email on 10th May.

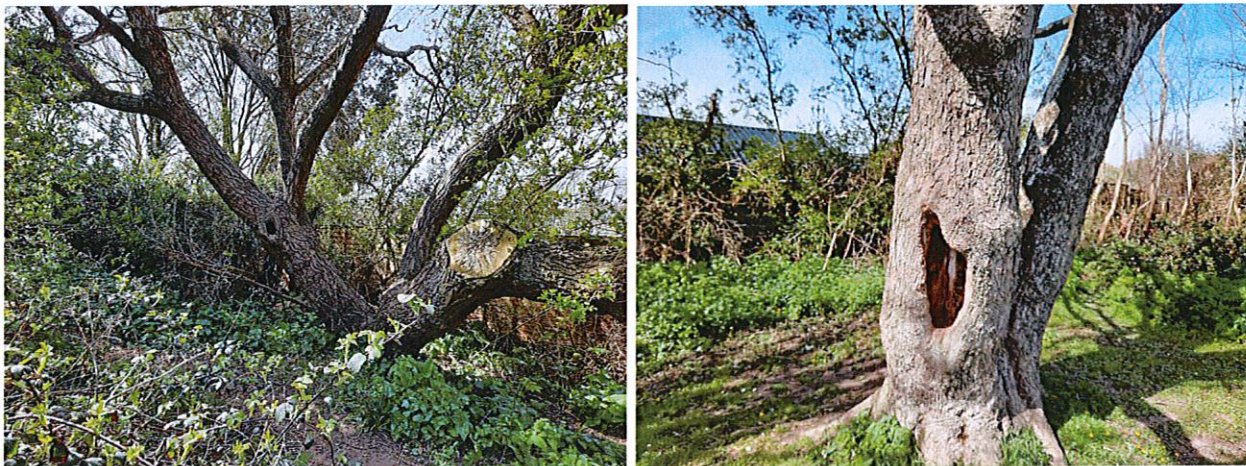
Both areas were categorised into three separate zones; red, amber and green (map of areas attached). Red zones are the most ecologically sensitive areas and no works can be undertaken without prior consultation from an ecologist. Amber zones are defined as areas of moderate to high ecological value and need to be undertaken under the supervision or guidance of the 'Ecological Clerk of Works'. Green zones have low ecological interest. It should be noted that the red zones on the attached map reflect areas where trees are located.

Recommendations were provided within the survey as follows:

- A Landscape Ecological Management Plan to be written in accordance with British Standard BS42020:2013 to provide management proposals designed to ensure that the ecological value of key habitat and species features is maintained in the long term.
- Three suggestions on habitat retention and enhancement.
- Five suggestions on habitat creation opportunities.
- Six suggestions based on ecological constraints. This included a badger survey (a separate report was also issued with regards to this item) to check if the sett is in active use and a preliminary ground level bat roost assessment.

I contacted Middlemarch Environmental for further clarification concerning the badger survey and bat roost assessment and they advised that the badger monitoring survey would only be required if any works are being conducted within 30 metres of the sett (situated at the eastern side of the park, near to the borders of 54 to 66 Ambleside Avenue). The preliminary ground level bat roost assessment will only need to be

undertaken if any works to the trees is required, such as pruning or felling. During the survey they noticed that a few of the trees had potential roosting features for bats such as knot holes, dead wood and open cavities and these features would need to be inspected prior to any works to assess whether the tree is being used as a bat roost. The two pictures below provide an example of roosting features on trees which were taken in Chatsworth Park.



3. RECOMMENDATION

That a working group is formed to discuss a way forward with the 15 recommendations provided within the report and the findings be brought back to this Committee for consideration.

4. ENVIRONMENTAL IMPACT

The ecological survey has identified potential ecological constraints and opportunities with proposed management works. The findings of this assessment will be used towards a Management Plan.

5. FINANCIAL IMPLICATIONS

There will be financial implications we will need to consider for progressing this report. All future tree works will require a bat roost assessment to be undertaken prior to any action. Any work carried out 30m within the badgers set will require a badger survey to be undertaken.

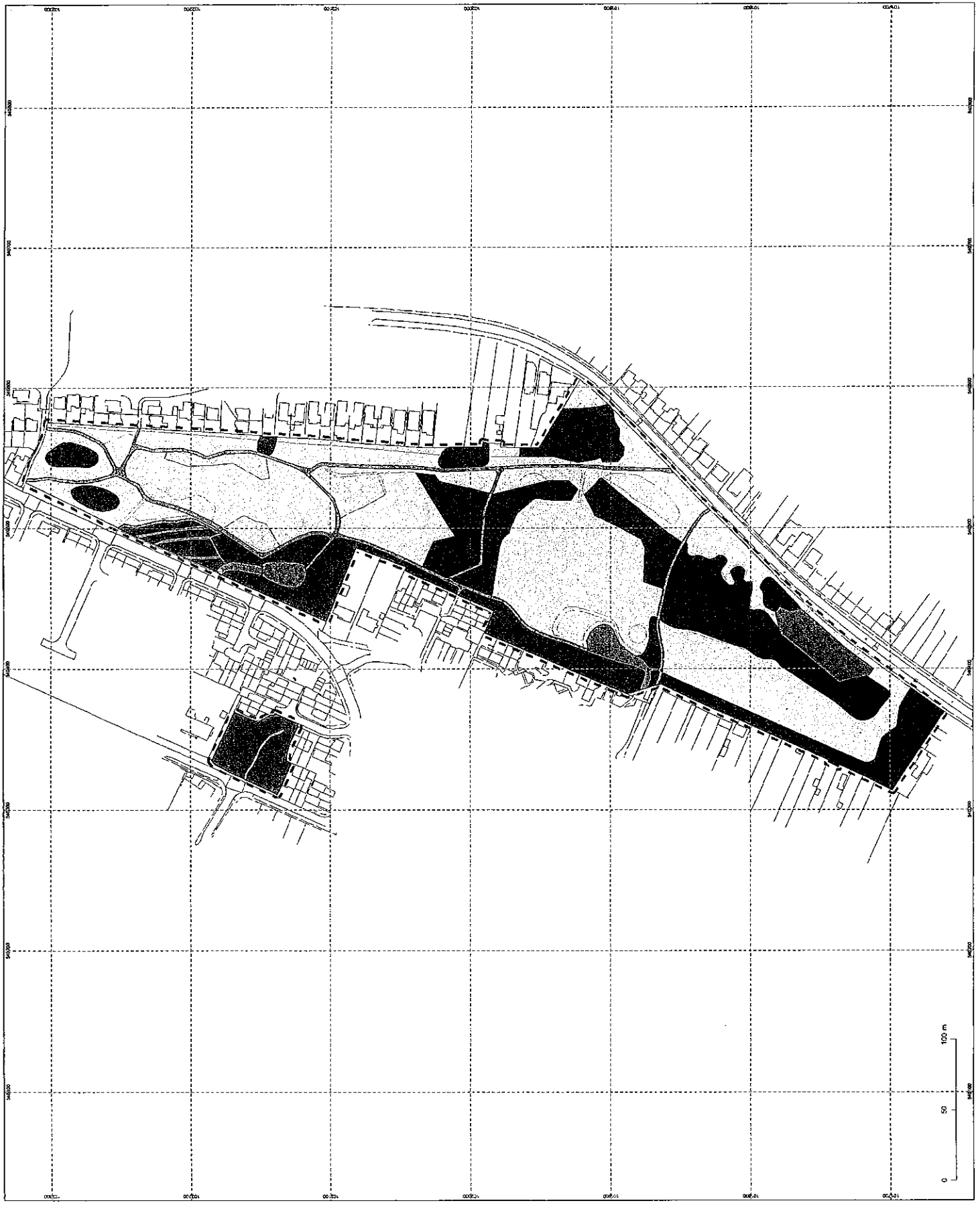
C153452-02

Legend

- - Site boundary
- Red zone
- Amber zone
- Green zone

Chatsworth Park and The Copse	
Ecological Constraints Map	
Client:	Telcombe Town Council
Client Reference:	C153452-02
Project:	00
Date:	May 2021
Scale:	1:2,500
Author:	VA
Checker:	GT

MIDDLEMARCH ENVIRONMENTAL
Tranah House, Birmingham Road, Akeley, Coventry CV9 9AZ
Tel: 02476 811111
Email: Environ@middlemarch-environmental.com
www.middlemarch-environmental.com



<u>AGENDA ITEM</u>	11
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	Update on damaged section of footpath in Chatsworth Park

1. INTRODUCTION

At the last Amenities & Civic Centre meeting the Committee discussed an issue with the pathway next to Chatsworth Park North Playground at Kirby Drive lifting due to tree roots. This resulted in the surface area cracking and the membrane below showing through. My recommendation was that a decision be delayed until the results of the imminent Access Survey report was received and more estimates had been obtained. However, the Committee were concerned that by waiting for this item to come back to the next meeting in 2 months' time, it will cause unnecessary delays and that a working group of Cllrs Mills, Robinson and Smith be set up with delegated authority to agree a maximum expenditure of £2,000 on the repair of the pathway in Chatsworth Park, following the outcome of the Access Survey report results.

2. INFORMATION

The Access Survey was received at the end of April and forwarded to this Committee. Under 4.1 Path Surfaces, it states: *'Many of the path surfaces around the Park are uneven or cracked in places, which can be a significant barrier to access for some people'*.

Under recommendations, it confirms: *'Carry out a rolling programme of improvement and maintenance of the path surfaces around the Park starting with the most frequented routes such as the route across from Park Avenue to Ambleside Avenue. Park surfaces to be firm and even and well drained. They should be flush with any adjoining paths (for example the path alongside Ambleside Avenue)'*. This is listed as a high cost (over £5,000) and Priority 1 (most urgent).

The quotation from Sussex Driveways was only two weeks ago and as the price was over the working groups' delegated spending authority, this item has been taken to Committee for consideration.

One quotation had previously been received from Countrymans Contractors Ltd to repair the damaged section and to lay membrane. They quoted to install wooden retaining boards either side of the existing path to create a ramp over the roots. They have also advised that this issue may arise again in 5-10 years. Their attached estimate comes to **£3,450 plus VAT**. I have contacted Countrymans Contractors and asked that they confirm the length and width of the area in question.

Sussex Driveways quoted **£3,595 plus VAT** to resurface 68sqm of footpath in tarmac with a tar & chip finish (quotation attached).

In addition, Clarke & Baker Surfacing visited the site with me on 14th May 2021 and their price is expected shortly.

3. RECOMMENDATION

I recommend that the Committee consider which company they would like to undertake the works to the footpath. The specifications provided by both companies to date are slightly different and the difference in price is only £145 plus VAT. We are still awaiting a price from Clarke & Butler which we should receive prior to the meeting and therefore can also be considered at this meeting.

4. ENVIRONMENTAL IMPACT

The Town Council have a responsibility for the safety of members of the public within Chatsworth Park.

5. FINANCIAL IMPLICATIONS

We have £8,000 in the grounds maintenance budget for 2021/22 and just over £17,500 in an earmarked reserve.



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

24th February 2021

REF 0932

Dear Bianca

Path Repair at Chatsworth park

To Repair damaged section of path by removing existing aggregate. Install wooden retaining boards either side of existing path to create a ramp over the roots.
Lay membrane, Type 1 sub-base and stone chip to match existing.

TOTAL COST £3450.00 plus VAT

Addendum:

We recommend works are undertaken when the ground conditions are dry.
Please note that due to the tree root running through the path the issue may arise again in 5-10 years.

We hope this quote proves favorable and we await your reply.

Yours Sincerely,

A handwritten signature in black ink, appearing to be "Beverley Fenn".

Beverley Fenn
Director of Operations.



SUSSEX DRIVEWAYS

27 St. Lukes Road
Brighton BN2 9ZD

Tel: 01273 600666

www.sussexdriveways.co.uk
info@sussexdriveways.co.uk

Bianca Buss

Amenities Officer

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

Tel no: 01273 589777

Email: amenities@telscombetowncouncil.org.uk

Thursday, 06 May 2021

**To resurface section of footpath in tarmac with a tar & chip finish
31 linear long x 2.2m wide – 68 sq m**

Works:

1. Sweep off existing surface and cart away.
2. Chase out grips to each end of path.
3. Apply 40% tac coat.
4. Surface in 10mm DBM over existing tarmac to rectify and trip hazards.
5. Apply 70% leo chip to surface.
6. Lay 4mm – 6mm crushed chippings to surface of path.

Price:	£ 3595.00
VAT @ 20%	£ 719.00
Total:	£ 4314.00

I am the owner / authorised agent for the above property, and wish the described work to be carried out at the price specified herein.



Sussex Driveways (Paving) Ltd, Registered Office, 27 St. Lukes Road, Brighton, BN2 9ZD Director V T Woodley. Registered in England No. 3206121

<u>AGENDA ITEM</u>	12
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To consider the progression of the café concession at Chatsworth Park and ratify cost for a portable toilet and picnic benches

1. INTRODUCTION

The decision to use Wander Coffee as the café concession at Chatsworth Park was ratified at our last Amenities & Civic Centre Committee meeting and they have been in place since beginning of April.

2. INFORMATION

Cllr Clarkson has provided this Committee with an update on the attached report, including customer feedback and data. A portable toilet has been added to the location at a cost to the Council of £40 per week for the owners' and customers' use. At the committee meeting on 23rd September 2019, the working group were granted delegated authority to spend a maximum of £1,000 to investigate the initial stages of a café and the cost of the portable toilet has been agreed on this basis. In addition, one wheelchair accessible and two standard wooden 'A' frame picnic benches have been ordered to enhance the area at a cost of £915 plus VAT which was agreed by the Committee Chairman and Town Clerk as it is within their delegated authority spending limit. Wander Coffee have agreed to give a donation of £253 towards one of the benches.

3. RECOMMENDATION

It is recommended that the Committee note the report from Cllr Clarkson and discuss a way forward for the progression of the café concession.

It is also recommended to ratify the cost for the portable toilet and picnic benches.

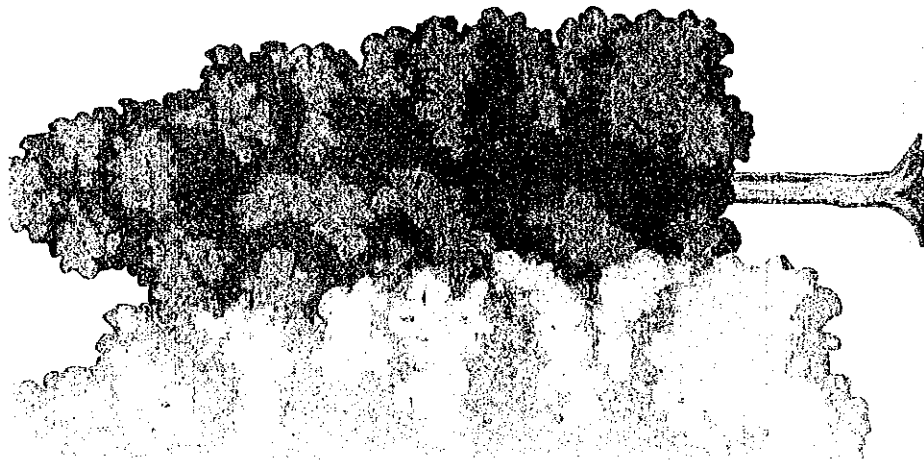
The agreed Terms and Conditions confirm that the concession licence is issued for free for the first 6 weeks and that the Town Council can negotiate a licence fee following this period. It is therefore also recommended that the Committee consider whether to charge a licence fee.

4. ENVIRONMENTAL IMPACT

The concession will attract more visitors to Chatsworth Park and encourage the future of the park as an amenity for local residents to enjoy and use.

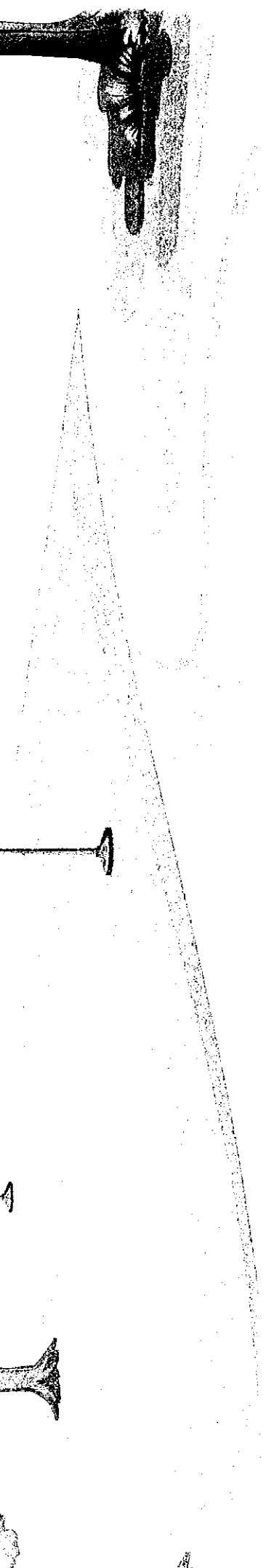
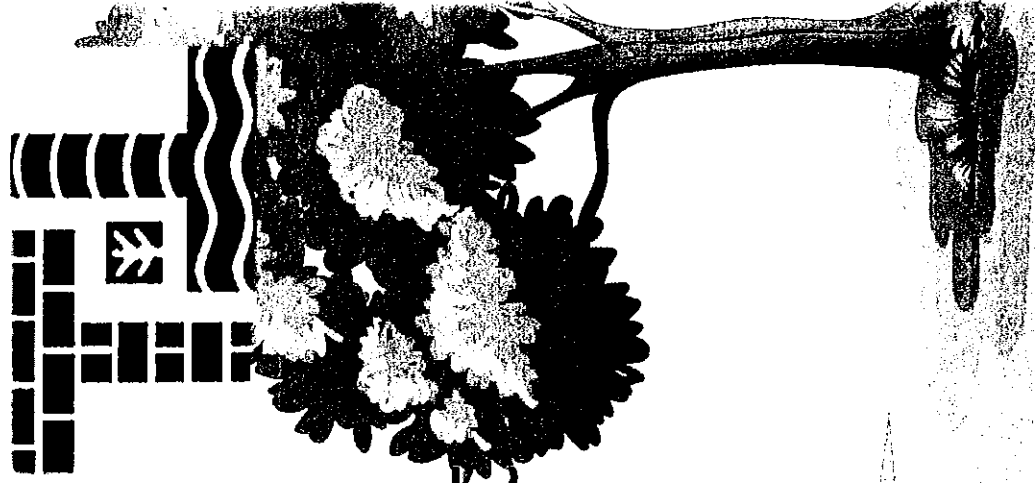
5. FINANCIAL IMPLICATIONS

We have an earmarked reserve of £3,985 for the community café. £1,000 of this was agreed to be spent towards initial investigations, which is going towards the portable toilet hire of £40 per week. That leaves a balance of £2,985.



Chatsworth Park Café Working Group Report

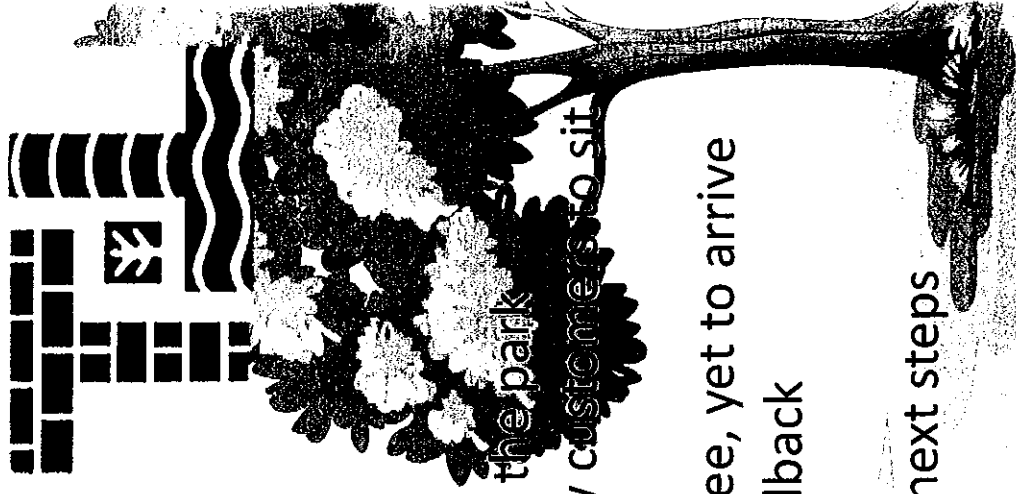
May 2021





Update so far

- Wander Coffee first onsite in Chatsworth Park car park 6th April
- At the time of writing this report they have operated on 27 days
- 24th April Wander Coffee requested permission to sell Pimm's in the park
- W/C 3rd May Wander Coffee added a small picnic bench to allow customers to sit
- Disabled portaloos in operation from 7th May
- ACC ordered additional benches plus 1 donated by Wander Coffee, yet to arrive
- 8th May Wander Coffee extended menu based on customer feedback
- Legal advice being sought on park covenant from LDC
- Informal discussion with LDC project manager Chris Bibb about next steps

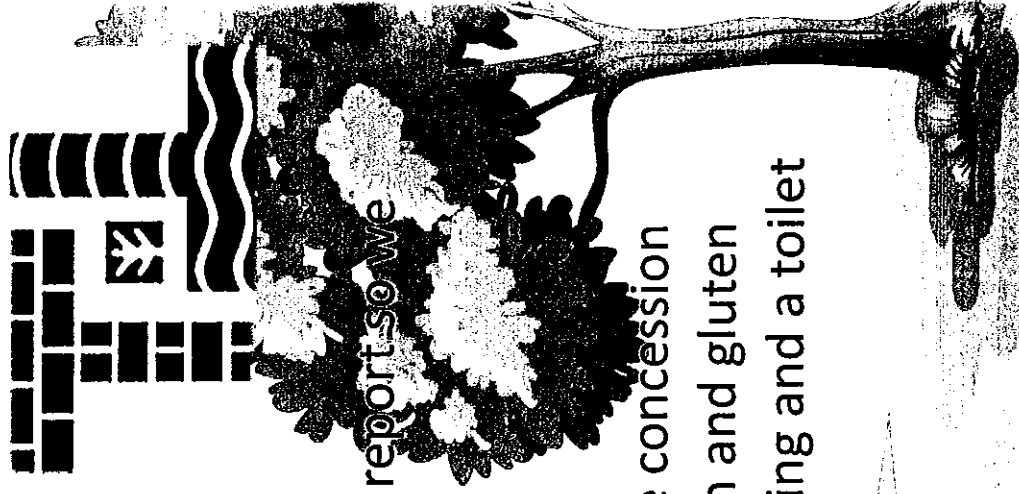


Public feedback

- Wander Coffee advertise the concession on their Facebook and Instagram
- They share their posts to local FB groups Friends of Chatsworth Park and Peacehaven Gossip
- They have made 40 posts to date on each platform
- They have supported the concession by sharing 11 posts on their Facebook
- Difficult to have a clear understanding of engagement across social media platforms and groups. Many posts receive 100's of views. On average Wander Coffee posts on their Facebook page receive 17 likes
- Their first post on Peacehaven Gossip received 403 likes

Public feedback

- It was not possible to review all social media comments for this report so we focused on those on the Wander Coffee Facebook.
- Comments are overwhelmingly positive
- No negative comments
- The council officers have not received any complaints about the concession
- Comments have included noting friendly service, range of vegan and gluten free choices, great location, noting the positive addition of seating and a toilet
- Selection of comments follows



Most relevant ▾

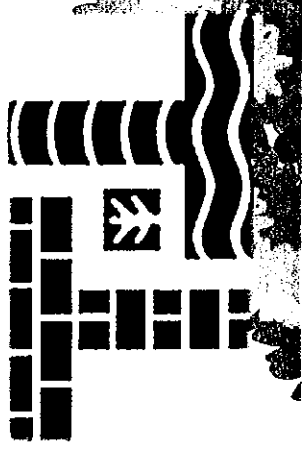


I hope you let them stay, they are exactly what is needed at the park

1 w Like Reply 2 🗨️



It was so nice to meet you today! The coffee and food I took away with me was sooooo good! Thank you! See you again soon 😊 xx



It was lovely to meet you today and enjoy a hot chocolate in this chilly weather! The salted caramel brownie was lovely too! We will be back 😊

Omg your chai latte was to die for! Will@def be coming back for more of that 😊



10:15 4

Wander Coffee's post

Hot chocolate and coffee is really good, so is the millionaire short bread, haven't got round to trying the other cakes yet

5 w Like Reply 10

...saw it for the 1st time today walking louie...will have to try it b4 i start back x

5 w Like Reply 10

...you must. I don't think you will be disappointed. X

5 w Like Reply 10

Write a reply...

Write a reply...

Oh my gosh this is exactly what we need at Chatsworth! Amazing hope you can stay xx

Write a comment...



10:15 4

Wander Coffee's post

Delicious coffee thanks! It was soooo nice to stumble across you... a fabulous surprise!

5 w Like Reply 20

Looking forward to trying your menu

5 w Like Reply 10

Thank you - how lovely what days will you be there in future please?

5 w Like Reply

Where is the carpark for chatsworth???

5 w Like Reply

...replied · 1 Reply

Will pop by later, do you take card payments?

Write a comment...



10:16 4

Wander Coffee's post

Kids loved their cakes this morning. Thank you x

5 w Like Reply 10

Lulu Brakalo replied · 1 Reply

Hope it goes really well today. X

5 w Like Reply 200

Lulu Brakalo replied · 1 Reply

Can you post up menu and also do you ice cream?

5 w Like Reply

Lulu Brakalo replied · 1 Reply

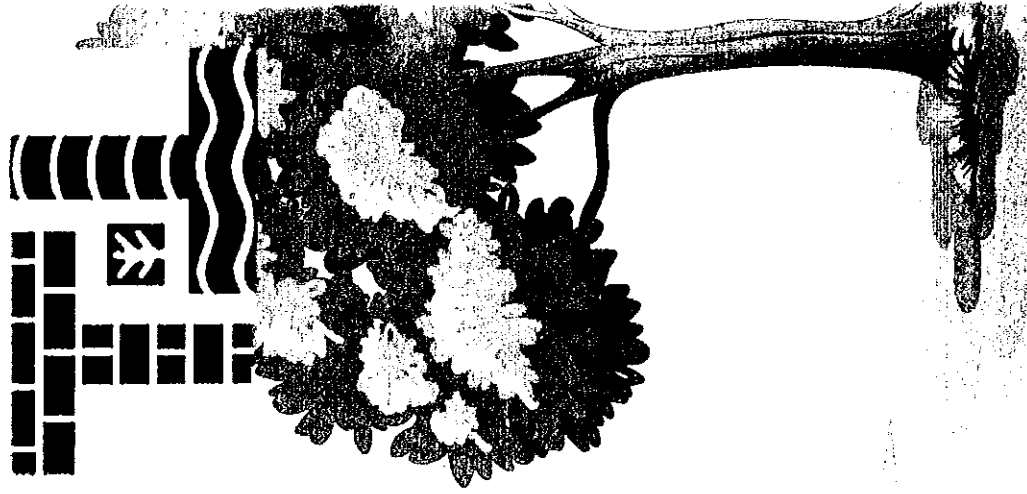
Hi do you have de caff tea/coffee? Xx

5 w Like Reply

Lulu Brakalo replied · 2 replies

"Most relevant" is selected, so some comments may have been filtered out.

Write a comment...





10:11 4

Wander Coffee's post

THE CHOCOLATE ORANGE CAKE WAS DELICIOUS!!!

3 w Like Reply 10

Author Wander Coffee

... saw so pleased you enjoyed it

3 w Like Reply

Write a reply...

O wow. The chocolate orange cake is amazing. Yum yum

3 w Like Reply 10

All those cakes look amazing

3 w Like Reply 10

OMG I can't choose

3 w Like Reply 10

Oh cheese scones for me please

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

10:12 4

Wander Coffee's post

Love the awning / looks like you are expanding the device

3 w Like Reply 10

Looks amazing. I will make it down to see you some time soon. Hope business is going well xxx

3 w Like Reply 10

Wander Coffee replied · 3 replies

Wonderful food drink and people

3 w Like Reply 10

Such lovely food and drinks! Highly recommended

3 w Like Reply 200

Lulu Brekalo replied · 1 Reply

"Most relevant" is selected, so some comments may have been filtered out.

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

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Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...

10:11 4

Wander Coffee's post

OO You, [redacted] and 11 others

7 shares

Most relevant

Lovely Oat milk flat white this morning - thank you

3 w Like Reply 10

Wander Coffee

thank you

3 w Like Reply

Write a reply...

Thanks for the lovely coffee. It's great to have you in the park!

3 w Like Reply 10

Lulu Brekalo replied · 1 Reply

"Most relevant" is selected, so some comments may have been filtered out.

Write a comment...

Write a comment...

Write a comment...

Write a comment...

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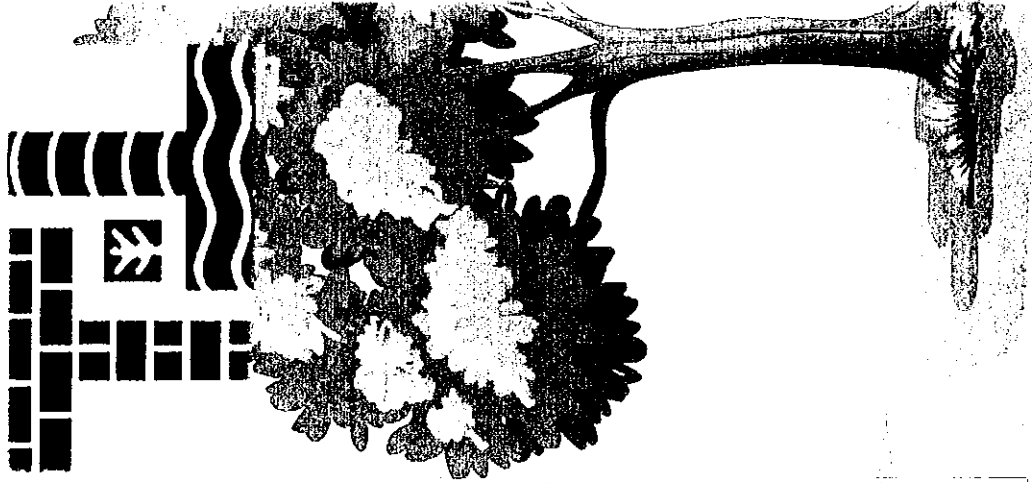
Write a comment...

Write a comment...

Write a comment...

Write a comment...

Write a comment...






10:06 📶 🔋




Wander Coffee


Home Posts Reviews Videos Photos

 recommends Wander Coffee. · 1 month ago · 🔄




..... stopped off before a walk ... great coffee , fab yummy food , beautiful surroundings... cool proprietors


Great cocktails

 Like  Comment  Share


 Wander Coffee. · 1 month ago · 🔄








Found them in Chatsworth Park Car Park today. Fantastic hot chocolate and brownies, great coffee too. Such friendly service would 100% recommend!

 Like  Comment  Share

 Coffee. · 2 months ago · 🔄



After a long day at work - A lovely hot latte

 Message


      

10:08 📶 🔋


Wander Coffee's post




 That's fantastic!!  10


5 d Like Reply

 Brilliant , chairs and a Disabled portiloo how amazing that'll make such a difference xx


5 d Like Reply


 Lulu Brekalo

 Like  Comment  Share


 I know right, we are absolutely thrilled. Xx

5 d Like Reply


 Write a reply...








 It's a great place to meet up with friends and grab delicious coffee and snacks .

5 d Like Reply

 Fantastic Lulu! I'm so looking forward to buying a coffee from you! X

10


 Write a comment...

10:06 📶 🔋




Wander Coffee


Home Posts Reviews Videos Photos

 recommends Wander Coffee. · 1 month ago · 🔄

Tried for the first time, lovely people, scrumptious bakes and nice coffee, would recommend




1 Comment


 Like  Comment  Share

 Coffee. · 1 month ago · 🔄


lovely hot drinks and amazing bakes! I will be visiting lots!








1 Comment

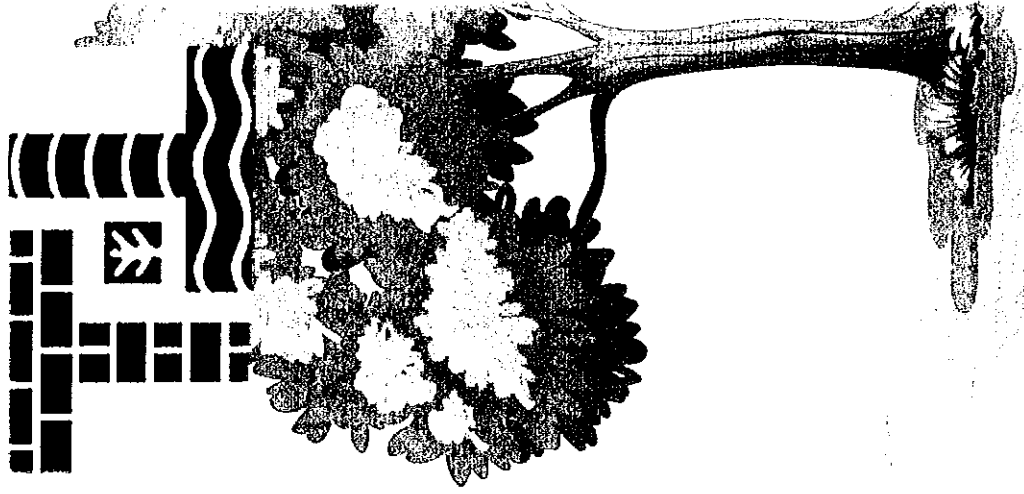
 Like  Comment  Share

 Coffee. · 1 month ago · 🔄

What a great location for a coffee and cakes (etc) trailer! That coffee is fantastic too! Thank you WanderCoffee!

 Message



Customer Data

- Footfall is a total of hot and cold drinks. This has been agreed as the most accurate metric
- Data for May is not complete

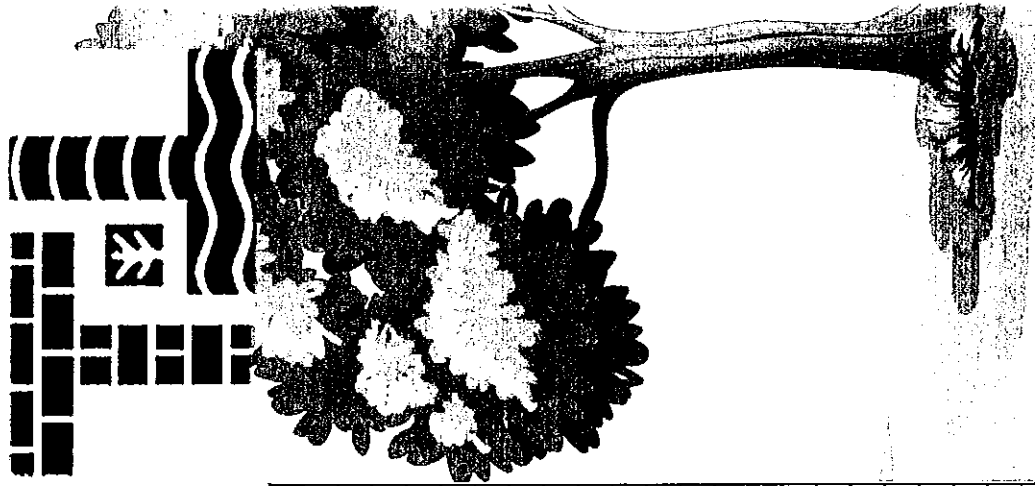
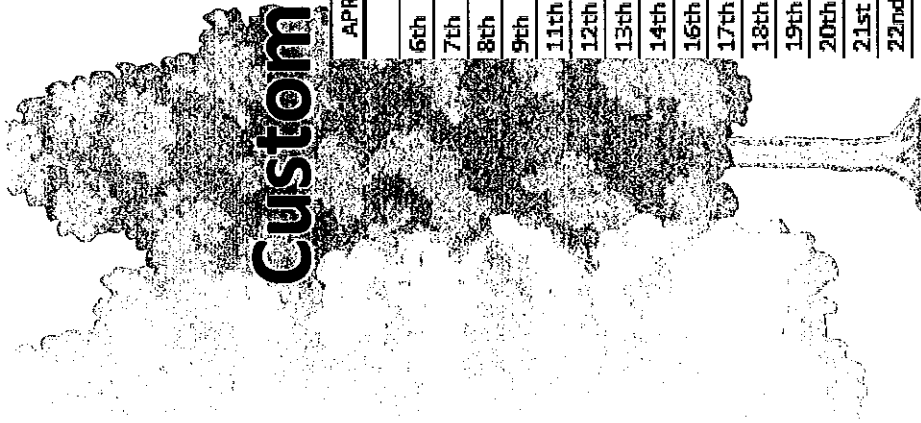
APRIL

Number of Sales	Average Spend	Total Footfall	Average Footfall	Hot drinks	Cold Drinks	Cakes	Total Items Sold
601	£ 6.64	991	50	820	171	622	1613

MAY SO FAR

Number of Sales	Average Spend	Total Footfall	Average Footfall	Hot drinks	Cold Drinks	Cakes	Total Items Sold
167	£ 6.87	248	35	194	54	191	439

Customer Data – April in full



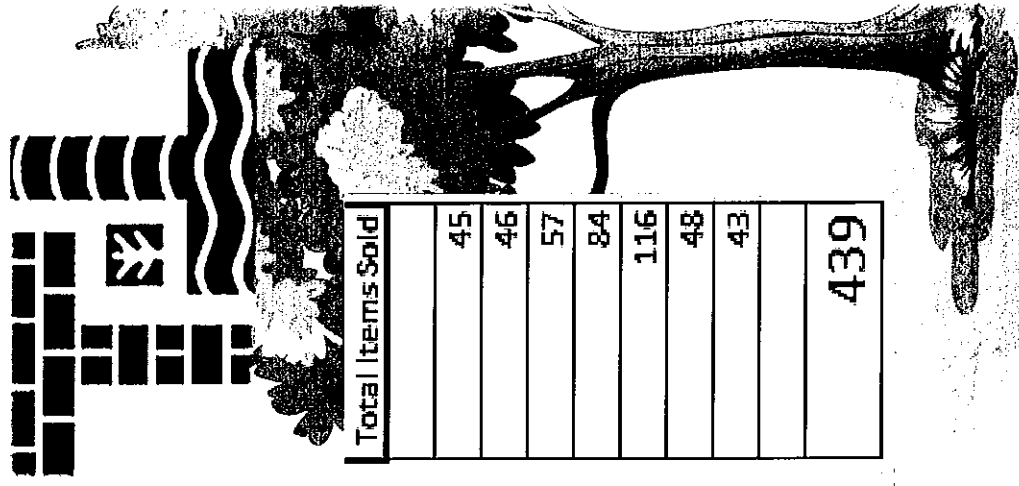
APRIL	Number of Sales	Average Spend	Footfall	Hot drinks	Cold Drinks	Cakes	Total Items Sold
6th	30	£6.43	49	44	5	31	80
7th	27	£7.70	43	40	3	41	84
8th	23	£5.73	36	27	9	26	62
9th	48	£7.01	97	78	19	41	138
11th	37	£7.00	70	60	10	48	118
12th	26	£6.24	41	33	8	24	65
13th	43	£5.98	68	59	9	39	107
14th	29	£5.25	41	37	4	23	64
16th	34	£7.52	66	57	9	37	103
17th	30	£8.20	57	45	12	43	100
18th	40	£6.37	62	52	10	39	101
19th	31	£5.12	41	31	10	23	64
20th	23	£6.79	38	35	3	22	60
21st	17	£7.98	24	22	2	27	51
22nd	24	£7.55	43	35	8	24	67
23rd	34	£6.13	40	23	17	43	83
24th	32	£6.32	56	46	10	23	79
25th	19	£6.98	38	31	7	18	56
29th	22	£6.28	32	28	4	22	54
30th	32	£6.12	49	37	12	28	77
Total	601	£6.64		820	171	622	1613

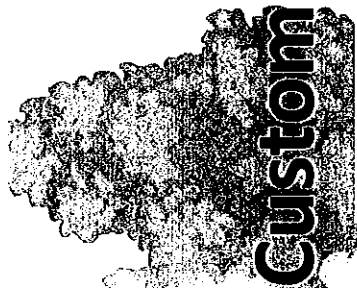
Customer Data – May to date

IMAY	Number of Sales	Average Spend	Footfall
	17	£6.57	27
1st	18	£6.69	22
2nd	21	£6.83	35
5th	30	£7.19	43
7th	35	£8.95	68
9th	23	£6.25	27
12th	23	£5.59	26
13th			
Total	167	£6.86	

Hot drinks	Cold Drinks	Cakes
23	4	18
15	7	24
28	7	22
32	11	41
51	17	48
22	5	21
23	3	17
194	54	191

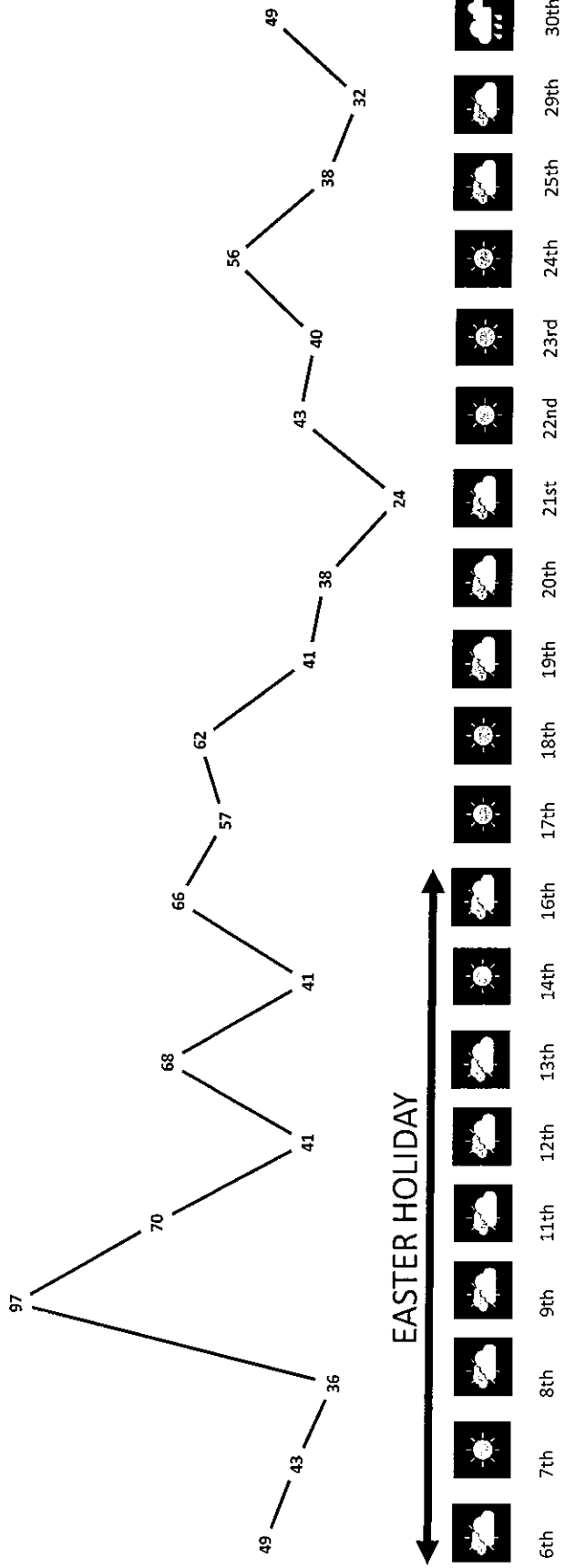
Total Items Sold
45
46
57
84
116
48
43
439





Customer Data - April Detail

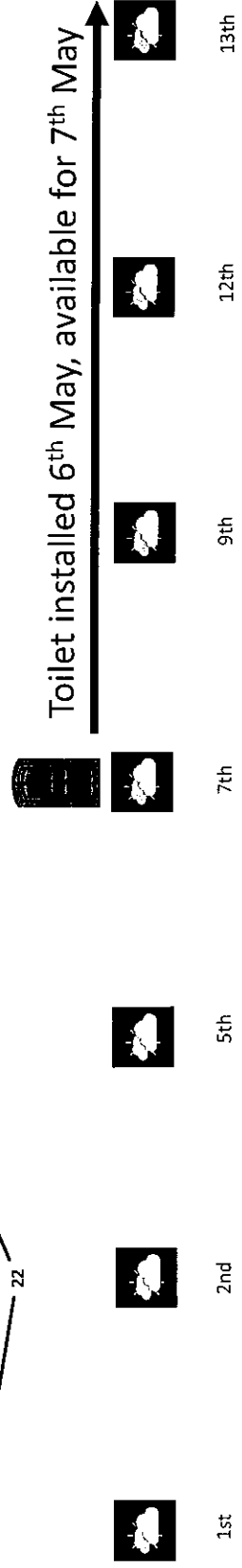
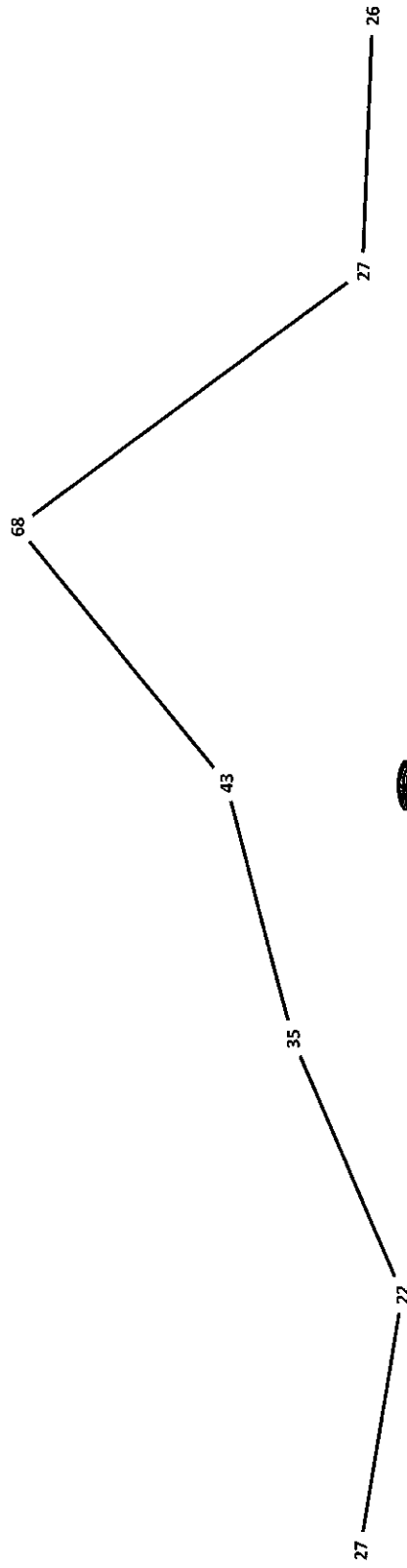
FOOTFALL



EASTER HOLIDAY

Customer Data – May Detail

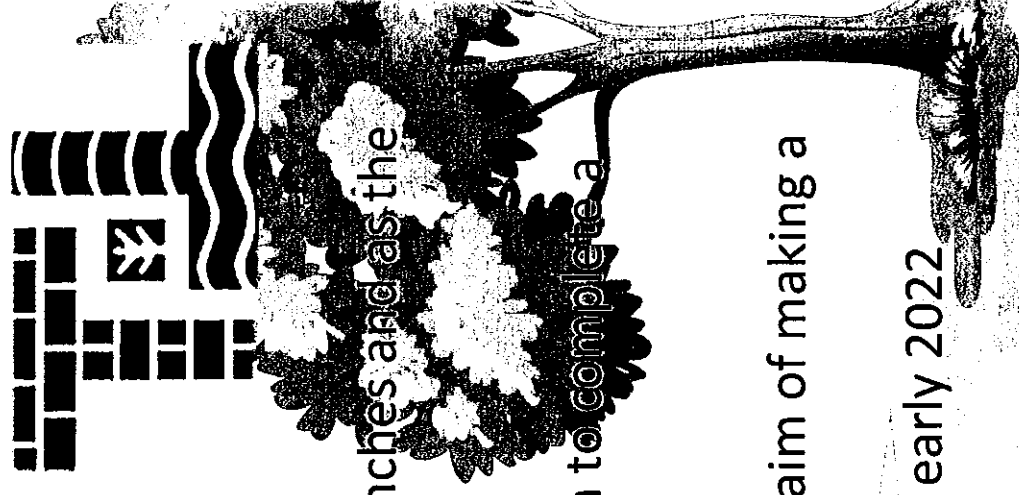
FOOTFALL





Next Steps

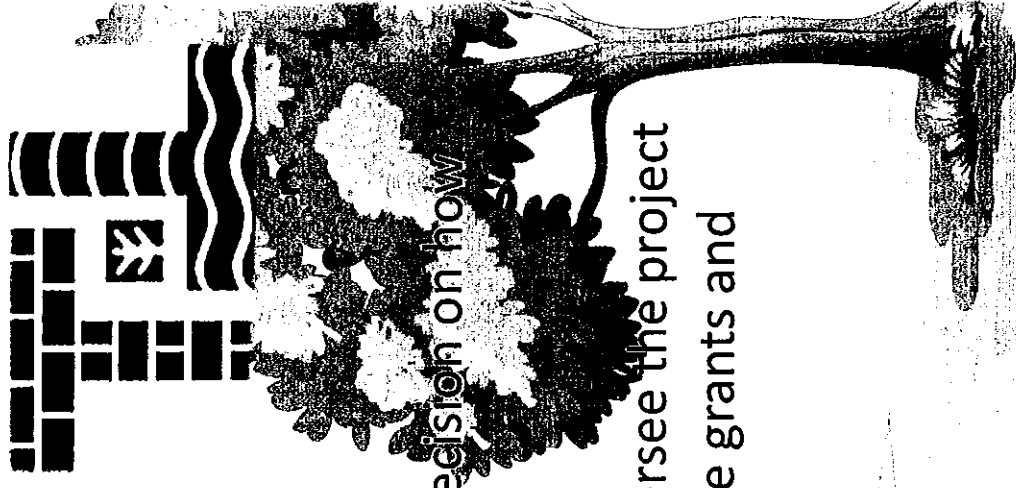
- Continue to monitor Wander Coffee following installation of benches and as the weather begins to improve
- Collect feedback from concession customers
- Re-found the Chatsworth Park Café Working Group with the aim to complete a feasibility survey
- Engage Council Officers to be involved with the working group
- Identify and allocate budget to complete feasibility survey with aim of making a decision about the viability of a café project in 2021
- If project viable, move on to planning, funding and consultation early 2022





To Consider

- How many councillors in the reconstituted working?
- Will ACC endorse the way ahead and set some criteria for the decision on how or decide if the council wants to build a permanent café?
- Can officers cope with additional workload ?
- In the future the likely employment of a project manager to oversee the project
- Available funding both within the council, from Lewes, corporate grants and private financing



<u>AGENDA ITEM</u>	13
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To consider Wander Coffee's request to sell alcohol from Chatsworth Park

1. INTRODUCTION

Wander Coffee have asked if they can update their menu to include the selling of alcohol (Pimms and Gin & Tonic) at Chatsworth Park.

2. INFORMATION

Cllr Clarkson contacted Lewes District Council as Wander Coffee have a personal licence for the sale of alcohol issued by Brighton & Hove Council and they confirmed that this licence is applicable for use in our area.

Cllr Clarkson emailed the Committee for their comments and it was agreed that Wander Coffee's request be taken to the next Committee meeting for consideration.

3. RECOMMENDATION

The selling of alcohol could create further anti-social behaviour in the park and I recommend residents and other interested parties should be consulted prior to any decision being made.

4. ENVIRONMENTAL IMPACT

The consumption of alcohol could increase antisocial behaviour.

5. FINANCIAL IMPLICATIONS

None.

<u>AGENDA ITEM</u>	14
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To agree way forward for requests to run classes and groups in Chatsworth Park

1. INTRODUCTION

At our last Amenities & Civic Centre meeting, the Committee considered a request to run a weekly mother and baby class in Chatsworth Park. Following discussion, it was agreed that the classes could run in the park without us charging a fee. The resident was informed and advised that they would be unable to reserve a space, would need to furnish us with the insurance details, that they would need to remove any rubbish at the end of the session and that the Town Council would review the decision at the end of the summer. Unfortunately, the classes have now been cancelled by the resident due to health reasons.

2. INFORMATION

The Town Council have since received two further requests to run groups in Chatsworth Park as follows:

Mother and Baby Fitness Class: This request is to use the grass area near to Wander Coffee and the car park to run mother and baby fitness classes on Tuesday and Friday mornings (9.30am-10.15am). The instructor has a risk assessment and insurance cover and feels this position would support the coffee van, as well as providing support and wellbeing for new mums who have not been able to attend groups due to Covid-19.

Boccia: We have been asked if a group from Seahaven U3A can play a game called 'Boccia' in the park (a ball sport similar to bowls played by those with physical disabilities). They have risk assessment, public liability insurance and health and safety documents. They are in the early stages of trying to arrange this group so are unable to specify their preferred location in the park, dates and times as yet.

3. RECOMMENDATION

I recommend that a policy is drawn up regarding classes and groups wishing to use the Town Council's green spaces to hold planned activities. We will need to consider if we would like to charge a small fee, which can be allocated to further improve the open spaces in the area used, or whether the groups can attend free of charge based on them applying through the Town Council and submitting their relevant insurances etc. An area of the park could be allocated for these groups.

I also recommend that a decision be made with regard to the two requests above.

4. ENVIRONMENTAL IMPACT

The classes will help local residents enjoy the large green open space within Chatsworth Park.

5. FINANCIAL IMPLICATIONS

To be decided.

<u>AGENDA ITEM</u>	15
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To ratify colour and wording for two plaques at the Memory Garden

1. INTRODUCTION

At the last Amenities & Civic Centre meeting, the Committee discussed the ongoing maintenance of the Memory Garden and reviewed the memorial policy. A number of recommendations were made, including two different coloured plaques to be added to two posts in the garden regarding purchasing a plaque for the posts and mementos, with the wording and colour to be decided by Committee members via email following the meeting.

2. INFORMATION

Councillors were asked to confirm if they were happy with the following wording and 2 green plaques to be put up:-

'If you would like to purchase a plaque to be placed on a post, please contact the Telscombe Town Council office on 01273 589777.

To keep the garden as natural as possible and for health and safety reasons, to avoid trip hazards or vandalism etc, we kindly request that no mementos are placed on or left at a post.

We welcome you to place a plant in the central mound to remember loved ones.

Your co-operation is much appreciated.

Telscombe Town Council'

Six out of 11 Committee Members responded confirming their agreement, so the two plaques were ordered following this majority response.

3. RECOMMENDATION

It is recommended to ratify that two plaques to be added to the Memory Garden containing the above wording.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

There will be a charge of approximately £30-40 for two coloured plaques.

<u>AGENDA ITEM</u>	16
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To consider installing a new piece of playground equipment at Robert Kingan Playground

1. INTRODUCTION

At January's Amenities & Civic Centre meeting, this Committee considered potential projects to spend CIL monies received from Lewes District Council and it was agreed that residents would be consulted on what they would like the monies to be spent on. An article was placed in the Town Crier but unfortunately no responses were received. At the next meeting in March, I confirmed that we would investigate prices for a piece of play equipment to replace the wooden fort that had recently been removed at Robert Kingan Playground.

2. INFORMATION

We contacted several play equipment specialists for prices and focused on inclusive items as there is little variety in this playground. Unfortunately, all but one company were unable to include installation and delivery within their prices, which will be at an additional price.

Playsafe Playgrounds Ltd provided 6 options on the attached quotation, which all include delivery, site set up, installation and surfacing, as follows:

- *Option 1* – 3 x Sensory play panels with 'SafaGrass' safety mat surfacing laid over the existing ground level at a price of £4,019 plus VAT
- *Option 2* – 2 x Sensory music stations with 'SafaGrass' safety mat surfacing laid over the existing ground level at a price of £4,491 plus VAT
- *Option 3* – 4 seat see-saw in robina timber with 'SafaGrass' safety mat surfacing laid over the existing ground level at a price of £4,146 plus VAT
- *Option 4* – Inclusive play unit in robina timber with 'SafaGrass' safety mat surfacing laid over the existing ground level at a price of £16,267 plus VAT
- *Option 5* – Inclusive roundabout with 'SafaMulch' safety surfacing at a price of £11,785 plus VAT
- *Option 6* – Sensory play station with 'SafaMulch' safety surfacing at a price of £10,356 plus VAT.

Inclusive Play confirmed that they do not offer an installation service as they find that it is better managed locally. Their recommendations included:

- *Chime Cascade* – this 8 piece chime equipment is at a cost of £1,995 plus VAT. Delivery, installation and surfacing will be an additional cost.
- *Surfboard* – an inclusive, accessible version of the traditional seesaw can be used in a variety of ways and designed at wheelchair transfer height so that the child can easily move onto the unit. It is spacious enough for several children to sit or stand together and is at a cost of £3,895 plus VAT. Delivery, installation and surfacing will be an additional cost.

Playdale Playgrounds advised that delivery and installation is always subject to a site survey. They suggested the following piece of equipment:

- *Loudspeaker* – children can speak to one another through Loudspeakers from different ends of the playground, using the same principle as the classic 'tin can telephone' at a price of £1,049 plus VAT. Delivery, groundworks, safety surfacing and installation will be at an additional cost.

Sutcliffe Play confirmed that their inclusive items start at £8,000 plus VAT and would be happy to meet with us onsite to discuss further and provide an accurate quotation.

3. RECOMMENDATION

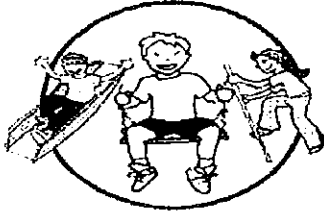
I recommend the Committee consider putting forward a proposal to Full Council that CIL monies are paid towards an inclusive piece of play equipment at Robert Kingan Playground. The Committee will need consider how much they would like spent on the project, what type of equipment to take forward or if they would like to consult with residents prior to the Full Council meeting in July.

4. ENVIRONMENTAL IMPACT

Playgrounds encourage physical activity and increase motor development skills.

5. FINANCIAL IMPLICATIONS

The current CIL Earmarked Reserve is £20,348. The Planning & Highways Committee will also be putting forward an application to Full Council for funds towards a bus shelter at the top of Bannings Vale at a cost of approximately £6,000.



PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,
Midhurst, West Sussex. GU29 0JS
Tel: 01730 815472 Fax: 01730 815872
E-mail: info@playsafeplaygrounds.co.uk

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

Ref: 10621

5th May 2021

QUOTATION – Robert Kingan Play Area

Quotation Summary Sheet

- Option 1** – Sensory play panels x 3, including site setup, installation and surfacing
- Option 2** – Sensory music stations x 2, including site setup, installation and surfacing
- Option 3** – 4-Seat See saw in robinia timber, including site setup, installation and surfacing
- Option 4** – Inclusive play unit in robinia timber, including site setup, installation and surfacing
- Option 5** – Inclusive roundabout, including site setup, installation and surfacing
- Option 6** – Sensory play station, including site setup, installation and surfacing

Quote Total = £4,019.00 - £16,267 + VAT (option dependent)



On all new synthetic safety surfaces



On Robinia hardwood timber equipment

See detailed price break down below

All prices are excluding VAT and valid for 21 days.
MCD has been included unless otherwise stated.
Terms: To be confirmed at point of order



Please contact us
for details of our
FSC certified
products
The mark of
responsible forestry
FSC® C007910

£4K Budget Options

Option 1 - (3 x Sensory 'Standalone' Play Panels)

Site Setup –

Provide all site specific health and safety documentation prior to starting works on site.

Provide, erect and maintain site security fencing around the working/access/storage areas for the duration of the works.

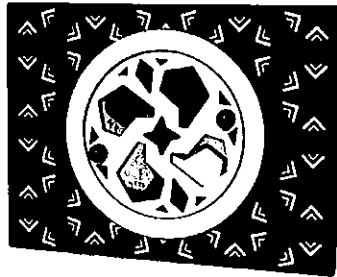
Provide and maintain on site welfare facilities for the duration of the works.

Remove the above from site on completion of the works.

Sensory Play Panels –

Supply only the following Sensory Play Panels set onto hardwood robinia posts –

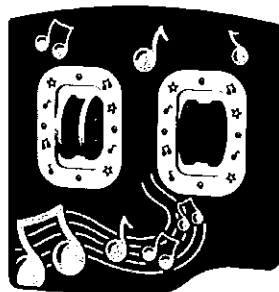
- Kaleidoscope Play Panel (1200mm x 800mm) –



- Tongue Drum Play Panel (800mm x 800mm) –



- Spin Maracas Play Panel (800mm x 800mm) –



Stainless steel brackets and fixings will be used throughout.

Installation –

Carry out the installation of the following items of play equipment into a grass site –

- 3 x stand alone play panels

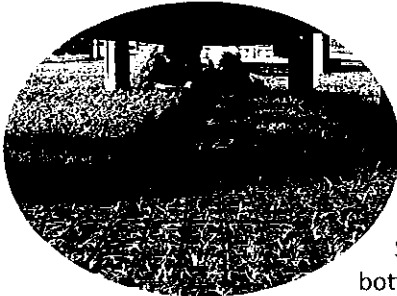
All excavated waste will be removed from site.

Prices include all plant, labour and materials required to carry out the works.

Surfacing –

Supply and lay the following areas of **SafaGrass** safety mat surfacing laid over the existing ground level, complete with ground reinforcement mesh underlay.

9m² (3m² per play panel);



All perimeter edges (**15 linear metres**) will be trenched out and the grass mats will be laid below surrounding ground levels, pegged into position, dressed with soil on completion and seeded. This will create a smooth transition between grass mats and surrounding grass surfaces.

Safagrass mats have a 5 year product guarantee – T&C's apply – see bottom of quote for further details.



OPTION 1 TOTAL = £4,019.00

All prices are excluding VAT and valid for 21 days.
Terms: To be confirmed at point of order.



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Option 2 – (2 x Sensory ‘Music Stations’)

Site Setup –

Provide all site specific health and safety documentation prior to starting works on site.
Provide, erect and maintain site security fencing around the working/access/storage areas for the duration of the works.
Provide and maintain on site welfare facilities for the duration of the works.

Remove the above from site on completion of the works.

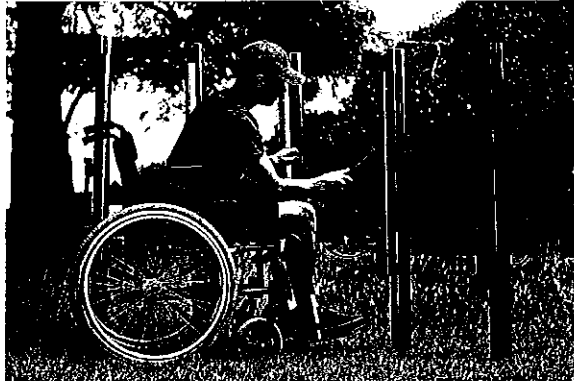
Sensory Music Stations –

Supply only the following Sensory Music Stations –

Set of 6 Calypso Chimes - Calypso Chimes are tuned with inspiring pentatonic notes to uplift your spirits and give a carnival vibe when visiting the local park!

In vibrant rainbow colours, Calypso Chimes are made from anodized aluminium with each chime individually and securely mounted to a stainless steel post along with a mallet and holder. Each note produces a clear lively tone with a long sustain.

The anodized aluminium polished finish will not chip, flake, or peel and is UV stable.



Set of 2 x Pairs Conga Drums – A traditional conga drum with an added twist to bring drumming and music-making to the great outdoors.

The Congas are a pair of single-headed drums mounted onto a stainless steel post to be installed directly into the ground. Made with heavy-duty ABS caps these strong and durable drums are painted in bright colour combinations for visual appeal.

These drums really do sound as good as they look and combine outstanding playability with high energy, a wonderful sound, and unmistakable visual appeal.



Installation –

Carry out the installation of the following items of play equipment into a grass site –

- Set of 6 x Calypso Chimes;
- Set of 2 x Pairs Conga Drums

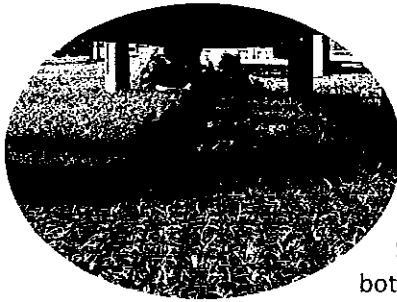
All excavated waste will be removed from site.

Prices include all plant, labour and materials required to carry out the works.

Surfacing –

Supply and lay the following areas of **SafaGrass** safety mat surfacing laid over the existing ground level, complete with ground reinforcement mesh underlay.

6m² (3m² per station);



All perimeter edges (**10 linear metres**) will be trenched out and the grass mats will be laid below surrounding ground levels, pegged into position, dressed with soil on completion and seeded. This will create a smooth transition between grass mats and surrounding grass surfaces.

Safagrass mats have a 5 year product guarantee – T&C's apply – see bottom of quote for further details.



OPTION 2 TOTAL = £4,491.00

All prices are excluding VAT and valid for 21 days.
Terms: To be confirmed at point of order.



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Option 3 – (4-Seat See Saw)

Site Setup –

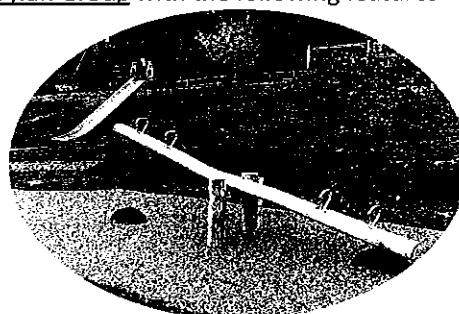
Provide all site specific health and safety documentation prior to starting works on site.
Provide, erect and maintain site security fencing around the working/access/storage areas for the duration of the works.
Provide and maintain on site welfare facilities for the duration of the works.

Remove the above from site on completion of the works.

Robinia 4-Seat See Saw –

4-seated see saw @ 4000mm length and manufactured by Dylan Group with the following features –

- Stainless steel see saw mechanism;
- Tyre seat buffers set in ground under each end;
- 4 x Ergonomic moulded seats;



Installation –

Carry out the installation of the following items of play equipment into a grass site –

- 1 x 4-seat robinia see saw;

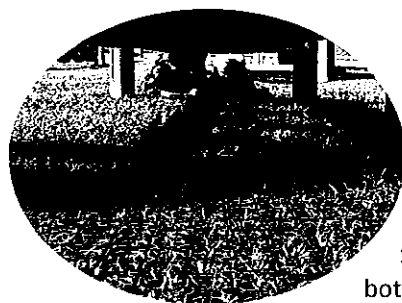
All excavated waste will be removed from site.

Prices include all plant, labour and materials required to carry out the works.

Surfacing –

Supply and lay the following areas of **SafaGrass** safety mat surfacing laid over the existing ground level, complete with ground reinforcement mesh underlay.

21m²;



All perimeter edges (20 linear metres) will be trenched out and the grass mats will be laid below surrounding ground levels, pegged into position, dressed with soil on completion and seeded. This will create a smooth transition between grass mats and surrounding grass surfaces.

Safagrass mats have a 5 year product guarantee – T&C's apply – see bottom of quote for further details.



OPTION 3 TOTAL = £4,146.00

All prices are excluding VAT and valid for 21 days.
Terms: To be confirmed at point of order.



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£12K Budget Options

Option 4 - (Inclusive Play Unit with Slide)

Site Setup –

Provide all site specific health and safety documentation prior to starting works on site.

Provide, erect and maintain site security fencing around the working/access/storage areas for the duration of the works.

Provide and maintain on site welfare facilities for the duration of the works.

Remove the above from site on completion of the works.

Inclusive Play Unit –

DDA Accessible sensory play unit manufactured from hardwood robinia timber by Dylan Group, as part of the Dylan Toddler Play Range for young users of all abilities, including a section of the unit accessible to those with mobility impairments and to include the following features -

Accessible/Toddler Section

Inclined ramp with handrail and drop rope barriers leading from ground level to the first deck.

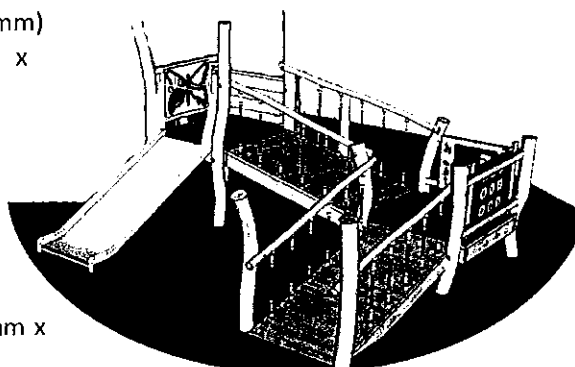
Deck 1 is set at 500mm height above ground level and includes

- Kaleidoscope Play Panel (800mm x 600mm)
- Tongue Drum Play Panel (800mm x 800mm)

A second inclined ramp with handrail and drop rope barriers leading from deck 1 to deck 2.

Deck 2 is set at 900mm above ground level and includes -

- Spin Maracas Play Panel (800mm x 800mm) –
- 900mm height extra width (1m) stainless steel slide with upper wings and safety cross bar;



Please note that proposed sensory play panels specified are different to what is shown on the above graphic

Installation –

Carry out the installation of the following items of play equipment into a grass site –

- 1 x DDA accessible play unit;

All excavated waste will be removed from site.

Prices include all plant, labour and materials required to carry out the works.

All prices are excluding VAT and valid for 21 days.
Terms: To be confirmed at point of order.

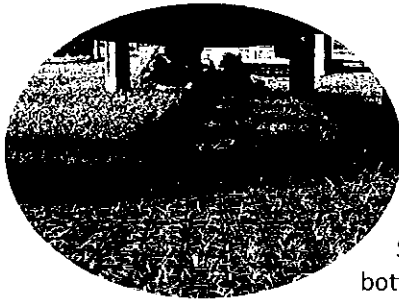


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Surfacing –

Supply and lay the following areas of **SafaGrass** safety mat surfacing laid over the existing ground level, complete with ground reinforcement mesh underlay.

49m²;



All perimeter edges (**28 linear metres**) will be trenched out and the grass mats will be laid below surrounding ground levels, pegged into position, dressed with soil on completion and seeded. This will create a smooth transition between grass mats and surrounding grass surfaces.

Safagrass mats have a 5 year product guarantee – T&C's apply – see bottom of quote for further details.

OPTION 4 TOTAL = £16,267.00

All prices are excluding VAT and valid for 21 days.
Terms: To be confirmed at point of order.



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Option 5 - (Inclusive Roundabout)

Site Setup –

Provide all site specific health and safety documentation prior to starting works on site.

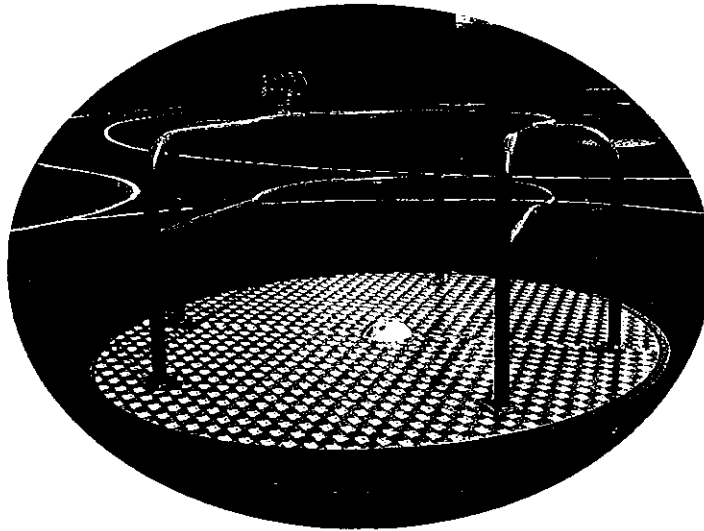
Provide, erect and maintain site security fencing around the working/access/storage areas for the duration of the works.

Provide and maintain on site welfare facilities for the duration of the works.

Remove the above from site on completion of the works.

Inclusive Roundabout –

2000mm Ø flush finish DDA accessible roundabout, manufactured in powder coated steel with a chequer plate surface.



Installation –

Carry out the installation of the following items of play equipment into a grass site –

- 1 x DDA roundabout;

All excavated waste will be removed from site.

Prices include all plant, labour and materials required to carry out the works.

All prices are excluding VAT and valid for 21 days.
Terms: To be confirmed at point of order.



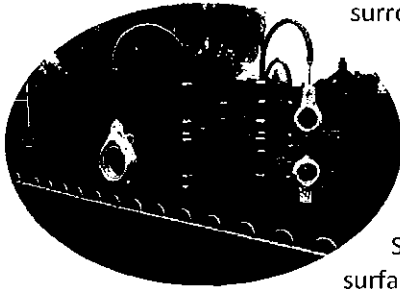
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Surfacing –

Supply and lay the following areas of **coloured SafaMulch™** bound rubber mulch safety surfacing, complete with a double thickness geotextile membrane underlay when laid over grass/soil.

- **25m² @ 40mm depth** over the existing grass surface;

All perimeter edges will be trenched out and the rubber surface will be laid below surrounding ground levels, dressed with soil on completion and seeded. This will create a smooth transition between rubber surface and surrounding grass surfaces.



SafaMulch is available in 8 x standard colours which can be blended together if required.

SafaMulch has a 5 year Guarantee as standard to all new safety surface areas – full Ts & Cs available.

OPTION 5 TOTAL = £11,785.00



Option 6 - (Sensory Play Station)

Site Setup –

Provide all site specific health and safety documentation prior to starting works on site.

Provide, erect and maintain site security fencing around the working/access/storage areas for the duration of the works.

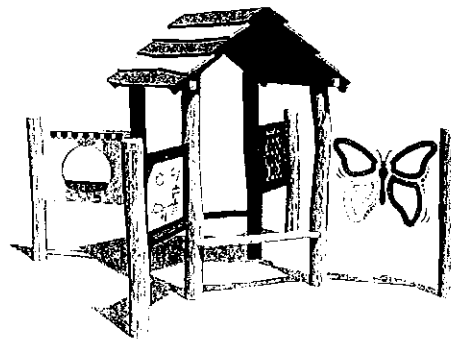
Provide and maintain on site welfare facilities for the duration of the works.

Remove the above from site on completion of the works.

Sensory Play Station –

Sensory Play station manufactured from hardwood robinia timber by Dylan Group, as part of the Dylan Toddler Play Range, with the following features –

- Mini shelter complete with overlap boarded roof and seating;
- Kaleidoscope play Panel;
- Tongue drum Play Panel
- Spin Maracas Play Panel
- Conga Drum Play Panel



Please note that proposed sensory play panels specified are different to what is shown on the above graphic

Installation –

Carry out the installation of the following items of play equipment into a grass site –

- 1 x sensory Play Station;

All excavated waste will be removed from site.

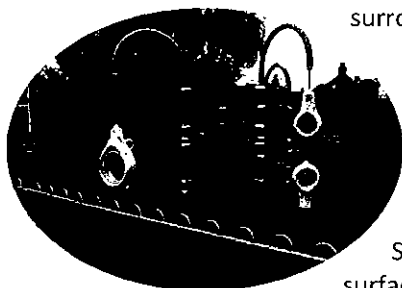
Prices include all plant, labour and materials required to carry out the works.

Surfacing –

Supply and lay the following areas of **coloured SafaMulch™** bound rubber mulch safety surfacing, complete with a double thickness geotextile membrane underlay when laid over grass/soil.

- **30m² @ 40mm depth** over the existing grass surface;

All perimeter edges will be trenched out and the rubber surface will be laid below surrounding ground levels, dressed with soil on completion and seeded. This will create a smooth transition between rubber surface and surrounding grass surfaces.



SafaMulch is available in 8 x standard colours which can be blended together if required.
SafaMulch has a 5 year Guarantee as standard to all new safety surface areas – full Ts & Cs available.

OPTION 6 TOTAL = £10,356.00

Customer Liaison (applicable to all above options)

A pre start meeting will be required prior to starting any works on site.

The site will be marked out with the client on day 1 of the contract.

The site will be scanned and checked in conjunction with site service plans prior to a permit to dig being issued by the site supervisor.

Weekly progress meetings will be held on site with the client.

A final sign off meeting will be held on completion of the works and prior to handing the site back to the client.

Notes: Prices assume all of the above is made as one order (options excluded), are subject to good site access, a site survey and assume no underground services or obstructions which may all alter the final cost. Splitting a quotation may be subject to a price change.

Service plans of the working and surrounding area will be required a minimum of 1 week prior to starting works. These should be provided by the client. Playsafe can obtain service plans at an additional cost, this may delay commencement of works if sufficient notice to provide is not given (3-4 weeks).

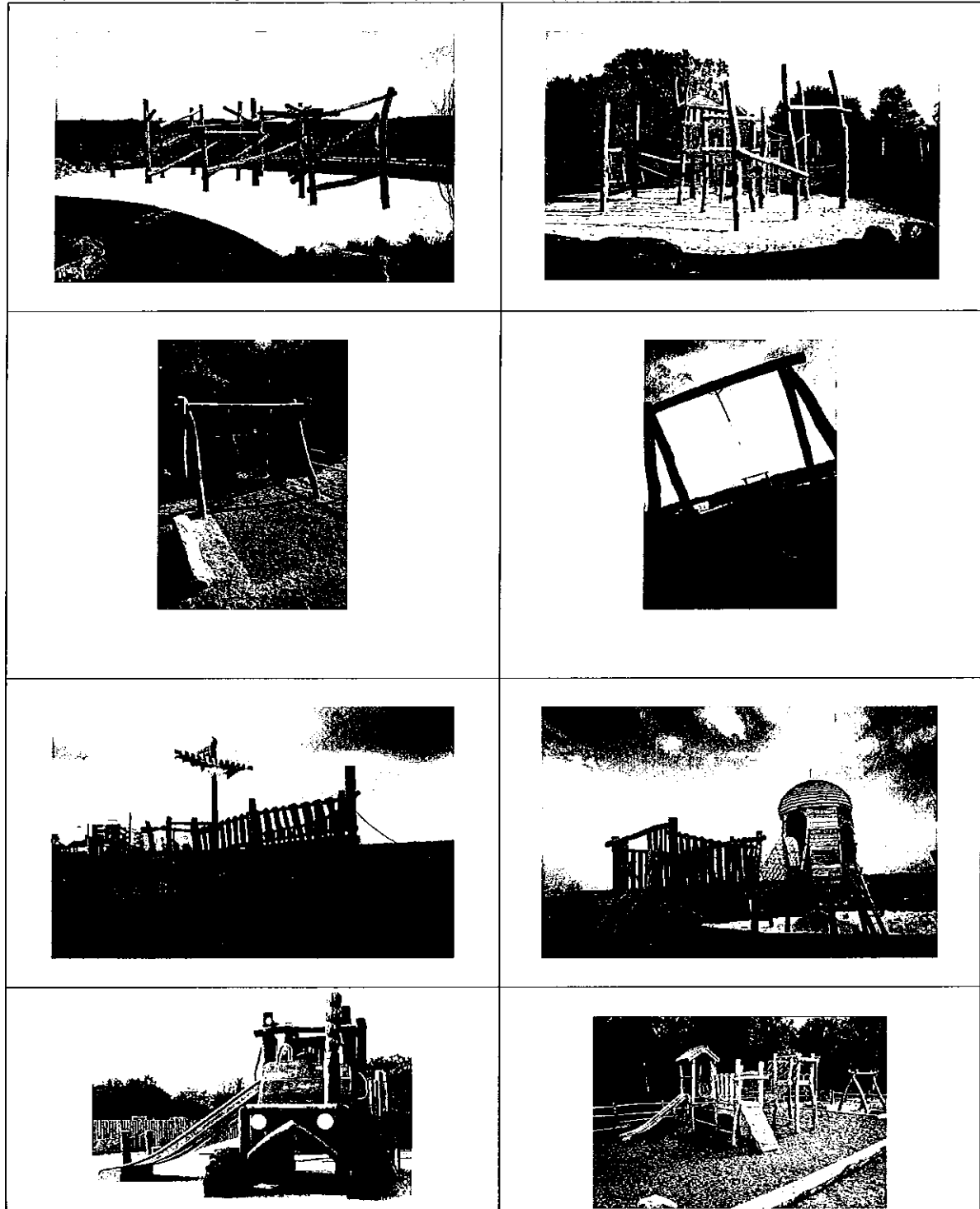
Base works installed by others should be laid to the quoted rubber depth below finished levels and should undulate no more than + or – 10mm over a 3 metre straight edge. Playsafe will not be held responsible for an uneven finished surface.

All prices are excluding VAT and valid for 21 days.
Terms: To be confirmed at point of order.



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Examples of work using robinia timber by Playsafe Playgrounds Ltd







All prices are excluding VAT and valid for 21 days.
 Terms: To be confirmed at point of order.



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Components used within manufacture

Component Description	Material
Threaded Bar Nuts Washers Bolts	Stainless Steel
Steel Cored Rope Fixings 	Stainless Steel 6mm Chain 6mm Stainless Steel Connector
Ropes and Nets 	Steel Cored Rope complete with 6mm Stainless Steel Chains
Timber Spacers (preventing toggle traps) 	Aluminium with Stainless Steel M20 Threaded Bar
Cross bolted prevents splitting 	Stainless Steel Bar & T-Nuts

All prices are excluding VAT and valid for 21 days.
 Terms: To be confirmed at point of order.



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Robinia Play Equipment Specification

- Constructed from **FSC certified** hardwood robinia timber.
- Robinia timbers are smooth sanded to a play grade finish as standard
- Natural un-stained finish unless otherwise shown.
- Stainless steel fixings are used throughout the manufacture.
- Ally spacers separate poles to prevent entrapments where poles cross.
- Steel core play grade ropes available in 6 x standard colours;
- All poles are cross bolted on any exposed ends to help prevent splitting over time.
- Heavy duty steel feet are hot dip galvanised as standard and manufactured in-house specifically for individual poles.
- All equipment is manufactured by Dylan Play to current BSEN standards.



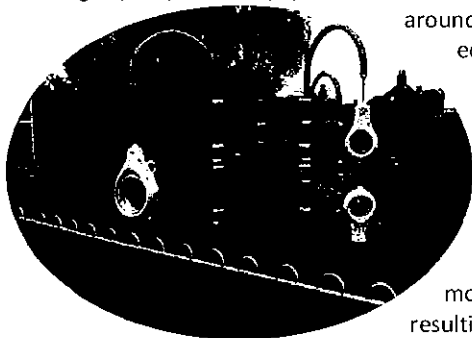
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Playsafe Safety Surfacing

Safamulch

This Playsafe safety surface is constructed of bonded rubber mixed on site using specialist equipment to produce a dense, consistent texture. It is then 'wet laid' to exacting standards.

Different areas beneath the equipment are laid to differing thicknesses to provide the necessary impact absorbency. The correct thickness and area are determined by the Free Fall Height (CFH) of the equipment to be installed. Safamulch safety surfacing can be laid around complex configurations of playground equipment and ground contours. It is virtually maintenance free.



Safamulch surfacing is guaranteed for a period of 5 years against defects in materials and workmanship from date of invoice.






The above guarantees do not include any of the following – **repair works**, cosmetic issues e.g. fading colours or any discolouration due to weathering, misuse, neglect or accident and damage due to movement of base materials not installed by Playsafe. Any damage resulting from vandalism, abnormal use or lack of maintenance is not

covered by this guarantee.



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Warranty Certificate

	<ul style="list-style-type: none"> • Robinia Timber Rot/Infestation
	<ul style="list-style-type: none"> • Galvanising • Stainless Steel Fixings • Chains
	<ul style="list-style-type: none"> • Climbing Holds • Safety Surfacing • Springs • Swing Seats • HDPE Panels
	<ul style="list-style-type: none"> • Bearings • Nets • Ropes
	<ul style="list-style-type: none"> • Playsafe Playgrounds Installations • Standard manufacturers guarantees on purchased equipment
<p>Playsafe Playgrounds Lifetime Philosophy - In addition to the stated warranty periods, any customer concern, regardless of age of the product, is fully investigated, and free of charge components supplied in circumstances where it would be reasonable to expect a greater life from any given part.</p> <p>The philosophy however does require the equipment to have been adequately maintained by the customer in order to avoid failure as a result of damage sustained outside normal wear and tear.</p> <p>Warranty Exclusions - Vandalism, misuse, discolouration and failure as a result of poor maintenance or installation by others.</p> <p>Care & Maintenance Plans - These are available upon request, please contact the head office 01730 815472</p>	

All prices are excluding VAT and valid for 21 days.
 Terms: To be confirmed at point of order.



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<u>AGENDA ITEM</u>	17
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To ratify decision to hold an Easter Trail at Chatsworth Park

1. INTRODUCTION

I received a request from Helping Out CIC on 13th May to hold an 'Easter Trail' in Chatsworth Park on Saturday 5th and Sunday 6th June between 10am and 4pm. This was initially going to be held at the Big Park in Peacehaven but now the football is back up and running, it has made it difficult to arrange.

2. INFORMATION

Due to timing restraints, I emailed Committee members and asked that they advise me if they were in agreement for this event to take place in Chatsworth Park. 8 out of 11 Committee members replied with a positive response. As this was a majority response, I advised Helping Out CIC that their request had been granted.

3. RECOMMENDATION

It is recommended to ratify the decision to allow Helping Out CIC arrange an Easter Trail in Chatsworth Park on Saturday 5th and Sunday 6th June 2021.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

None.

<u>AGENDA ITEM</u>	18
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To ratify Fire Risk Assessment, note report & agree actions required at the Civic Centre

1. INTRODUCTION

It is a legal requirement to have a fire risk assessment carried out and it should be undertaken by a competent person.

2. INFORMATION

Estimates were obtained from 3 Companies as follows:-

Pyrotec Fire Protection £560 + VAT

Salvum £329 + VAT

Safe IS £195 + VAT

I contacted the Committee Chairman & Vice Chairman recommending we proceed with Safe IS which was agreed and a purchase order was issued as this is within my delegated spending authority.

The full report has been emailed to Committee Members and due to its length only the recommendations are attached with this report.

3. RECOMMENDATION

In view of the circumstances it is advised to proceed with the recommendations in the report as follows:-

Action 01 – A 5 year reminder system is already in place and the electrical installation inspection was already booked and undertaken on 19.4.21.

Action 02 – Minimal cooking is undertaken in the kitchen and the extraction equipment is hardly ever used.

Action 03 – Fire doors have fire door retainers fitted which automatically close the doors if the alarm is sounded. It is **recommended** to have the alternative loft space accessed from the northern upstairs corridor boarded up and the storage boxes moved there from the kitchen loft.

Action 04 – A Personal Emergency Evacuation Plan can be drawn up when required.

Action 05 – It is **recommended** to have the escape route fire doors assessed as per the report.

Action 06 - It is **recommended** to obtain estimates for the emergency lighting suggested in the report and the Town Clerk proceed with the best estimate if within her delegated spending authority.

Action 07 – It is **recommended** that Securitel are contacted and asked to quote for the work suggested in the report.

Action 08 – The caretaker tests and records the system weekly. Quarterly checks of the entire system are carried out by Securitel.

Action 09 – The caretaker tests the emergency lighting weekly and records this. It is **recommended** that 6 monthly testing along with a three-hour discharge by a competent contractor be implemented.

Action 10 – All relevant training & testing records are kept as per the suggested requirement.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Costs are not known at present. Estimates will be obtained and either progressed with the Chairman and Town Clerk's authority, or taken back to Committee depending on the cost.

Fire Risk Assessment

based on PAS 79:2012

ACTION PLAN					
It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following levels: Trivial or Tolerable					
Action	Report Ref.	Detail (to be read in conjunction with the report findings)	Priority	Action by whom	Date action undertaken
01	7.3	<p>All fixed electrical installations within this premises should be inspected every five years in accordance with Electricity at Work Regulations / IEE Wiring Regulations Eighteenth Edition 2018 / British Standard 7671.</p> <p>It is recommended that the client ensure once this is completed, create a management action to ensure the electrical installation is retested five yearly.</p> <p>The relevant paperwork should be kept within the fire log book.</p>	LOW	Client	
02	11.3	<p>If the extraction equipment is used it requires regular cleaning and annual servicing by an approved contractor.</p>	LOW	Client	
03	13.3	<p>It is important not to let items build up in storage areas and they remain tidy at all times and fire doors not wedged open. This should be robustly enforced.</p> <p>The kitchen loft is required to be cleared of combustible items and all escape routes internal and external are to remain clear and sterile.</p>	HIGH	Client	
04	17.4	<p>It is recommended in the event of a disabled person requiring access to the premises (i.e. an employee, a visitor or a contractor) a Personal Emergency Evacuation Plan (PEEP) should be written and implemented by the RP.</p>	LOW	Client	
05	18.3	<p>It is recommended the fire resisting doors protecting the escape routes be assessed by a competent contractor and repaired/maintained in accordance with BS476 part 22, BS8214-2016. Some air gaps appear to be larger than the recommended 4mm.</p>	MED	Client	
06	19.2	<p>It is recommended an additional emergency light be installed to the external side of the ground floor double fire exit leading in to the rear court yard, there is a step and no external street lighting.</p>	MED	Client	
07	21.7	<p>It is recommended the client liaise with the servicing contractor of the fire alarm system and discuss the installation of additional fire protection to the ground floor escape hallway to the rear, ground floor boiler/electrical cupboard and the</p>	HIGH	Client	

Fire Risk Assessment

based on PAS 79:2012

		kitchen loft comms space. All works must be completed in accordance with BS5839.			
08	27.2	It is recommended the fire detection system is tested weekly in accordance with the requirements of BS5839 and the results recorded within a fire log book. (see 28.1)	LOW	Client	
09	27.3	It is recommended the emergency lighting receive a monthly visual check and a monthly 'Flick' test in accordance with the requirements of BS5266-1: 2016 and the results recorded within a fire log book. (the landlord is required to let the client know where the emergency light test switch is located). Additionally, the emergency lighting installation should be serviced and subjected to a three-hour discharge test on a six monthly basis by a competent contractor.	HIGH	Client	
10	28.1	The fire log book should contain copies of all relevant training, testing and inspection records, along with details of regular in-house fire safety inspection routines. The fire logbook should be kept within the clients demise and be available for inspection by any relevant authority.	LOW	Client	

<u>AGENDA ITEM</u>	19
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To ratify electrical installation inspection, note report and agree actions required

1. INTRODUCTION

Public buildings are required to have their electrical installations checked by a competent person every 5 years and an Electrical Installation Condition Report issued.

2. INFORMATION

As the Civic Centre's was due its 5 year review, estimates were obtained from 4 Companies as follows:-

Cobb Electrical £560 plus VAT
Bradbury Electrical £780 plus VAT
AJ Electrical £795 plus VAT
A Taylor £1,080 plus VAT

I contacted the Committee Chairman & Vice Chairman recommending we proceed with Cobb Electrical which was agreed and a purchase order was issued as this is within the delegated spending authority of the Committee Chairman and Town Clerk.

The report is attached for your information and they have provided a separate quote to undertake either essential minimum works or works required to bring the installation up to current safety standards.

3. RECOMMENDATION

It is recommended to ratify the inspection undertaken by Cobb Electrical in the sum of £560 and to note their report. It is also recommended to undertake the works required to bring the installation up to current safety standards in the sum of £3,780 plus VAT.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

We have an earmarked reserve of £19,550 for the Civic Centre maintenance and the cost of the works can be taken from this.



COBB ELECTRICAL (SUSSEX) LTD

This report is not valid if the serial number has been defaced or altered

319843

IPR18

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

Original to the person ordering the work

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR

Registration No: 027401 Branch No: N/A
Trading Title: Cobb Electrical Ltd
Address: 60 Bates Road, Brighton, Sussex
Postcode: BN1 6PG Tel No: 01273 566667

DETAILS OF THE CLIENT

Contractor Reference Number (CRM): N/A
Name: Teiscombe Town Council
Address: Civic Centre, 360 South Coast Road, Peacehaven, Sussex
Postcode: BN10 7ES Tel No: N/A

DETAILS OF THE INSTALLATION

Occupier: Client
Address: Civic Centre, 360 South Coast Road, Peacehaven, Sussex
Postcode: BN10 7ES Tel No: N/A

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:
Client request

Date(s) when inspection and testing was carried out: (19/04/2021)

Records available: (No.....)

Previous inspection report available: (No.....)

Previous report date: (.....)

(see additional page No. N/A.)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):
In need of remedial works & updating

(see additional page No. N/A.)

Estimated age of electrical installation: (20.....) years

Evidence of additions or alterations: (Yes.....)

Overall assessment of the installation is: **Unsatisfactory***

PART 4 : DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capital): DARREN COBB Signature: Date: 19/04/2021

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Name (capital): DARREN COBB Signature: Date: 19/04/2021

*An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that Further Investigation (CODE F1) without delay is required.



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PART 5: NEXT INSPECTION

I/We (as indicated on page 1) recommend, subject to the necessary remedial work being taken, this installation should be further inspected and tested after an interval of not more than 5..... years*

Give reason for recommendation: As recommended in BS 7671..... (see additional page No. N/A)

PART 6: OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

CODES: One of the following Codes, as appropriate, has been allocated to each of the observations made below to indicate to the person(s) responsible for the electrical installation the degree of urgency for remedial action

CODE C1 'Danger Present' Risk of injury, Immediate remedial action required	CODE C2 'Potentially Dangerous' Urgent remedial action required	CODE C3 'Improvement Recommended'	CODE F1 'Further Investigation Required'
--	--	--------------------------------------	---

Referring to the Schedule of Items Inspected (see PART 10), the attached Schedule of Circuit Details and Test Results (see PART 12), and subject to any agreed limitations listed in PART 7:

There are no items adversely affecting electrical safety , OR The following observations and recommendations for action are made:

Item No	Observation(s)	Code	Location Reference
1	No surge protection provided for installation at DB's 1, 2 & 3	C3	Mains positions
2	No RCD protection for cables flushed in walls	C3	Mains positions
3	No RCD protection for socket outlets able to be used outdoors	C2	Mains positions
4	No RCD protection socket outlets for general use	C3	Mains positions
5	Main supply conductors not secured	C3	DB1
6	Redundant cables not removed from DB1	C3	DB1
7	Broken dual back box to boiler spur in boiler cupboard	C2	Boiler cupboard
8	Cables not double insulated & further protected on entry to meter at DB3 position	C2	Room 6
9	Circuit lists need updating with additional information	C3	Mains positions
10	Supply to fire alarm not installed in fire resistant cable cable	C3	Ground floor entrance lobby
11	No indicating sleeving fitted	C3	Throughout
12	Poorly terminated connections behind stairway lights	C2	Stairway
13	Emergency light fitting in ground floor kitchen missing cover	C2	Ground floor kitchen
14	SY cables used on outlets to 3 phase range cooker & hot water boiler in ground floor kitchen	C3	Ground floor kitchen

Additional pages? (N/A) State page numbers: (N/A)

Immediate action required for items: (N/A) Improvement recommended for items: (1, 2, 4, 5, 6, 9, 10, 11, 14)

Urgent remedial action required for items: (3, 7, 8, 12, 13) Further investigation required for items: (N/A)

*The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

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PART 7 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with BS 7671: 2018, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the installation covered by this report:

Complete fixed wiring installation

(see additional page No. N/A)

Agreed limitations including the reasons, if any, on the inspection and testing:

Supply only for lift tested, no lift equipment tested. Unable to carry out insulation resistance tests on various circuits due to vulnerability of equipment

(see additional page No. N/A)

Agreed with (print name): CLIENT

Extent of sampling: 25% of switches, sockets & other equipment opened for inspection

(see additional page No. N/A)

Operational limitations including the reasons: None

(see additional page No. N/A)

PART 8 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements

TN-C-S: TN-S: TT:

Other (state): N/A

Supply protective device

(BS (EN) 1361 Fuse HBC)

Type: (2) Rated current: (100) A

Number and type of live conductors

AC 1-phase, 2-wire: 2-phase, 3-wire:

3-phase, 3-wire: 3-phase, 4-wire:

DC 2-wire: 3-wire: Other: (N/A)

Confirmation of supply polarity: (✓)

Other sources of supply: (as detailed on attached schedule) Page No: (N/A)

Nature of supply parameters

Nominal line voltage, $U_l^{(1)}$: (415) V

Nominal line voltage to Earth, $U_0^{(1)}$: (230) V

Nominal frequency, $f^{(1)}$: (50) Hz

Prospective fault current, $I_{pf}^{(1)*}$: (1,827) kA

External loop impedance, $Z_e^{(1)*}$: (0.18) Ω

(1) By enquiry, measurement, or by calculation

PART 9 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS CERTIFICATE

Means of Earthing

Distributor's facility: (✓)

Installation earth electrode: (N/A)

Where an earth electrode is used insert

Type - rod(s), tape, etc: (N/A)

Location: (N/A)

Electrode resistance to Earth: (N/A) Ω

Main protective conductors

Earthing conductor:

{material Copper csa 25 mm²}

Connection / continuity verified:

Main protective bonding conductors:

{material Copper csa 16 mm²}

Connection / continuity verified:

Main protective bonding connections

Water installation pipes: (✓)

Gas installation pipes: (✓)

Structural steel: (N/A)

Oil installation pipes: (N/A)

Lightning protection: (N/A)

Other (state): N/A

Main switch / Switch-fuse / Circuit-breaker / RCD

Type: (BS (EN) BS-EN 60947-3)

Location: (DB1)

No. of poles: (3)

Current rating: (200) A

Rating / setting of device: (200) A

Voltage rating: (415) V

Where an RCD is used as the main switch

RCD rated residual operating current, $I_{\Delta n}$:

Measured operating time: (N/A) ms

Rated time delay: (N/A) ms

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_{pf} , and external earth fault loop impedance, Z_e , must be recorded.

All fields must be completed. Enter either, as appropriate: ' ✓ ' if Acceptable condition; ' N/A ' if Not applicable; ' LIM ' if a Limitation exists; or Code appropriately - CODE 'C1', 'C2', 'C3' or 'F1' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

ELECTRICAL INSTALLATION CONDITION REPORT

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PART 10 : SCHEDULE OF ITEMS INSPECTED

1. External condition of electrical intake equipment (visual inspection only) (If inadequacies are identified with the intake equipment, it is recommended the person ordering the report informs the appropriate authority.)	(✓)	Page No. (N/A)	(✓)
1.1 Service cable: (✓)	(✓)		(✓)
1.2 Service head: (✓)	(✓)		(✓)
1.3 Earthing arrangement: (✓)	(✓)		(✓)
1.4 Meter tails: (✓)	(✓)		(✓)
1.5 Metering equipment: (✓)	(✓)		(✓)
1.6 Isolator (where present): (✓)	(✓)		(✓)
2. Presence of adequate arrangements for parallel or switched alternative sources	(✓)		(✓)
2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply: (✓)	(✓)		(✓)
2.2 Adequate arrangements where generating set operates in parallel with the public supply: (✓)	(✓)		(✓)
2.3 Presence of alternative / additional supply arrangement warning notice(s) at or near equipment, where required: (✓)	(✓)		(✓)
3. Automatic disconnection of supply	(✓)		(✓)
3.1 Main earthing and bonding arrangements	(✓)		(✓)
a) Presence and condition of distributor's earthing arrangement: (✓)	(N/A)		(N/A)
b) Presence and condition of earth electrode arrangement, if present: (✓)	(✓)		(✓)
c) Adequacy of earthing conductor size: (✓)	(✓)		(✓)
d) Adequacy of earthing conductor connections: (✓)	(✓)		(✓)
e) Accessibility of earthing conductor connections: (✓)	(✓)		(✓)
f) Adequacy of main protective bonding conductor size(s): (✓)	(✓)		(✓)
g) Adequacy of main protective bonding conductor connections: (✓)	(✓)		(✓)
h) Accessibility of main protective bonding connections: (✓)	(✓)		(✓)
i) Accessibility and condition of other protective bonding connections: (✓)	(✓)		(✓)
j) Provision of earthing / bonding labels at all appropriate locations: (✓)	(✓)		(✓)
3.2 FELV	(N/A)		(N/A)
a) Source providing at least simple separation: (N/A)	(N/A)		(N/A)
b) Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises: (N/A)	(N/A)		(N/A)

4. Other methods of protection Details should be provided on separate sheets:	(✓)	Page No. (N/A)	(✓)
5. Distribution equipment	(✓)		(✓)
5.1 Adequacy of working space / accessibility of equipment: (✓)	(✓)		(✓)
5.2 Security of fixing: (✓)	(✓)		(✓)
5.3 Condition of insulation of live parts: (✓)	(✓)		(✓)
5.4 Adequacy / security of barriers: (✓)	(✓)		(✓)
5.5 Condition of enclosure(s) in terms of IP rating: (✓)	(✓)		(✓)
5.6 Condition of enclosure(s) in terms of fire rating: (✓)	(✓)		(✓)
5.7 Enclosure not damaged / deteriorated so as to impair safety: (✓)	(✓)		(✓)
5.8 Presence and effectiveness of obstacles: (N/A)	(N/A)		(N/A)
5.9 Presence of main switch(es), linked where required: (✓)	(✓)		(✓)
5.10 Operation of main switch(es) (functional check): (✓)	(✓)		(✓)
5.11 Correct identification of circuit protective devices: (✓)	(✓)		(✓)
5.12 Adequacy of protective devices for prospective fault current: (✓)	(✓)		(✓)
5.13 RCD(s) provided for fault protection – includes RCBOs: (N/A)	(N/A)		(N/A)
5.14 RCD(s) provided for additional protection – includes RCBOs: (C2)	(C2)		(C2)
5.15 RCD(s) provided for protection against fire – includes RCBOs: (N/A)	(N/A)		(N/A)
5.16 Manual operation of circuit-breakers and RCDs to prove disconnection: (✓)	(✓)		(✓)
5.17 Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (✓)	(✓)		(✓)
5.18 Presence of RCD six-monthly retest notice at or near equipment, where required: (✓)	(✓)		(✓)
5.19 Presence of diagrams, charts or schedules at or near equipment, where required: (✓)	(✓)		(✓)
5.20 Presence of non-standard (mixed) cable colour warning notices at or near equipment, where required: (✓)	(✓)		(✓)
5.21 Presence of next inspection recommendation label: (✓)	(✓)		(✓)
5.22 All other required labelling provided: (✓)	(✓)		(✓)
5.23 Compatibility of protective device(s), base(s) and other components: (✓)	(✓)		(✓)


5.24 Single-pole switching or protective devices in line conductors only: (✓)	(✓)		(✓)
5.25 Protection against mechanical damage where cables enter equipment: (✓)	(✓)		(✓)
5.26 Protection against electromagnetic effects where cables enter ferrromagnetic enclosures: (✓)	(✓)		(✓)
6. Distribution / final circuits	(✓)		(✓)
6.1 Identification of conductors: (✓)	(✓)		(✓)
6.2 Cables correctly supported throughout their length: (✓)	(✓)		(✓)
6.3 Condition of insulation of live parts: (✓)	(✓)		(✓)
6.4 Non-sheathed cables protected by enclosures in conduit, ducting or trunking: (✓)	(✓)		(✓)
6.5 Suitability of containment systems for continued use (including flexible conduit): (✓)	(✓)		(✓)
6.6 Cables correctly terminated in enclosures (indicate extent of sampling in PART 7 of report): (C2)	(C2)		(C2)
6.7 Indication of SPD(s) continued functionality confirmed: (N/A)	(N/A)		(N/A)
6.8 Adequacy of AFDD(s), where specified: (N/A)	(N/A)		(N/A)
6.9 Confirmation that conductor connections, including connections to busbars are correctly located in terminals and are tight and secure: (✓)	(✓)		(✓)
6.10 Examination of cables for signs of unacceptable thermal and mechanical damage / deterioration: (✓)	(✓)		(✓)
6.11 Adequacy of cables for current-carrying capacity with regard to the type and nature of installation: (✓)	(✓)		(✓)
6.12 Adequacy of protective devices; type and rated current for fault protection: (✓)	(✓)		(✓)
6.13 Presence and adequacy of circuit protective conductors: (✓)	(✓)		(✓)
6.14 Co-ordination between conductors and overload protective devices: (✓)	(✓)		(✓)
6.15 Cable installation methods / practices appropriate to the type and nature of installation and external influences: (✓)	(✓)		(✓)
6.16 Cables where exposed to direct sunlight, of a suitable type or adequately protected against solar radiation: (✓)	(✓)		(✓)
6.17 Cables adequately protected against damage and abrasion: (✓)	(✓)		(✓)

All fields must be completed. Enter either, as appropriate: ✓ if Acceptable condition; N/A if Not applicable; LIM if a Limitation exists; or Code appropriately - CODE 'C1', 'C2', 'C3' or 'F1' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

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PART 10 : SCHEDULE OF ITEMS INSPECTED

6.18 Provision of additional protection by an RCD not exceeding 30 mA	(C3)	(✓)	8. Current-using equipment (permanently connected)	(✓)
a) For all socket-outlets with a rated current not exceeding 32 A, unless exempt:	(C3)	(✓)	8.1 Condition of equipment in terms of IP rating:	(✓)
b) Supplies for mobile equipment with a rated current not exceeding 32 A for use outdoors:	(C2)	(✓)	8.2 Equipment does not constitute a fire hazard:	(✓)
c) For cables concealed in walls / partitions at a depth of less than 50 mm:	(C3)	(✓)	8.3 Enclosure not damaged / deteriorated so as to impair safety:	(✓)
d) For cables concealed in walls / partitions containing metal parts regardless of depth:	(C3)	(✓)	8.4 Suitability for the environment and external influences:	(✓)
e) Circuits supplying luminaires within domestic (household) premises:	(N/A)	(✓)	8.5 Security of fixing:	(✓)
<p>Note: Older installations designed prior to BS 7671: 2018 may not have been provided with RCDs for additional protection.</p>			8.6 Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire:	(✓)
6.19 Provision of fire barriers, sealing arrangements and protection against thermal effects:	(✓)	(✓)	List number and location of luminaires inspected on a separate page:	Page No. (N/A)
6.20 Band II cables segregated / separated from Band I cables:	(✓)	(✓)	8.7 Recessed luminaires (e.g. downlighters)	(N/A)
6.21 Cables segregated / separated from non-electrical services:	(✓)	(✓)	a) Correct type of lamps fitted:	(✓)
6.22 Termination of cables at enclosures (indicate extent of sampling in PART 7 of report)	(✓)	(✓)	b) Installed to minimise build-up of heat:	(✓)
a) Connections under no undue strain:	(✓)	(✓)	c) No signs of overheating to surrounding building fabric:	(✓)
b) No basic insulation of a conductor, visible outside an enclosure:	(✓)	(✓)	d) No signs of overheating to conductors / terminations:	(✓)
c) Connections of live conductors adequately enclosed:	(✓)	(✓)	9. List all special installations or locations covered by this report:	(N/A)
d) Adequacy of connection at point of entry to enclosure:	(C2)	(✓)	N/A	(N/A)
6.23 Temperature rating of cable insulation adequate:	(✓)	(✓)	N/A	(N/A)
6.24 Condition of accessories including socket-outlets, switches and joint boxes satisfactory:	(✓)	(✓)	N/A	(N/A)
6.25 Suitability of accessories for external influences:	(✓)	(✓)	N/A	(N/A)
<p>Indicate if the relevant requirements of Part 7 are satisfied and append results of inspection on a separate numbered page.</p>			SCHEDULE OF ITEMS INSPECTED BY	
			Name (capitals): DARREN COBB	
			Signature: 	Date: 19/04/2021

PART 11 : SCHEDULES AND ADDITIONAL PAGES

Schedule of Inspections	Schedule of Circuit Details and Test Results for the installation	Additional pages, including data sheets for additional sources	Special installations or locations (indicated in item 9. above)	Continuation sheets
Page No(s): (4 & 5)	Page No(s): (6)	Page No(s): (N/A)	Page No(s): (N/A)	Page No(s): (N/A)

The pages identified are an essential part of this report (see Regulation 653.2).

All fields must be completed. Enter either, as appropriate: ✓ if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists; or Code appropriately - CODE 'C1', 'C2', 'C3' or 'F1' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

Original to the person ordering the work



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PART 12 - SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuit number	Circuit description	Type of wiring (see codes)		Reference Method (BS 7671)	Number of points served	Circuit conductor csa		Max. disconnection time (BS 7671) (s)	Protective device			RCD	Circuit impedances (Ω)			Insulation resistance			Max. measured earth fault loop impedance, Zs (Ω)	RCD operating time (ms)	Test buttons					
		(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit			(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking		(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermosetting / SWA cables		(H) Mineral-insulated cables	(I) other - state	(M) Live / Live	(MR) Live / Earth	(N) Test voltage DC	RCD AFDD			RCD	AFDD				
		(BS EN)	Type			Rating	Short-circuit capacity		(Line) n	(Neutral) n	(Earth) n		(R+R) n	(R) n	(M) (M)	(M) (M)	(V)									
1/L1	Sockets 1st floor corridor & loft	A	B	B	8	2.5	1.5	0.4	60898 MCB	B	20	10	N/A	2.19	N/A	200	200	500	0.98	N/A	✓					
1/L2	Hand dryer ground floor gents WC	A	B	B	1	2.5	1.5	0.4	60898 MCB	B	16	10	N/A	2.73	N/A	200	200	500	0.43	N/A	✓					
1/L3	Sockets council chambers	A	B	B	14	2.5	1.5	0.4	61009 RCD/RCBO	C	32	10	30	0.68	0.86	0.63	1.12	0.62	N/A	200	200	500	0.50	29	✓	
2/L1	Spur for boilers	A	B	B	1	2.5	1.5	0.4	60898 MCB	B	10	10	N/A	4.37	N/A	200	200	500	0.23	N/A	✓					
2/L2	Hand dryer disabled WC ground floor	A	B	B	1	2.5	1.5	0.4	60898 MCB	B	16	10	N/A	2.73	N/A	200	200	500	0.33	N/A	✓					
2/L3	Immersion heater room 5	A	B	B	1	2.5	1.5	0.4	60898 MCB	B	16	10	N/A	2.73	N/A	200	200	500	0.22	N/A	✓					
3/L1	Sockets town clerks office	A	B	B	10	2.5	1.5	0.4	60898 MCB	B	32	10	N/A	1.37	0.50	0.82	0.32	N/A	200	200	500	0.48	N/A	✓		
3/L2	Hand dryer ladies WC ground floor	A	B	B	1	2.5	1.5	0.4	60898 MCB	B	16	10	N/A	2.73	N/A	200	200	500	0.37	N/A	✓					
3/L3	Sockets ground floor corridor, reception, office & lobby	A	B	B	18	2.5	1.5	0.4	60898 MCB	B	32	10	N/A	1.37	0.70	0.84	0.68	N/A	200	200	500	0.57	N/A	✓		
4/L1	Burglar alarm	A	B	B	1	2.5	1.5	0.4	60898 MCB	B	10	10	N/A	4.37	N/A	200	200	500	0.44	N/A	✓					
4/L2	Spare	A	B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✓					
4/L3	Lights council chambers	A	B	B	20	1.5	1	0.4	60898 MCB	B	10	10	N/A	4.37	N/A	N/A	1.59	N/A	LIM	LIM	1.77	N/A	✓			
5/L1	Fire alarm supply	A	B	B	1	2.5	1.5	0.4	60898 MCB	B	16	10	N/A	2.73	N/A	N/A	0.30	N/A	200	200	500	0.48	N/A	✓		
5/L2	Lights ground floor toilets, boiler cupboard, corridor & lobby	A	B	B	21	1.5	1	0.4	60898 MCB	B	6	10	N/A	7.28	N/A	N/A	0.74	N/A	200	200	500	0.92	N/A	✓		
5/L3	Lights 1st floor offices & corridor east & fire escape	A	B	B	10	1.5	1	0.4	60898 MCB	B	6	10	N/A	7.28	N/A	N/A	0.77	N/A	LIM	LIM	0.95	N/A	✓			
6/L123	Supply to DB2 1st floor kitchen loft	F	B	B	1	16	Sheath	5	60898 MCB	B	63	10	N/A	0.68	N/A	N/A	0.05	N/A	200	200	500	0.23	N/A	✓		
7/L1	Lights ground & 1st floor lobbies & 1st floor corridor	A	B	B	22	1.5	1	0.4	60898 MCB	B	6	10	N/A	7.28	N/A	N/A	0.88	N/A	LIM	LIM	1.06	N/A	✓			

DISTRIBUTION BOARD (DB) DETAILS DB designation: DB-1
(to be completed in every case) Location of DB: Boiler cupboard
TESTED BY Name (capital): DARREN COBB Signature: [Signature]
 Position: Supervisor Date: 19/04/2021

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION
 Supply to DB is from: (N/A) Nominal voltage: (N/A) V No. of phases: (N/A)
 Overcurrent protection device for the distribution circuit Type: (BS EN N/A) Rating: (N/A) A
 Associated RCD (if any) Type: (BS EN N/A) No. of poles: (N/A) Δn (N/A) mA Operating time: (N/A) ms
 Characteristics at this DB Confirmation of supply polarity: (Yes) Phase sequence confirmed (where appropriate): Zs (N/A) Ω RCD: (N/A) kA

TEST INSTRUMENTS (enter serial number against each instrument used)
 Multi-function: (226374) Continuity: (N/A)
 Insulation resistance: (N/A) Earth fault loop impedance: (N/A)
 Earth electrode resistance: (N/A) RCD: (N/A)

*Where figure is not taken from BS 7671, state source: (N/A)
 This report is based on the model forms shown in Appendix 6 of BS 7671
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Original (to the person ordering the work)

**CONTINUATION SHEET:
ELECTRICAL INSTALLATION CONDITION REPORT**

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuits/equipment vulnerable to damage when testing: N/A

Circuit number	Circuit description	Type of wiring (see Codes)	Reference Method (BS 7671)	Number of points served	Circuit conductor csa		Max disconnection time (BS 7671) (s)	Protective device			RCD	Circuit impedances (Ω)			Insulation resistance		Max. measured earth fault loop impedance, Zs (Ω)	RCD operating time (ms)	Test buttons	
					Live (mm ²)	cpc (mm ²)		Type	Rating	Short-circuit capacity (kA)		Operating current, I _n (mA)	All circuits (complete at least one column)		Live / Live (MΩ)	Live / Earth (MΩ)				Test voltage DC (V)
													Ring final circuits only (measured end to end)	(R1+R2)						
7/L2	Lights ground floor offices	A	B	11	1.5	1	0.4	60898 MCB	B	10	N/A	N/A	N/A	LIM	LIM	0.88	N/A			
7/L3	Contactor for outside lights	A	B	1	1.5	1	0.4	60898 MCB	B	10	N/A	N/A	N/A	LIM	LIM	0.38	N/A			
8/L1	Air conditioning fans council chambers	A	B	1	1.5	1	0.4	60898 MCB	B	10	N/A	N/A	N/A	LIM	LIM	0.46	N/A			
8/L2	Lights low level stairway	A	B	14	1.5	1	0.4	60898 MCB	B	10	N/A	N/A	N/A	LIM	LIM	1.72	N/A			
8/L3	Water heater 1st floor WC	A	B	1	2.5	1.5	0.4	60898 MCB	C	16	N/A	N/A	N/A	LIM	LIM	0.78	N/A			
9/L1	Hand dryer 1st floor rear WC	A	B	1	2.5	1.5	0.4	60898 MCB	C	16	N/A	N/A	N/A	LIM	LIM	0.34	N/A			
9/L2	Sockets high level council chambers, 1st floor kit & rooms 3, 4 & 5	B	B	25	2.5	1.5	0.4	60898 MCB	B	32	N/A	1.68	1.02	LIM	LIM	1.12	N/A			
9/L3	Socket server & hand dryer 1st floor WC	A	B	3	2.5	1.5	0.4	60898 MCB	C	16	N/A	N/A	N/A	LIM	LIM	0.85	N/A			
10/L12	Supply to solar PV	A	B	1	4	4	5	60898 MCB	C	20	N/A	N/A	N/A	LIM	LIM	0.23	N/A			
11/L1	Water heater: loft	A	B	1	2.5	1.5	0.4	60898 MCB	C	16	N/A	N/A	N/A	LIM	LIM	0.83	N/A			
11/L2	Lights loft	A	B	6	1.5	1	0.4	60898 MCB	C	6	N/A	N/A	N/A	LIM	LIM	1.48	N/A			
11/L3	Socket PV solar display	A	B	1	2.5	1.5	0.4	60898 MCB	B	16	N/A	N/A	N/A	LIM	LIM	0.20	N/A			
12/L1	Supply to DB3 room 6	F	B	1	6	6	5	60898 MCB	C	32	N/A	N/A	N/A	LIM	LIM	0.30	N/A			
12/L2	Lights room 5 & 1st floor WC	A	B	9	1.5	1	0.4	60898 MCB	C	6	N/A	N/A	N/A	LIM	LIM	0.65	N/A			
12/L3	Outside lights	A	B	6	1.5	1	0.4	60898 MCB	B	10	N/A	N/A	N/A	LIM	LIM	1.48	N/A			

DISTRIBUTION BOARD (DB) DETAILS
(to be completed in every case)

DB designation: DB-1
Location of DB: Boiler cupboard

TESTED BY Name (capital): DARREN COBB
Signature: *[Signature]*

Position: Supervisor
Date: 19/04/2021

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: (N/A) Nominal voltage: (N/A) V No. of phases: (N/A)
 Overcurrent protection device for the distribution circuit Type: (BS EN N/A) Rating: (N/A) A
 Associated RCD (if any) Type: (BS EN N/A) No. of poles: (N/A) Δn (N/A) mA Operating time: (N/A) ms
 Confirmation of supply polarity: (Yes) Phase sequence confirmed (where appropriate): Zs (N/A) Ω (N/A) kA

TEST INSTRUMENTS
(enter serial number against each instrument used)
 Multi-function: (226374) Continuity: (N/A)
 Insulation resistance: (N/A) Earth fault loop impedance: (N/A)
 Earth electrode resistance: (N/A) RCD: (N/A)

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

Original to the person ordering the work

PART 12 - SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuits/equipment vulnerable to damage when testing: N/A

Circuit number	Circuit description	(B) Thermoplastic cables in metallic conduit		(C) Thermoplastic cables in non-metallic conduit		Reference Method (BS 7611)	Type of wiring (see Codes)	Protective device			RCD	Circuit impedances (Ω)			Insulation resistance		RCD operating time (ms)	Test buttons					
		Type of wiring (see Codes)	Number of points served	Live (mm ²)	cpc (mm ²)			Max. disconnection time (BS 7611) (s)	BS (EN)	Type		Rating (A)	Short-circuit capacity (kA)	Operating current (mA)	Maximum permitted Zs for installed protective device* (Ω)	Ring final circuits only (measured end to end)			All circuits (complete at least one column)	Live / Live (MΩ)	Live / Earth (MΩ)	Test voltage DC (V)	
																(Line)							(Neutral)
1/L1	Sockets ground floor kitchen	A	10	2.5	1.5	0.4	60898 MCB	B	32	10	N/A	1.37	0.24	0.22	0.36	0.14	N/A	200	500	N/A			
1/L2	Sockets ground floor exhibition hall	A	11	2.5	1.5	0.4	61009 RCD/RCBO	B	32	10	30	1.37	0.70	0.76	0.95	N/A	200	500	N/A	✓			
1/L3	Lights ground floor exhibition hall	A	11	1.5	1	0.4	60898 MCB	B	6	10	N/A	7.28	N/A	N/A	N/A	N/A	LIM	LIM	N/A				
2/L1	Oven & hob ground floor kitchen	A	2	6	2.5	0.4	60898 MCB	B	32	10	N/A	1.37	N/A	N/A	N/A	N/A	200	500	N/A				
2/L2	Lights caretakers room & ground floor kitchen	A	9	1.5	1	0.4	60898 MCB	B	6	10	N/A	7.28	N/A	N/A	N/A	N/A	LIM	LIM	N/A				
2/L3	Sockets caretakers room & room 1	A	14	2.5	1.5	0.4	61009 RCD/RCBO	C	32	10	30	0.68	0.60	0.60	0.96	N/A	200	500	29	✓			
3/L123	Range cooker ground floor kitchen	F	1	6	6	0.4	60898 MCB	B	32	10	N/A	1.37	N/A	N/A	N/A	N/A	200	500	N/A				
4/L1	Water heater under sink ground floor kitchen	A	1	2.5	1.5	0.4	60898 MCB	B	20	10	N/A	2.19	N/A	N/A	N/A	N/A	200	500	N/A				
4/L2	Lights room 1	A	6	1.5	1	0.4	60898 MCB	B	6	10	N/A	7.28	N/A	N/A	N/A	N/A	LIM	LIM	N/A				
4/L3	Dishwasher ground floor kitchen	A	1	6	2.5	0.4	60898 MCB	B	32	10	N/A	1.37	N/A	N/A	N/A	N/A	200	500	N/A				
5/L123	Lift supply	F	1	6	Sheath	0.4	60898 MCB	B	20	10	N/A	2.19	N/A	N/A	N/A	N/A	200	500	N/A				
6/L1	Socket ground floor kitchen extraction	A	1	2.5	1.5	0.4	60898 MCB	B	20	10	N/A	2.19	N/A	N/A	N/A	N/A	200	500	N/A				
6/L2	Hot water boiler ground floor kitchen	A	1	6	2.5	0.4	60898 MCB	C	32	10	N/A	0.68	N/A	N/A	N/A	N/A	200	500	N/A				
6/L3	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				

DISTRIBUTION BOARD (DB) DETAILS
(to be completed in every case)

DB designation: DB-2
Location of DB: 1st floor kitchen loft

TESTED BY Name (capital): DARREN COBB
Signature: *[Signature]*

Position: Supervisor
Date: 19/04/2021

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: (DB1)) Nominal voltage: (415) V No. of phases: (3))
 Overcurrent protection device for the distribution circuit Type: (BS EN BS EN 60898 MCB Type B) Rating: (63) A
 Associated RCD (if any) Type: (BS EN N/A)) No. of poles: (N/A) Δn (N/A) mA Operating time: (N/A) ms
 Characteristics at this DB Confirmation of supply polarity: (N/A) Phase sequence confirmed (where appropriate): Zs (0.23) Ω Z_n (1.103) kA

TEST INSTRUMENTS
(enter serial number against each instrument used)
 Multi-function: (226374) Continuity: (N/A)
 Insulation resistance: (N/A) Earth fault loop impedance: (N/A)
 Earth electrode resistance: (N/A) RCD: (N/A)



**COBB ELECTRICAL
(SUSSEX) LTD**

This report is not valid if the serial number has been defaced or altered

319843

IPR18

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

PART 12: SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuits/equipment vulnerable to damage when testing: N/A

Circuit number	Circuit description	Type of wiring		Type of wiring (see Codes)	Reference Method (BS 7671)	Number of points served	Circuit conductor csa		Max. disconnection time (BS 7671) (s)	Protective device			RCD	Circuit impedances (Ω)		Insulation resistance		RCD operating time (ms)	Test buttons					
		(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit				(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking		(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermoplastic / SWA cables		(H) Mineral-insulated cables	(I) other - state N/A	Live (mm ²)	cpc (mm ²)			Type	Rating	Short-circuit capacity	Operating current, I _{Δn} (mA)	Rs (Ω)
1	Sockets dado trunking room 6 & office	A	B	A	B	28	2.5	1.5	0.4	BS (EN) B	32	6	30	1.37	0.22	0.22	0.22	0.25	200	200	500	29	0.47	✓

DISTRIBUTION BOARD (DB) DETAILS
(to be completed in every case)

DB designation: DB-3
Location of DB: Room 6
TESTED BY Name (capitals): DARREN COBB
Signature: *[Signature]*
Position: Supervisor
Date: 19/04/2021

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: (DB1) } Nominal voltage: (230) V No. of phases: (1) }
 Overcurrent protection device for the distribution circuit Type: (BS EN BS EN 60898 MCB Type B) Rating: (32) A
 Associated RCD (if any) Type: (BS EN N/A) } No. of poles: (N/A) m A Operating time: (N/A) ms
 Characteristics at this DB Confirmation of supply polarity: (N/A) } Phase sequence confirmed (where appropriate): Zs (0.30) Ω Z_n (0.821) kA

TEST INSTRUMENTS
(enter serial number against each instrument used)

Multi-function: (226374) Continuity: (N/A) }
 Insulation resistance: (N/A) } Earth fault loop impedance: (N/A) }
 Earth electrode resistance: (N/A) } RCD: (N/A) }

*Where figure is not taken from BS 7671, state source: (N/A)
 This report is based on the model forms shown in Appendix 6 of BS 7671
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Original to the person ordering the work

NOTES FOR RECIPIENT
THIS CONDITION REPORT IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

The purpose of periodic inspection is to determine whether an electrical installation is in a satisfactory condition for continued service. This report provides an assessment of the condition of the electrical installation carried out over a time period as requested and tested, taking into account the stated extent of the installation and the limitations of the inspection and testing.

This report has been issued in accordance with the relevant standards for the safety of electrical installations, BS 7671:2018 - Requirements for Electrical Installations.

The report identifies any damage, deterioration, defects or other conditions found by the inspector which may give rise to danger. See PART 6, together with any items for which improvement is recommended.

If you were the person ordering this report, but not the user of the installation, you should pass this report, or a full copy of it including these notes, the schedules and additional pages if any, immediately to the user.

This report should be retained in a safe place and should be any person receiving or undertaking further work on the electrical installation in the future. If you have received this report, it is recommended that you seek with an assessment on the condition of the electrical installation at the time the periodic inspection was carried out.

Where the installation incorporates a residual current device (RCD) there should be a notice in or near the device stating that it should be tested every six months. For safety reasons it is important that it is tested in accordance with the following.

For safety reasons the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. NICEIC recommends that you engage the services of an IETEC Approved Contractor for the inspection.

The recommendation date by which the next inspection should be carried out is stated in PART 5 of this report. There should also be a notice in or near the main switchboard or distribution board consumer unit indicating when the re-inspection of the installation is due.

Only an NICEIC Approved Contractor or Conforming Body is authorised to issue this NICEIC Electrical Installation Condition Report. You should have received the report marked 'Original' and the Approved Contractor should have retained the report marked 'Duplicate'.

This report form is intended to be issued only for the purpose of reporting on the condition of an existing electrical installation and must not be issued to certify new electrical installation work including the replacement of a distribution board or consumer unit.

The report consists of at least six numbered pages. Additional numbered pages may have been provided to permit further relevant information relating to the installation to be recorded. For installations having more than one distribution board or more circuits than can be recorded on PART 12, one or more additional Schedules of Circuit Details and Test Results should form part of the report. The report is invalid if any of the schedules identified in PART 10 are missing. The report has a printed seven-digit serial number, which is traceable to the Approved Contractor to which it was supplied by NICEIC.

PART 7 (Details and limitations) should identify fully the extent of the installation covered by this report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

Operational limitations may have been encountered during the inspection such as inability to gain access to parts of the installation or to an item of equipment. The inspector should have noted any such limitations in PART 7. It should be noted that the greater the limitations applying to a report, the less its value from the safety aspect.

A declaration should have been given by the inspector in PART 4 of the report. The declaration must reflect the statement given in PART 3, which summarises the observations and recommendations made in PART 6. Where one or more observations have been made in PART 6, the Classification code given to each by the inspector indicates the degree of urgency with which remedial action needs to be taken to restore the installation to a safe working condition.

Where the inspector has indicated an observation as code C1 (danger present) the safety of those using the installation is at risk. Wherever practicable, items classified as (C1) should be made safe on discovery, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work immediately.

Where the inspector has indicated an observation as code C2 (potentially dangerous) the safety of those using the installation may be at risk, and it is recommended that a skilled person(s) competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

Where the inspector has indicated that an item requires further investigation (FI), the investigation should be carried out without delay to determine whether danger or potential danger exists. For further guidance on the Classification codes, please see the reverse of page 2.

Where the installation can be supplied by more than one source, such as the public supply and a standby generator or microgenerator, this should be identified in PART 8 Supply Characteristics and Earthing Arrangements, and the Schedules of Circuit Details and Test Results (PART 12) compiled accordingly.

Where inadequacies in the intake equipment have been observed (Item 1 of PART 10), the person ordering the inspection should inform the distributor and/or supplier as appropriate.

Should the person ordering this report have reason to believe that it does not reasonably reflect the condition of the electrical installation reported on, that person should in the first instance raise the specific concerns in writing with the Approved Contractor. If the concerns remain unresolved, the person ordering this report may make a formal complaint to NICEIC, for which purpose a complaint form is available on request.

The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

* NICEIC is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).

For further information about electrical safety and how NICEIC can help you,
 visit www.niceic.com

GUIDANCE FOR RECIPIENTS ON THE CLASSIFICATION CODES

Only one Classification code should be given for each recorded Observation

Classification code C1 (Danger present)

Where an observation has been given a Classification code C1, the safety of those using the installation is at risk and immediate remedial action is required.

The person responsible for the maintenance of the installation is advised to take action without delay to remedy the observed deficiency in the installation, or to take other appropriate action (such as switching off and isolating the affected part(s) of the installation) to remove the danger. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

NICEIC makes available 'Electrical Danger Notification' forms to enable inspectors to record, and then to communicate to the person ordering the report, any dangerous condition discovered.

Classification code C2 (Potentially dangerous)

Classification code C2 indicates that, whilst those using the installation may not be at immediate risk, urgent remedial action is required to remove potential danger. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

It is important to note that the recommendation given at PART 5 of this report (Next Inspection) for the maximum interval until the next inspection is conditional upon all items which have been given a Classification code C1 and code C2 being remedied immediately and as a matter of urgency, respectively.

It would not be reasonable for the inspector to indicate that the installation is in a satisfactory condition if any observation in this report has been given a code C1 or code C2 classification.

Classification code C3 (Improvement recommended)

Where an observation has been given a Classification code C3, the inspection and/or testing has revealed a non-compliance with the current safety standard which, whilst not presenting immediate or potential danger, would result in a significant safety improvement if remedied. Careful consideration should be given to the safety benefits of improving these aspects of the installation. The NICEIC Approved Contractor issuing this report will be able to provide further advice.

Code FI (Further investigation required without delay)

It should usually be possible for the inspector to attribute a Classification code to each observation without indicating a need for further investigation.

However, where 'FI' has been entered against an observation the inspector considers that further investigation of that observation is likely to reveal danger or potential danger that, due to the agreed extent or limitations of the inspection and/or testing, could not be fully identified at the time.

It would not be appropriate for the inspector to indicate that the installation is in a satisfactory condition if there is reasonable doubt as to whether danger or potential danger exists. Consequently, where the inspector has indicated 'Further investigation required without delay' (FI) the overall assessment of the installation (PART 3) should be marked as 'Unsatisfactory'.

If the inspector has indicated that an observation requires further investigation without delay, the person ordering this report is advised to arrange for the NICEIC Approved Contractor issuing the report (or another skilled person or persons competent in such work) to undertake further examination of that aspect of the installation as a matter of urgency, to determine whether or not danger or potential danger exists.

Further information

Further information on the application of Classification codes, primarily aimed at inspectors but of possible interest to persons ordering condition reports, can be found in Electrical Safety First's Best Practice Guide No 4 Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations. The guide can be viewed or downloaded free of charge from www.electricalsafetyfirst.org.uk

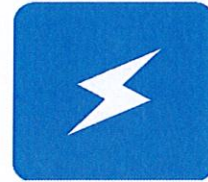
For further information about electrical safety and how NICEIC can help you, visit www.niceic.com

Date: 20/04/2021

Our Ref: W14/25 O1

Your Ref:

COBB ELECTRICAL



(Sussex) LTD

ELECTRICAL CONTRACTORS



Stella Newman
Civic Centre
360 South Coast Road
Peacehaven
BN10 7ES

Dear Stella,

As requested, we have carried out an electrical condition report of the fixed wiring installation at the above address. You will see from the report that some essential remedial work will be required. There are also further faults which are not deemed essential, but we recommend that careful consideration should be given to the benefits of improving these aspects of the installation. I offer two estimates for this remedial work for your consideration.

Essential minimum works.

1. Install RCD protection (MEM pods) to all circuits in DB1 with sockets that can be used for equipment outdoors.
2. Replace DB2 with new three phase distribution board fitted with surge protection and separate RCD protection of circuits.
3. Replace damaged dual back box in boiler cupboard.
4. Re-terminate cables at DB3 position to give the correct protection for cables.
5. Check all stairway lights and re-terminate as required.
6. Replace emergency light fitting (LED bulkhead) in ground floor kitchen with cover missing.
7. Supply NICEIC electrical installation certificate for installed works.

Our price for the works complete £2480.00 + Vat.

Works required to bring the installation up to current safety standards.

1. Essential minimum works as listed above except item 1.
2. Replace DB2 for new distribution board fitted with surge protection and separate RCD protection of circuits.
3. Secure main supply conductors.
4. Remove redundant cables at DB1.

60 BATES ROAD
BRIGHTON
SUSSEX BN1 6PG
TEL: (01273) 566667
FAX: (01273) 542460
VAT No. 312 6597 05

5. Supply circuit charts detailing all required circuit information.
6. Rewire supply to fire alarm in fire resistant cable.
7. Install indicating sleeving as required throughout the installation.
8. Rewire cables to outlets to cooker and water boiler in correct cable.

Our price for the works complete £3780.00 + Vat.

Please note that the prices above are either the cost of essential minimum works, or the cost to bring the installation up to current safety standards which includes the essential minimum works. It is not both prices added together.

Assuring you of our best attention

Yours sincerely

Darren Cobb.

60 BATES ROAD
BRIGHTON
SUSSEX BN1 6PG
TEL: (01273) 566667
FAX: (01273) 542460
VAT No. 312 6597 05

<u>AGENDA ITEM</u>	20
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	To agree a way forward for the opening of the Telscombe Civic Centre following the lifting of lockdown restrictions

1. INTRODUCTION

Due to the Coronavirus pandemic and low staffing levels, the Telscombe Civic Centre reception is currently open Monday to Friday in the afternoons between 1pm and 4.30pm and it is not open to hirers.

2. INFORMATION

The Government have set out a roadmap for lifting restrictions. From 17th May 2021 people can meet in groups of up to 30 outdoors, indoor entertainment can open and adult indoor group exercise classes can start. From 21st June 2021 it is hoped that all legal limits on social contact will be removed. The Town Council are recruiting an Administration and Finance Officer which will include reception cover in the mornings and as the Civic Centre is also available for hire in the evenings and weekends, we will need to reinstate Caretaker cover.

The Admin Assistant has contacted previous Civic Centre hirers and asked if they are planning to return when they are able to. The majority of our hirers would like to return, with only two regular hirers deciding to cancel their groups.

3. RECOMMENDATION

I recommend that the Committee agree if and when they would like to re-open the Civic Centre to hirers. We must consider turn arounds between groups to allow for any necessary cleaning as well as days and times of the week.

4. ENVIRONMENTAL IMPACT

There would be a nominal fee for energy consumption at the Civic Centre.

5. FINANCIAL IMPLICATIONS

Hirers will generate income for the Town Council, which is included within our budget.

<u>AGENDA ITEM</u>	21
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	Future Events

1. INTRODUCTION

Due to the Coronavirus pandemic and the country being in a lockdown, no events have been planned for the forthcoming year.

2. INFORMATION

The Government have set out a roadmap for lifting restrictions. From 17th May 2021, people can meet in groups of up to 30 people outdoors, indoor entertainment can open and adult indoor group exercise classes can start. From 21st June 2021, it is hoped that all legal limits on social contact will be removed. Consideration should be given as to whether the Council would like to hold any events over the forthcoming year.

Armed Forces Day – to agree to hold an Armed Forces Day flag raising event. Armed Forces Day takes place on the last Saturday each June. In 2021, it will take place on Saturday 26th June. Armed Forces Day celebrations begin on Monday 21st June when the Armed Forces Day flag is raised on buildings and famous landmarks around the country. We have previously raised the flag at the Civic Centre on the Monday followed by tea and biscuits, but last year no refreshments were provided due to Covid.

Bingo evenings – to formally agree to carry on with the Mayor's fundraising bingo evenings which are held on the last Friday of the month. The first available date will be Friday 25th June 2021 if restrictions are lifted. However, we will need to advertise and it is suggested that, if allowed, they do not commence until 30th July.

Macmillan coffee morning – to agree to hold a Macmillan coffee morning in September 2021. The Macmillan coffee morning for 2021 is Friday 25th September. We normally book the Town Council's event the day before, which will be Thursday 24th September.

Merchant Navy Day – to agree to hold a Merchant Navy Day flag raising event for this official day of remembrance. Every year Seafarers UK promotes the Red Ensign - the UK Merchant Navy's official flag - to be flown on 3rd September on civic buildings and landmark flagpoles across the UK. Parish, community, town, city, district and borough councils are all invited to take part, along with higher-tier local authorities and governments. We have previously raised the flag at the Civic Centre followed by tea and biscuits. This year the 3rd September falls on a Friday. Last year no refreshments were provided.

Christmas Day Coffee Morning – over the last few years we have held a Christmas Day coffee morning at the Civic Centre from 10am to midday where bacon sandwiches were provided. The mornings were hosted and cooking done by Councillors. We need to decide if we will do it again this year.

Additional events – We have also previously held a Halloween party for local children, a race night in conjunction with the Telscombe Residents Association as well as the popular Dog Show run in September 2019. The Town Council were also planning a Sussex Day County Fayre for 2020 and we may wish to consider this for 2022.

3. RECOMMENDATION

I recommend that the Committee consider if they would like to hold any events, and if so, which ones.

4. ENVIRONMENTAL IMPACT

Minimal. Events held at the Civic Centre would result in a nominal fee for energy consumption.

5. FINANCIAL IMPLICATIONS

This is dependent on what activities we hold, but we have a budget of £1,000 for town entertainment.