

TELSCOMBE TOWN COUNCIL



To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr C Clarkson, Cllr C Gallagher *Chairman*,
Cllr D Judd *Vice-Chairman* **Mayor**, Cllr L O'Connor,
Cllr B Page, Cllr C Robinson *Deputy Mayor*,
Cllr A Selby, Cllr I Sharkey & Cllr A Smith

Telscombe Civic Centre
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14th March 2022

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **Amenities & Civic Centre Committee** at Telscombe Civic Centre on **Monday 21st March 2022** at 7.30pm for the purpose of transacting the following business:-

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 24th January 2022 – *see attached*
5. To receive action list – *see attached*
6. To agree Income & Expenditure figures to 28th February 2022 – *see attached*
7. To review the Business Plan – *see attached*
8. Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces – *see attached*
9. To note ESCC's response to a proposed controlled crossing from Kirby Drive to Chatsworth Park – *see attached*
10. To note amenities complaints since last meeting – *see attached*
11. Update on playground inspection reports & to agree actions – *see attached*
12. To consider replacement springers in Chatsworth Park South Playground and Robert Kingan Playground – *see attached*
13. To consider works to wetpour surfaces in Telscombe Town Council's three playgrounds – *see attached*
14. Update on tree survey actions and to agree way forward with tree works – *see attached*
15. To approve amended wording to the Chatsworth Park & Copse Management Plan & agree actions – *see attached*
16. To consider extending Wander Coffee's concession – *see attached*
17. To agree renewal of the lift service maintenance contract – *see attached*
18. To agree repair to Civic Centre roof – *see attached*
19. Future Events – *see attached*
20. 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. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will ensure they are not included in the filming.

Date for next meeting of the Committee – 30th May 2022



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Monday 24th January 2022 in Telscombe Civic Centre at 7.30 pm.

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, D Judd *Vice-Chairman & Mayor*, L O'Connor, B Page, C Robinson *Deputy Mayor*, & A Smith

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

1483. PUBLIC QUESTION TIME

There were no members of the public present.

1484. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Selby because of work commitments and Cllr Gallagher for health reasons. These reasons were accepted by the committee. Cllr Sharkey has been granted leave of absence until May 2022.

1485. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

There were no declarations of interest.

1486. TO APPROVE MINUTES OF THE MEETING HELD ON 29th NOVEMBER 2021

It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on Monday 29th November 2021 were a true record of the proceedings and were signed as correct by the Vice-Chairman, Cllr Judd.

1487. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Cllrs Gallagher, Judd and Town Clerk to explore potential schemes and bring back to a future meeting. <i>Put on hold due to increase in Omicron Covid cases.</i>	Jan 2022
27.1.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale. <i>Put on hold due to Covid but possible to now proceed.</i>	May 2022

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1487. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
22.3.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	Purchase Order issued to Stapleton Consulting to carry out further survey.	Mar 2022
26.7.21	Min 1431, p 3469 – To note the annual playground inspection reports	BB CG	Agenda item added to this meeting, to include the two most recent weekly playground inspection reports. CG to update Committee on legislations on adding toilet facilities at the meeting.	See new agenda item Complete
26.7.21	Min 1433, p 3470 – To consider a tree survey for Chatsworth Park and the Copse	BB	An agenda item has been added to this meeting.	Complete
26.7.21	Min 1441, p 3473 – Update on actions following the fire Risk Assessment and agree estimates	SN	Additional detectors fitted.	Complete
27.9.21	Min 1453, p 3513 – To consider works to trees adjacent to properties bordering Chatsworth Park	BB	Planting of three new trees to be budgeted for & considered in autumn 2022 and once full tree survey report received.	Mar 2022
27.9.21	Min 1454, p 3513 – To consider consultation responses and agree a new piece of playground equipment at Robert Kingan Playground	BB/SN	PO issued to Playsafe for a 4 seater seesaw and ball wall. Awaiting proposed installation date once the works have been scheduled.	Mar '22
27.9.21	Min 1456, p 3515 – To consider the draft Chatsworth Park and Copse Management Plan and Boundary Policy	BB	The amended draft Boundary Policy and Management Plan to be taken to the next Full Council in January for adoption.	Jan '22
27.9.21	Min 1457, p 3515 – Update on high priority items listed on the Access Report	BB/SN	Agenda items have been added to this mtg to discuss updates on access report & lecterns in Chatsworth Park.	See new agenda item

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1487. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.9.21	Min 1458, p 3515 – Update on Chatsworth Park South Playground gates and agree way forward	BB	Committee agreed to purchase two barriers, pay ESH fees and installation by ESH approved contractor. Full Council approved use of our CIL monies to pay for the project. ESH application sent.	Mar '22
27.9.21	Min 1459, p 3516 – To agree to progress with Welcome Back Fund event	AG/CG	This item has been included within the Future Events agenda item to discuss the progression.	Mar '22
27.9.21	Min 1461, p 3516 – To consider carbon footprint calculator for the Civic Centre	SN	Information on Civic Centre carbon footprint calculation to be taken to the Climate Change working group for consideration as to a way forward. Another meeting yet to be arranged.	March '22
27.9.21	Min 1462, p 3516 – To agree estimates for work required at Civic Centre following Fire Risk Assessment	SN	Agenda item added for this meeting to agree fire door estimates.	Jan '22
29.11.21	Min 1471, p 3513 – To review the Business Plan	SN	ASM asked that no 7 focuses on tree preservation rather than tree planting. CCL asked for update to confirm TTC will not monoculture their green spaces and will invest in diverse species. SN to update plan following completion of all January's committee meetings.	Feb '22
29.11.21	Min 1472, p 3513 – Update on the high priority items listed on the access report for Telscombe Town Council's green spaces	BB	BB to draft survey for residents to complete & take to Committee for agreement via email, before being advertised out.	Feb '22
29.11.21	Min 1473, p 3513 – To consider applying for funding for a new route and pathway works next to Chatsworth Park North playground	BB	BB to undertake investigation regarding replacing current stepped pathway with a slope and that regulations with regards to the slope gradient allowed to be checked.	Mar '22

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1487. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
29.11.21	Min 1474, p 3513 – To consider trampoline and climbing frame works in playgrounds	BB	PO issued to Sutcliffe Play for replacement springs & rubber plate. Awaiting parts to be delivered/installed.	Mar '22
29.11.21	Min 1477, p 3514 – Update on placing bee hives on Telscombe Town Council owned land	BB	Bee Keepers investigating a site manager to take on the site – response due Feb. If can go ahead, BB to contact PTC re their advice on setting up apiaries in the big park and to obtain prices for lockable bollards & steel/tin container.	Mar '22
29.11.21	Min 1478, p 3515 – To note amenities complaints since last meeting	BB	Agreed a report to be taken to all future meetings re complaints associated with the A&CC Committee.	See new agenda item
29.11.21	Min 1479, p 3515 – To consider renewable energy options for Telscombe Town Council	SN	SN to work with Dr Mark Earthey and OVESCO to examine our existing power suppliers and possible installation of a new system.	Sept '22
29.11.21	Min 1480, p 3515 – To consider cancelling the television licence for the Civic Centre	SN	SN will not renew licence once it expires.	Complete
29.11.21	Min 1481, p 3516 – Future Events	BB	A new agenda item has been added to this meeting concerning the ongoing events programme.	See new agenda item
29.11.21	Min 1482, p 3516 – Urgent Matters	SN	SN has advised LDC that TTC interested in electric charging points contract.	Complete

Cllr Smith asked to be informed once the structural survey had to been carried out next to 27 Kirby Drive, as highlighted in minute 1386.

1488. TO AGREE INCOME & EXPENDITURE TO 31st DECEMBER 2021

The Town Clerk's report detailing any significant differences between budget and actual spend figures, along with the full income and expenditure list detailing the current budget lines for the Civic Centre and Amenities Committees and Earmarked Reserves were noted. Cllr Robinson asked if the monies previously allocated for Wave Leisure could be added to an earmarked reserve and the Town Clerk advised that she would be doing a report with recommendations for earmarked reserves at the next Full Council meeting. It was unanimously **agreed** that the income and expenditure figures for Amenities of £22,823 expenditure and income of £1,043 and Civic Centre expenditure of £28,792 and income of £14,112 at 31st December 2021 be accepted as correct.

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1489. TO REVIEW THE BUSINESS PLAN

Cllr Smith raised concerns that the ecological report had not been included in the Business Plan and although is cross referenced within the Chatsworth Park Management Plan, it is not with regards to works in Chatsworth Park. Cllr O'Connor advised that the Business Plan was discussed at Full Council the week before, where it was agreed a strategic review would be undertaken. The Amenities Officer advised she would reference the ecological report and management plan in all relevant future agenda reports for the Committee to consider. It was noted that Aspen Treecare had not been provided with a copy of the ecological report prior to undertaking their tree survey in the park.

1490. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES

The Amenities Officer confirmed that there were 16 high priority items listed in the access report, of which eight had now been completed, five are currently being explored and two will be undertaken once we have a planned event in the park. The remaining item being the lecterns is being discussed in the next report.

On item 3.2, the access report recommended a controlled crossing is added from the housing side of Kirby Drive to Chatsworth Park. The Amenities Officer advised that at a recent meeting with East Sussex County Council's (ESCC) Traffic & Safety Manager, the Town Council were informed that ESCC have limited funding which needs to be prioritised to the areas most needed. Unfortunately, this location does not meet the benchmark score of 70 for a controlled crossing. The most recent assessment carried out by ESCC in this location was in 2013, and the Amenities Officer advised she would take this to the next Planning & Highways Committee meeting for consideration, due to the recommendation being on the highway.

Cllr Clarkson asked the Town Clerk if there has been any updated on 9.3 Staff Training for disability confidence and she replied that she is still investigating options.

Cllr Judd noted that item 3.9 North Playground top entrance has not been investigated yet and asked if the Town Council just need to provide access to the playground from one point.

1491. UPDATE ON ADDING LECTERNS AT KEY ENTRY POINTS WITHIN CHATSWORTH PARK

The Committee considered the Amenities Officer's report on adding lecterns at key entry points within Chatsworth Park. It was noted this had also been discussed at the Policy & Resources Committee meeting the previous week, where it was agreed to add 4 lecterns on Telscombe Tye. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to (a) accept the estimate from Nature Sign Design for x4 information boards/lecterns with 2 legs for Chatsworth Park at a cost of £2,506 and (b) installation to be carried out by M Evans at a price of £140 for the four lecterns and (c) to make a CIL Expression of Interest to Lewes District Council. The Telscombe Residents Association have agreed to combine their signs project with ours and provide funding of £2,000 which was gratefully accepted.

1492. TO AGREE ANNUAL PLAYGROUND AREA INSPECTIONS

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The Amenities Officer's report advised that Lewes District Council had advised that they will shortly be employing a specialist play inspection company to undertake their annual play area inspections, and had asked if we would like to be included. Following consideration, it was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the following inspections are carried out: main inspection £52.50 per site x 3 = £157.50, DDA inspection £9.95 per site x 3 = £29.85, play value inspection £9.95 per site x 3 = £29.85 and life expectancy inspection £4.95 per site x 3 = £14.85, totalling £232.05 plus VAT.

1493. UPDATE ON PLAYGROUND INSPECTION REPORTS

The Committee discussed the most recent weekly playground inspection report from Lewes District Council and the spreadsheet provided, which listed an update on each individual item. One item had been reported as a fault in November at Chatsworth Park South Playground, with regards to a cracked connector on one of the toddler swings. Prices had been obtained but then removed from the report as it had been glued together. As this had not been undertaken by the Town Council, the Town Clerk agreed for a replacement to go ahead under her spending authority. Following consideration, it was proposed by Cllr Robinson, seconded by Cllr Page and unanimously **RECOMMENDED** to note the information provided in the attached documents and agree the cost of £463.45 for a replacement new swing seat to be installed in Chatsworth Park South Playground.

Cllr Page raised concerns that some of the items were listed as medium risk and asked for clarification on what a medium risk was. The Town Clerk advised that a spreadsheet had recently been drawn up of all works required as a reference document and will be updated when works have been authorised and/or undertaken. Councillors were advised that unfortunately we experience difficulties in obtaining quotations from contractors and other local Councils had been contacted requesting who they use. One name had been provided and the Amenities Officer had contacted them by email last week and was waiting their reply. Cllr Clarkson suggested the Town Council also contact Emcor to see if they could assist. It was **agreed** for a report to be added to future Committee meetings on the findings within the weekly playground inspection reports.

1494. TO CONSIDER QUOTATIONS FOR REMOVAL OF RUSSIAN VINE TO AN AREA WITHIN CHATSWORTH PARK

The Committee had previously been informed of a complaint concerning Russian Vine growing in an area of Chatsworth Park, which was blocking a bordering resident's sunlight. Aspen Treecare were contacted and visited the site, who confirmed that the vine would need cutting back and treating with herbicide to prevent regrowth. They also confirmed that it would be an ongoing battle, so the Town Council may need to carry out works to this particular location several times. Prices had been obtained for the work. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Council cross reference this work with the ecological report and if there are no issues with the work being undertaken at this location, to accept the quotation from Countrywide Grounds Maintenance in the sum of £160 plus VAT and that a grounds inspection is carried out as soon as the work has been undertaken.

1495. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

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The Committee **noted** the report on the 9 complaints associated with the Committee, 3 of which were provided at the last meeting. Cllr Smith hoped that the management plan and boundary policy would support the Officers when responding to future complaints. Cllr O'Connor thanked the Office for their work on this item.

1496. TO CONSIDER A WATER FILTER OR FOUNTAIN FOR THE CIVIC CENTRE

The report from the Town Clerk confirmed that the Policy & Resources (P&R) Committee had agreed to sign up with the company Refill offering the Civic Centre as a place where people can refill their water bottle free of charge. This has now been actioned and people can ask at reception for staff to fill their bottle from the kitchen tap. The P&R Committee felt that maybe filtered water or a water fountain should be offered and asked for it to be considered by this Committee. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** not to obtain estimates for a water filter or fountain at the Civic Centre and for members of the public to continue to be offered water from the kitchen tap.

1497. TO AGREE ESTIMATE FOR PAINTING CIVIC CENTRE DOWNSTAIRS WINDOWS

The varnish on the downstairs front and side windows and frames is peeling and Cllr Gallagher asked the Town Clerk to obtain estimates for repainting them in white, to make them in keeping with the white uPVC windows in the entrance lobby, upstairs landing and tower area. Estimates have been obtained and following consideration it was proposed by Cllr Robinson, seconded by Cllr Smith and unanimously **RECOMMENDED** to agree the estimate from O'Sierra in the sum of £1,860 not including VAT, who had previously decorated internal areas of the Civic Centre to a good standard.

1498. TO CONSIDER WHETHER TO CONTINUE WITH THE GAS SERVICE CONTRACT

The Town Clerk's report confirmed that British Gas had provided a renewal price of £939.80 plus VAT for the gas service contract, an increase of £27.38. However, following negotiations with British Gas, the Town Clerk had secured a revised price of £826.55 plus VAT, which is cheaper than the current contract. It was therefore proposed by Cllr Clarkson seconded by Cllr Smith and unanimously **RECOMMENDED** to renew the gas service contract with British Gas at a cost of £826.55 plus VAT for 2022/23.

1499. TO AGREE ESTIMATES FOR REPLACEMENT FIRE DOORS AT THE CIVIC CENTRE

The Town Clerk reported that, despite numerous attempts, it had been a struggle to obtain estimates for the work required to fire doors as detailed in the Fire Risk Assessment. Prices were considered at the Committee meeting in September but they were felt to be high and the Town Clerk was asked to obtain further prices if possible. The previous companies that had quoted were asked for updated prices as their estimates had expired and only one other company had quoted.

1499. To agree estimates for replacement fire doors at the Civic Centre (Contd)

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Following consideration of the estimates submitted, it was proposed by Cllr Page seconded by Cllr Smith and unanimously **RECOMMENDED** to authorise the Town Clerk to agree works totalling a maximum of £7,200 which may be with varying contractors with the cost broken down approximately up to £2,000 for Council Chamber doors, up to £1,200 each for the downstairs west and upstairs north external fire doors and up to £2,800 on the exhibition area double doors. There may be an additional cost for the framework repair or replacement, if a company is used that does not include this. This recommendation should be taken to full Council for ultimate approval as it is outside the spending authority of the Committee.

1500. TO RATIFY CHANGE OF DATE FOR TOWN COUNCIL SUMMER FAYRE

It had been agreed at the previous Amenities & Civic Centre Committee meeting to hold a summer fayre in Chatsworth Park on Saturday 25th June 2022. Unfortunately, Peacehaven Town Council have an armed forces event that same weekend at Centenary Park. The Amenities Officer emailed the Committee and recommended the summer fayre be re-scheduled to Saturday 2nd July 2022, when no other local events were being held and the MC would be available to comper. Five Committee members responded and were in agreement. It was therefore proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously agreed to **RATIFY** the change of date to 2nd July 2022.

1501. FUTURE EVENTS

The Committee **noted** the discussions from the Events working group, who had agreed to progress with an Easter egg hunt and summer fayre, continuation of the welcome back fund event, as well as overtime for staff assisting at events if it is outside their normal working hours. The Amenities Officer asked for Councillor volunteers to assist with the Easter egg hunt and Cllrs Clarkson, Judd, O'Connor and Robinson agreed to help.

1502. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

None.

1503. EXCLUSION OF PRESS AND PUBLIC

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

1504. TO AGREE ACTIONS CONTAINED WITHIN THE TREE SURVEY REPORT FOR CHATSWORTH PARK

There was much discussion regarding the tree survey report for Chatsworth Park from Aspen Treecare. Only a report on some of the park had been received prior to the meeting, with the remaining information arriving over the weekend, including suggested works for the Copse. The Amenities Officer had emailed the Committee that afternoon with the additional report and printed copies were provided at the meeting. The report detailed trees that require works within 1 month, 3 months, 6 months and 1 year and prices were quoted to undertake the work. As with

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1504. To agree actions contained within the Tree Survey Report for Chatsworth Park (Contd)

previous years, the recommendation is to obtain prices from other contractors to also carry out the suggested works.

Cllr Smith raised concerns with the recommendations listed within the report. Three trees were recommended to be felled near the badgers set and he felt the amount of works would damage the important habitat within the park and Copse. Many of the recommendations relate to squirrel damage and by removing limbs, he felt they would move to other trees within the park and cause similar damage. Cllr Smith provided an example of one limb that had been recommended for removal, which is located in the undergrowth and is an important habitat for the squirrels. He also raised concerns with the high costs to the Town Council. The Town Clerk highlighted that some of the trees were listed as hazardous and the recommendation was for works to be undertaken within 1 month. She recommended that these works should be undertaken as reported. Cllr Judd was in agreement, however, the remainder of the Committee members were not in agreement and felt that as some trees were located in more densely wooded areas away from footpaths, that all the works recommended to be carried out within a month and which were marked as hazardous may not need to be carried out. The Town Clerk advised that the Council did not have funds to cover the price quoted from Aspen Treecare for all the works recommended in the two reports. However, the remainder of the works were suggested to be actioned between 3 months to 1 year and she recommended that these be looked at in detail to ascertain what items were a priority.

Following discussion it was proposed by Cllr Clarkson, seconded by Cllr Smith and unanimously **RECOMMENDED** for committee members to visit the site at the weekend to look at the items marked as hazardous/those requiring work within 1 month to see if they feel they are required to be carried out. The Amenities Officer was asked to forward a larger copy of the report spreadsheet and a copy of the ecological report to the committee members attending at the weekend and that she contact Aspen Treecare to see if they could meet with the Councillors from 11am on Saturday 29th. Cllr O'Connor advised he would contact Leigh Palmer at Lewes District Council for his advice.

There being no further business the meeting closed at 9.06pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 21st March at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List
21st March 2022

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>Put on hold due to increase in Omicron Covid cases, but can now proceed.</i>	Sept '22
27.1.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale. <i>Put on hold due to Covid, but possible to now proceed.</i>	July '22
22.3.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	Stapleton Consulting to carry out further survey w/c 14/03 and BB to provide an update at the meeting if received.	Apr 2022
26.7.21	Min 1431, p 3469 – To note the annual playground inspection reports	CG	CG to update Committee on legislations on adding toilet facilities at the meeting.	Complete
27.9.21	Min 1453, p 3513 – To consider works to trees adjacent to properties bordering Chatsworth Park	BB	Planting of three new trees to be budgeted for & considered in autumn 2022 and alongside tree survey report.	May 2022
27.9.21	Min 1454, p 3513 – To consider consultation responses and agree a new piece of playground equipment at Robert Kingan Playground	BB/SN	PO issued to Playsafe for a 4 seater seesaw and ball wall. Playsafe confirmed they are still waiting for the items to be delivered & will update as soon as they have delivery date.	May 2022
27.9.21	Min 1456, p 3515 – To consider the draft Chatsworth Park and Copse Management Plan & Boundary Policy	BB	A new agenda item has been added to discuss a way forward with the Boundary Policy and Management Plan.	See new agenda item
27.9.21	Min 1458, p 3515 – Update on Chatsworth Park South Playground gates and agree way forward	BB	Committee agreed to purchase two barriers, pay ESH fees & for installation by ESH approved contractor. Full Council approved use of our CIL monies to pay for the project. ESH application sent & licence now granted. ESH sent invoice so we can pay & this is being processed.	May 2022
27.9.21	Min 1459, p 3516 – To agree to progress with Welcome Back Fund event	AG/CG	This event took place in Chatsworth Park on 11 th and 12 th March and any update will be provided at this meeting.	Complete

Agenda Item 5 - Amenities and Civic Centre Action List
21st March 2022

27.9.21	Min 1461, p 3516 – To consider carbon footprint calculator for the Civic Centre	SN	Information on Civic Centre carbon footprint calculation to be taken to the Climate Change working group for consideration as to a way forward. Another meeting yet to be arranged.	July '22
29.11.21	Min 1471, p 3513 – To review the Business Plan	SN	ASM asked that no 7 focuses on tree preservation rather than tree planting. CCL asked for update to confirm TTC will not monoculture their green spaces and will invest in diverse species. Full Council on 16/03 considered if a strategic review is to be undertaken, which should include these suggestions.	May 2022
29.11.21	Min 1472, p 3513 – Update on the high priority items listed on the access report for Telscombe Town Council's green spaces	BB	BB to draft survey for residents to complete & take to Committee for agreement via email, before being advertised out.	May 2022
29.11.21	Min 1473, p 3513 – To consider applying for funding for a new route and pathway works next to Chatsworth Park North playground	BB	BB to start obtaining quotations regarding replacing current stepped pathway with a slope and that regulations with regards to the slope gradient allowed to be checked.	May 2022
29.11.21	Min 1474, p 3513 – To consider trampoline and climbing frame works in playgrounds	BB	PO issued to Sutcliffe Play for replacement springs & rubber plate. Parts due w/c 21/03 and will be installed shortly after.	April 2022
29.11.21	Min 1477, p 3514 – Update on placing bee hives on Telscombe Town Council owned land	BB	B&LBK investigating a manager to take on site. Response due Feb but not rcvd. If can go ahead, BB to contact PTC re advice on setting up apiaries & to obtain prices for bollards & container.	May 2022
29.11.21	Min 1479, p 3515 – To consider renewable energy options for Telscombe Town Council	SN	SN to work with Dr Mark Earthey and OVESCO to examine our existing power suppliers and possible installation of a new system.	Sept '22
24.01.21	Min 1488, p 3591 – To agree Income & Expenditure to 31 st December 2021	SN	CR asked if monies previously allocated for Wave Leisure could be added to earmark reserves for youth services. SN advised she would issue a report with recommendations for earmarked reserves at the next FC meeting.	Complete

Agenda Item 5 - Amenities and Civic Centre Action List
21st March 2022

24.01.21	Min 1489, p 3592 – To review the Business Plan	BB	BB to reference the ecological report and management plan in all future agenda reports.	Complete
24.01.21	Min 1490, p 3592 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	BB	A new agenda item has been added to this meeting to discuss the outcome on item 3.2 – a controlled crossing from the housing side of Kirby Drive.	See new agenda item
24.01.21	Min 1491, p 3592 – Update on adding lecterns at key entry points within Chatsworth Park	BB/SN	PO issued to Nature Sign Design for x4 information boards. EOI agreed by LDC & now bidding for CIL monies. SN drafting info to be added onto boards.	May 2022
24.01.21	Min 1492, p 3593 – To agree annual playground area inspections	BB	LDC will carry out the 4 types of inspections on our 3 playgrounds in April or May 2022.	May 2022
24.01.21	Min 1493, p 3593 – Update on playground inspection reports	BB	It was agreed for a report to be added to future meetings on the findings in the weekly playground inspection reports.	See new agenda item
24.01.21	Min 1494, p 3593 – To consider quotations for removal of Russian Vine to an area within Chatsworth Park	BB	PO issued to Countrywide in the sum of £160 plus VAT to remove the vine.	May 2022
24.01.21	Min 1497, p 3594 – To agree estimate for painting Civic Centre downstairs windows	SN	O'Sierra's estimate agreed for £1,860 plus VAT & PO sent 28/01. Work to be carried out when weather improves.	May 2022
24.01.21	Min 1498, p 3594 – To consider whether to continue with the gas service contract	SN	Gas service contract renewed with British Gas at annual cost of £826.55 plus VAT as agreed.	Complete
24.01.21	Min 1499, p 3595 – To agree estimates for replacement fire doors at the Civic Centre	SN	Agreed to authorise SN to spend up to £7,200 + VAT for doors required & PO issued to Thomas Doors for £7,000 + VAT. Doors currently being custom made.	May 2022
24.01.21	Min 1504, p 3593 – To agree actions contained within the tree survey report for Chatsworth Park		A new agenda item has been added to discuss a way forward.	See new agenda item

AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	21 st March 2022
SUBJECT	To agree Income & Expenditure to 28 th February 2022

1. INTRODUCTION

Detailed income and expenditure sheets are attached for both the Amenities and Civic Centre Committees and also the Earmarked Reserves.

2. INFORMATION

The actual year to date figures at 28th February 2022 are:-

Amenities - Income of £1,423 and expenditure of £24,242

Civic Centre – Income of £15,487 and expenditure of £33,374.

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

Amenities

4363-105 Town entertainments – payments made for various licences (i.e., TV and music). TV licence now cancelled for 2022/23 year.

4366-105 Wave Leisure – they did not hold summer school activities this year so no payment has been made to them. £1,500 to go to ER for Wave – to be authorised at this meeting.

4098-201 Play equipment replacement – we have committed to put £14,000 into an Earmarked Reserve at year end.

4328-201 Joint litter/dog bin emptying – this is now incorporated in the new grounds maintenance contracts, but the amount of £832 is a residual amount outstanding from 2020/21.

1065-202 Income miscellaneous – donation of £253 from Wander Coffee towards a park picnic bench and £840 from Wander Coffee for their weekly licence fee for the café concession.

4351-202 Seats and notice boards – £915 was for purchase of 3 new picnic benches in Chatsworth Park.

Civic Centre

1000-301 Income Civic Centre Room Hire – due to Covid and the closure of the Civic Centre, income is down on the budget figure.

1002-301 Income FIT payments – payments are received quarterly, with the final one being due in March.

1003-301 Income phone mast rental – payments are received quarterly, with the final one being due in March.

4406-301 Refuse collection – this is slightly over budget as we are now paying for the litter bin at the Civic Centre to be emptied of £5 per week which was not budgeted for. I could make a virement at year end to cover the over payment if required.

4412-301 Water and sewage – this is paid twice per year in April and October.

4414-301 Gas – SSE are now invoicing us monthly for gas usage.

4060-302 loan accounts – the loan payments for the Civic Centre are made twice a year in May and November.

For information, I have also included the Earmarked Reserves figures. Explanations for main expenditure are as follows:-

9012-910 Civic Centre maintenance – payment for the NICEIC electrical inspection and subsequent required electrical works.

9013-910 IT – payment for the new Server.

9027-910 – first instalment to BHCC for outstanding burial fees in accordance with agreed payment plan.

9028-910 Bus shelters – payment for painting and repairs of our Council owned bus shelters.

9035-910 Grounds Maintenance – this was for the Access Report £1,875 and Ecological Report £1,865.

9037-910 CIL monies – payment for ESCC licence fee for new bus shelter at northern end of Bannings Vale & for the new bus shelter.

9039-910 Clifftop fencing – it was agreed at the full Council meeting on 17.11.21 to make a virement of £2,000 to 9038-910 the Neighbourhood Plan to cover the agreed consultants' costs to 31st March 2022.

9040-910 Community café – The majority of expenditure is for the portable toilet hire which is approximately £177 monthly. We are now receiving a £40 weekly licence fee from Wander Coffee and the money received from them up until 31st March 2022 will be transferred into this earmarked reserve at year end.

3. RECOMMENDATION

The figures to 28th February for all Committees and Earmarked Reserves were taken to full Council on 16th March 2022. It is therefore recommended to note the figures.

4. FINANCIAL IMPLICATIONS

Room hire income is low, but hirers are now returning to the Civic Centre. Unfortunately, there are two or three regular hirers that have not returned.

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Amenities								
<u>105 Town Events</u>								
1054 Income entertainment	0	30	100	70			30.0%	
Town Events :- Income	0	30	100	70			30.0%	0
4363 Town Entertainments	0	557	1,000	443		443	55.7%	
4365 Entertainment consumables	0	0	100	100		100	0.0%	
4366 Wave Leisure	0	0	1,500	1,500		1,500	0.0%	
Town Events :- Indirect Expenditure	0	557	2,600	2,043	0	2,043	21.4%	0
Net Income over Expenditure	0	(527)	(2,500)	(1,973)				
<u>201 Parks, Open Spaces/Playgrounds</u>								
4098 Playground equipment Replacement	0	1,433	16,000	14,567	14,000	567	96.5%	
4100 Playgrounds Spare Parts	125	148	2,000	1,852		1,852	7.4%	
4101 Grounds Maintenance	0	8,615	8,000	(615)		(615)	107.7%	
4104 Works contract 1, playgrounds	288	6,800	7,850	1,050		1,050	86.6%	
4105 Works contract 2 -trees/hedges	0	2,545	2,600	55		55	97.9%	
4106 Works contract 3 - small grnd. wrks	110	1,160	1,800	640		640	64.4%	
4107 Playground inspections	195	2,767	2,700	(67)		(67)	102.5%	
4328 Joint litter/dog bin emptying	0	(827)	0	827		827	0.0%	
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	718	22,641	40,950	18,309	14,000	4,309	89.5%	0
Net Expenditure	(718)	(22,641)	(40,950)	(18,309)				
<u>202 Amenities General</u>								
1062 Income memorial benches	0	0	1,150	1,150			0.0%	
1063 Income memory garden plaques	30	300	300	0			100.0%	
1065 Income miscellaneous	160	1,093	0	(1,093)			0.0%	
Amenities General :- Income	190	1,393	1,450	57			96.1%	0
4351 Seats and Notice Boards	0	915	1,500	585		585	61.0%	
4357 Memorial benches	0	0	1,150	1,150		1,150	0.0%	
4358 Memory garden plaques	0	128	300	172		172	42.7%	
Amenities General :- Indirect Expenditure	0	1,043	2,950	1,907	0	1,907	35.4%	0
Net Income over Expenditure	190	350	(1,500)	(1,850)				
Amenities :- Income	190	1,423	1,550	127			91.8%	
Expenditure	718	24,242	46,500	22,258	14,000	8,258	82.2%	

Continued over page

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Civic Centre</u>								
<u>301 Civic Building</u>								
1000 Income Civic Centre -room hire	793	5,931	10,000	4,069			59.3%	
1002 Income - C Centre FIT payments	0	4,597	4,800	203			95.8%	
1003 Income - C Centre mast rental	0	4,959	6,615	1,656			75.0%	
Civic Building :- Income	793	15,487	21,415	5,928			72.3%	0
4401 General Repairs	0	1,193	2,000	807		807	59.6%	
4402 Consumable Supplies	10	807	850	43		43	94.9%	
4403 Equipment Maintenance	377	1,490	2,000	510		510	74.5%	
4404 External/Internal Decorating	0	0	1,000	1,000		1,000	0.0%	
4406 Refuse collection	25	930	850	(80)		(80)	109.5%	
4407 Equipment	0	404	1,250	846		846	32.3%	
4411 Rates	1,205	13,266	15,000	1,734		1,734	88.4%	
4412 Water and Sewage	0	1,644	1,900	256		256	86.5%	
4413 Electricity	714	1,243	2,200	957		957	56.5%	
4414 Gas	333	2,349	2,850	501		501	82.4%	
4419 Internal/external works	0	690	2,000	1,310		1,310	34.5%	
Civic Building :- Indirect Expenditure	2,664	24,017	31,900	7,883	0	7,883	75.3%	0
Net Income over Expenditure	(1,871)	(8,530)	(10,485)	(1,955)				
<u>302 Civic Building Loan</u>								
4060 Loan Accounts	0	9,357	9,600	243		243	97.5%	
Civic Building Loan :- Indirect Expenditure	0	9,357	9,600	243	0	243	97.5%	0
Net Expenditure	0	(9,357)	(9,600)	(243)				
Civic Centre :- Income	793	15,487	21,415	5,928			72.3%	
Expenditure	2,664	33,374	41,500	8,126	0	8,126	80.4%	

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Earmarked Reserves</u>								
910 Earmarked Reserves								
9011 Park/Playground refurbishment	0	0	89,182	89,182		89,182	0.0%	
9012 Civic Centre Maintenance	0	6,275	19,550	13,275		13,275	32.1%	
9013 Information Technology	0	4,111	4,691	580		580	87.6%	
9014 Telscombe Tye	0	0	50,365	50,365		50,365	0.0%	
9018 Tye Signage Expenditure	0	0	1,743	1,743		1,743	0.0%	
9020 Youth Projects Expenditure	0	0	3,018	3,018		3,018	0.0%	
9021 Election Expenses	0	0	9,929	9,929		9,929	0.0%	
9023 Street Lighting Expenditure	333	333	18,461	18,128		18,128	1.8%	
9026 Councillor training	0	0	3,500	3,500		3,500	0.0%	
9027 Burial fees	0	1,500	3,000	1,500		1,500	50.0%	
9028 Bus shelters	0	7,332	12,795	5,463		5,463	57.3%	
9029 Street furniture	0	0	3,000	3,000		3,000	0.0%	
9030 CCTV	0	0	2,110	2,110		2,110	0.0%	
9032 Website	0	0	1,420	1,420		1,420	0.0%	
9033 Telephones	0	0	4,751	4,751		4,751	0.0%	
9035 Grounds maintenance	1,450	7,887	17,605	9,718		9,718	44.8%	
9036 Coastal Management	0	0	30,000	30,000		30,000	0.0%	
9037 CIL monies	4,678	5,881	20,348	14,467		14,467	28.9%	
9038 Neighbourhood Plan	1,415	3,060	5,082	2,022		2,022	60.2%	
9039 Clifftop fencing	0	2,000	2,711	711		711	73.8%	
9040 Community cafe	177	2,258	3,985	1,727		1,727	56.7%	
9041 Tye management	0	140	3,553	3,413		3,413	3.9%	
Earmarked Reserves :- Indirect Expenditure	8,054	40,778	310,799	270,021	0	270,021	13.1%	0
Net Expenditure	(8,054)	(40,778)	(310,799)	(270,021)				
Earmarked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	8,054	40,778	310,799	270,021	0	270,021	13.1%	

AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st March 2022
SUBJECT	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 up-to-date ongoing working timetable which relates to this Committee. A couple of updates were requested at Septembers Committee meeting and the Town Clerk will undertake these, along with any recommendations made by the various Committees, after March's meetings.

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.	AO, TC	Yearly	ACC	Ongoing
2	Tree Works	Tree works to continue as required by the survey reports in Chatsworth Park and the Copse.	AO, TC	Yearly	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.	AO, TC & ACC	6 monthly	ACC	Ongoing

2020 -2021	2021 -2022	2022 -2023	V2.3 28/10/21
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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	TC	6 monthly	ACC	November 2021
4a	Increasing income ideas to be included	Working group to explore options with TC	TC	6 monthly	ACC	November 2021
		<p>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.</p> <p>Was put on hold due to Covid so now need to arrange further working group meeting to progress.</p> <p style="background-color: #800080; color: white; padding: 2px;">BUDGET IMPLICATIONS</p>				

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

5	<p>Keep Robert Kingan playground and Chatsworth Park clean and tidy</p>	<p>Carry out regular inspections of park & play spaces</p>	<p>Litter picking of park and playground included in new 3-year grounds maintenance contracts which commenced 1.4.21. Undertake periodic litter picks in Chatsworth Park & Robert Kingan using members, staff and volunteers in addition to contractors.</p>	<p>AO, staff and members and volunteers</p>	6 monthly	ACC	Ongoing
6	<p>New Café in Chatsworth Park Project</p>	<p>Examine the feasibility of building a new café in Chatsworth Park</p>	<p>Small working group set up & subsequently agreed at committee to trial a café concession to test market. Concession started April 2021 and agreed at ACC in Sept '21 to extend to March '22. Covenants for Park examined by LDC lawyer & report received. Additional Cllrs & staff joined working group to take project forward. Report being taken to Council in November re feasibility study for more permanent structure.</p> <p>BUDGET IMPLICATIONS</p>	<p>AO & TC</p>	Ongoing	ACC	May 2023

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

7	Declared Climate Change Emergency - Activity for ACC and FC	<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 & same applies to planting of bushes as an alternative. See item 7 in Part III.</p> <p>Replace any tree cut down as part of Chatsworth Park maintenance.</p> <p>Advertise the solar panels savings in CO2 and clean energy generation in quarterly newsletter.</p> <p>Explore the opportunities to provide EV charging point(s) at Civic Centre & rainwater harvesting.</p> <p>BUDGET IMPLICATIONS</p> <p>Single Use Plastics Policy adopted at Council meeting on 16.9.20.</p> <p>Joint working party set up with Peacehaven TC, as well as TTC's own separate committee.</p>	TC & AO	Ongoing	ACC & FC	ACC & FC	Complete
				CR	Complete	ACC & FC	ACC/FC	2023
					Ongoing	ACC/FC	ACC/FC	2023

2020 -2021

2021 -2022

2022 -2023

V2.3 28/10/21

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

				AO & TC	Yearly	ACC	n/a
7a	Explore the possibility of adding cycle routes in Chatsworth Park	In conjunction with the NP working group explore this possibility to encourage the use of cycles safely	Local residents consulted and not keen on cycle routes in park, therefore this has been put on hold. BUDGET IMPLICATIONS Long term plans for cycle route throughout Peacehaven & Telscombe Cliffs.				
8	New Council Contract – specification to pay the living wage to employees	Early appraisal of grounds maintenance contract renewal due in 2021. Examine potential to combine all existing contracts.	Examine the tender requirements of the new contract and encourage quality over price outcomes - New contracts agreed, x 3 separate, went out for tender and contractors agreed at A/CC. Contract for 3 years commencing 1.4.21. BUDGET IMPLICATIONS	TC & AO	Renewal of contracts due April 2024 – start new tender process in April 2023	ACC & FC	Complete
9	Chatsworth Park and The Copse Management Plan	To provide clear guidelines for park management.	Draft Management Plan and Boundary Policy agreed at ACC in Sept '21 to be taken to full Council in Nov'21 for adoption. BUDGET IMPLICATIONS	CCLK		ACC/FC	January 2022

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

9	Youth Services	Look at expanding opportunities to provide youth services support in the Towns	Report to Committee members to inform the discussion on exploring new opportunities to work with The Joff (Peacehaven) Youth Centre. Joint project agreed with Peacehaven TC & ESCC, put on hold due to Covid-19. Await revised details from ESCC. BUDGET IMPLICATIONS	TC & CR	ACC	April 2022
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This is a dynamic plan and by this it is meant that new work can be added and existing work or that completed or found not to be viable or necessary can be removed.

Abbreviations

- TC – Town Clerk
- AO – Amenities Officer
- P&R – Policy Resources
- ACC – Amenities/Civic Centre
- P&H – Planning and Highways
- CCLK – Cllr Clarkson
- DJ – Cllr Judd
- CR – Cllr Robinson
- FC - Full Council
- NDP - Neighbourhood Plan
- TTC - Telscombe Town Council
- PHTC - Peacehaven Town Council
- LDC - Lewes District Council

AGENDA ITEM	8
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st March 2022
SUBJECT	Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces

1. INTRODUCTION

As previously agreed, the Council Officers are currently investigating the 22 high priority recommendations detailed in the Access Report.

2. INFORMATION

The attached spreadsheet provides an update on the 16 urgent items for consideration by this Committee. Any recommendations that come under Telscombe Tye will be taken to the Policy & Resources Committee.

Of these 16 items, 9 have been completed and 6 are currently being explored (listed as ongoing). A separate agenda has been added with regards to adding a controlled crossing from Kirby Drive.

3. RECOMMENDATION

I recommend the Committee note the information on the attached spreadsheet.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

There will be financial implications to progress items in the report.

No. & Element	Current Situation	Recommendation	Update	Status
1.1 Online – website accessibility & usability	There is no information about the accessibility of the website on the Town Council website. Assessing the accessibility and usability of a website is a specialist area. It is important to ensure the website is as user-friendly as possible to a wide audience.	The accessibility and usability of the website to be reviewed by specialists and the recommendations acted on. The website should aim to meet Level AA of the W3C Web Accessibility Guidelines. The review process should include usability testing with an experienced group of users, particularly those who use screen readers or Easy Read text.	The Town Council website has been updated to make it accessible for all users. An accessibility statement has been added under our Policies section.	Completed
1.2 Online – information about access	There is no information about the accessibility of each of the sites on their respective pages. In research carried out by the Sensory Trust 42% of respondents said the main reason for not visiting their local park was lack of information.	<p>Some information about the accessibility of each of the sites, in the form of a Visitor Guide, to be included on the webpages with photos and an illustrative map would be particularly helpful to disabled people who may be thinking of visiting. Include images of a diverse population to show that everyone is welcome. Information to include: • Parking and transport information • Location and access information</p> <p>about WCs, refreshment facilities. And other facilities</p> <ul style="list-style-type: none"> • Range of activities available • Opening times or any restrictions (such as at Telscombe Tye where they may be cattle grazing) • Information on guided tours or events <p>Map to include elements such as accessible parking opportunities, location of bus stops, location of level access and step-free routes (where they exist), information about path surfaces, widths and steepness (if steep), and provision of resting places and nearest toilets.</p>	The Admin Assistant has completed this piece of work - details found on TTC website	Completed

2.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled visitors.	Ensure that information about parking near the Park (i.e. street parking near the more accessible routes) and the location of any bus stops is made available in the Visitor Guide online.	As per 1.2	Completed
2.2 Arrival	There are several key points of entry around the park. An information board at these entries would help orientate people and inform their decision about where to go in the park. This should include a park map with the accessible features on it (as described in 1.2 above). At the moment there is one noticeboard at an entrance off Ambleside Avenue but this is information about TTC meetings etc.	Provide a map at the main entrances (near bus stops and in the car park and at other key entrances) to the park which shows the key features of the park such as steps, location of resting places, toilets and other facilities (where applicable), steepness of slopes, surface of paths, distances etc.	Working with Nature Sign Design to put together details for information boards. CIL bids currently being requested.	Ongoing
3.2 North Playground entrance from Kirby Drive	This entrance is opposite a well populated housing estate but there is no controlled crossing for residents crossing the road to the park.	Work with highways to explore the option of installing a controlled crossing from the housing side of Kirby Drive to the park side. This then will need to connect up with a route into the park (preferably as step-free one).	A separate agenda item has been added to this meeting for discussion.	Recommendation in separate agenda item
3.9 North Playground top entrance	The slope down from this entrance is steep which is a barrier for a step-free approach.	See 3.1. It is recommended that the mainstep-free route is changed as in 3.1.	Specification document being drafted to be sent to contractors.	Ongoing
3.12 Car Park entrance via Park Avenue	There is a small car park for the Park at the entrance off Park Avenue on the south west side of the Park. The surface of the car park is very uneven.	Carry out remedial work to the car park to create a firm and even surface. This surface also to be regularly maintained throughout the year.	This work was completed following the site visit for the Access Report but prior to receiving the report	Completed

<p>3.13 Car Park entrance via Park Avenue</p>	<p>There are no designated accessible bays here. This may mean that Blue Badge holders are excluded from parking here on occasions.</p>	<p>Once the surface is level and even, mark out accessible parking bays as per guidance. The number of accessible bays should be min. 6% of the total number of spaces. Allocated bays to be as close as possible to pedestrian route(s) which have a firm and even surface.</p>	<p>Disabled parking sign now fixed to a post. White lines unable to be painted due to surface.</p>	<p>Completed</p>
<p>4.1 Path surfaces</p>	<p>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.</p>	<p>Carry out a rolling programme of improvement and maintenance of path surfaces around the Park starting with the most frequented routes such as the route across from Park Avenue to Ambleside Avenue. Path surfaces to be firm and even and well drained. They should be flush with any adjoining paths (for example the path alongside Ambleside Avenue).</p>	<p>Work has started with the path north of Chatsworth Park North Playground repaired. A yearly ongoing programme will need to take place, future reports to come to this Committee following consultation of residents through survey.</p>	<p>Ongoing</p>
<p>4.2 Path widths</p>	<p>Most of the surfaced paths are approximately 1200 – 1500 mm wide, some slightly more or less. The resurfacing of paths provides an opportunity to widen them, where feasible.</p>	<p>Aim for a path width of 1800 mm on key routes, preferably 2000 mm. This allows two wheelchair users to pass each other or two pedestrians to walk side by side. A width of 1500 mm allows for a wheelchair user and a pedestrian to be alongside each other. A width of 1200 mm allows space for a wheelchair only. Where paths are necessarily narrower than 1800 mm ensure there are regular passing places. These should be 2000 mm long and 1800 mm wide and located within direct sight of another passing place or at a maximum distance of 25 m – whichever is closer.</p>	<p>A rolling programme will need to be investigated alongside item 4.1</p>	<p>Ongoing</p>

5.2 Resting places elsewhere	There are some seats at different points within the Park, but not that many. These tend to be plain benches or, in the Memorial Garden, seating with backrests and armrests.	Together with the seating beside the main paths, explore other areas around the Park to install seating. This is something that could be done in consultation with local community groups. Consider locations for their sensory interest such as views, sounds, planting as well as some with shade and some with sun. The locations may have soft landscaping on the approach to complement the seating beside the paths.	Three benches have since been added to the grassed area by the car park, near to the café concession.	Completed
8.1 Events and activities	These need to be as inclusive as possible.	When designing and promoting events or activities, ensure that the accessibility of the event or activity has been considered and prepared for. This element can also be promoted and a telephone number given for anyone who may have queries about the accessibility of the activity or event.	Risk Assessments actioned when holding events. TTC telephone number provided on all promotional literature.	Completed
9.2 Volunteers	There is a significant element of maintenance and monitoring that needs to be carried out at the Park on a regular basis.	Recruit volunteers (if not already in place) to carry out essential maintenance tasks at the Park and in doing so they also act as monitors of the Park. The tasks to include maintenance (sweeping) of paths, removal of any temporary obstacles, cleaning of playground equipment, pruning shrubby back from the paths, carryout out remedial work to any damaged seats or signs etc.	Most of these items are listed under our grounds maintenance contracts, although we may wish to consider utilising volunteers further to help with monitoring of the park.	Completed
9.3 Staff training	Any Council Staff who manage activities or deal directly with the public regarding the Park need to be disability confident.	Provide disability confidence training for all front facing staff. This should be provided by an experienced trainer who is themselves disabled and who works from the Social Model of Disability.	Town Clerk is investigating training options	Ongoing

9.4 Feedback	Getting ongoing feedback about the Park and its accessibility is important for the Council and assists the Council in meeting its duties to disabled people at the Park.	Consider increasing the ways in which people can give feedback about the Park so that it is as easy as possible. Use a variety of methods to give people options and ensure that those who have given feedback are given feedback from the Council on their ideas. Ways of giving feedback include social media, 1-1 questionnaire at events, community focus groups etc.	Questionnaire to be designed and emailed to Committee for their agreement, before being provided to residents for events & providing updates on the park via our website. Updates have been made on social media concerning maps. To be considered alongside 8.2 (low priority).	Ongoing
11.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled parents/carers wishing to use the Playground with their children.	Ensure that information about parking near the Playground (i.e. street parking) and the location of any bus stops and public toilets is made available in the information online.	As per 1.2	Completed

AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st March 2022
SUBJECT	To note ESCC's response to a proposed controlled crossing from Kirby Drive to Chatsworth Park

1. INTRODUCTION

One of the high priority recommendations detailed in the Access Report asked that the Town Council work with highways to explore the option of installing a controlled crossing from the housing side of Kirby Drive to Chatsworth Park.

2. INFORMATION

I initially contacted East Sussex Highways, who informed me that they do not have the resources to install a controlled crossing at present but encouraged us to apply for match funding which delivers additional projects relating to the highway. The Committee asked that I take this forward through the next Strengthening Local Relationships (SLR) meeting to obtain the view from East Sussex County Council's (ESCC) Traffic & Safety Manager.

Unfortunately, the Traffic & Safety Manager was unable to attend the previous SLR meeting, so a separate meeting was held in January to discuss a way forward. The Traffic & Safety Manager advised that ESCC have limited funding, which needs to be prioritised to the areas most needed. An assessment was previously carried out in 2013 with a score of 40, which did not meet the benchmark score of 70. This decision was taken forward to the Planning & Highways Committee where it was recommended we ask the Traffic & Safety Team at ESCC to carry out an assessment for the crossing at Kirby Drive, as this was last assessed 9 years ago. Following their assessment in February, we were informed that the new score was recorded at 44. A copy of the High Level Sift scoring sheet and an explanation handout that ESCC use to assess all requests received was provided to us, which I have attached for your information.

3. RECOMMENDATION

I recommend that we do not continue investigating a crossing in this location as it does not meet the benchmark score and the costs to the Town Council, even with Community Match Funding, is too high.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

There will be high financial implications if we progress with a crossing in this location.

Scheme Details

1. What is the location of the requested scheme? (Town/Village, Street/Road Name)						
2. Select the type of scheme that has been requested (If the request includes a number of measures, select the scheme type for the predominant measure.)	Public Transport	Cycling	Walking	Smarter Choices	Other	
3. Briefly outline what is being requested						
4. Select the area that the scheme is located in	Eastbourne/Hailsham/Polegate	Bexhill/Hastings	Newhaven	Uckfield & Surrounding Area	Outside Priority Area	Development Area Score
						0
5. Scale of Impact	Countywide/District Level (Corridors)	Community Level	Street Level			
				Scale of Impact Score	0	
6. Policy Impact Assessment		Evidence	Score	Weighting	Total Score	
Economic Impact	1. Improve maintenance and management.		0	4	0	
	2. Improve strategic and local connectivity.		0	5	0	
	3. Reduce congestion.		0	4	0	
					Total Economic Impact Score	0
Safety Impact	4. Improve road safety.		0	5	0	
	5. Reduce KSI's.		0	5	0	
					Total Safety Impact Score	0
Environmental Impact	6. Reduce green house gas emissions and pollution (air & noise).		0	4	0	
	7. Adapt to climate change.		0	3	0	
	8. Protect and enhance the natural and built environment.		0	1	0	
					Total Environmental Impact Score	0
Social Impact	9. Improve access to services.		0	3	0	
	10. Improve health.		0	2	0	
					Total Social Impact Score	0
					Total Scheme Assessment Score	0
7. Issues & Futher Information	0					
8. Links to Other Schemes						
9. Assessment Date (D/M/YR)				10. Assessment Officer Initials		

Assessment of requests for local transport improvements

As part of the county's third Local Transport Plan (LTP3), a new prioritisation framework for local transport schemes has been developed. It is an evidence based approach to assist us in prioritising which schemes should be funded through our capital programme for local Transport improvements.

The requests for local transport improvements such as new pedestrian crossings, traffic calming, cycle lanes and footpath improvements will be considered by the County Council's **Infrastructure Design and Delivery Team**. The assessment consists of a two stage process, and requests will only progress through each stage if they meet with the criteria outlined below:-

1. **High Level Sift** – a short assessment to establish how the scheme fits with the transport objectives set out in the LTP3.
2. **Detailed appraisal** – a detailed assessment of how the scheme fits with the objectives of LTP3, as well as assessing value for money, risk and equalities impacts.

For your information the key objectives against which scheme requests are assessed include the extent to which it will:-

- Improve the economy
- Improve public safety and health
- Tackle climate change
- Improve accessibility to employment, education, health facilities and other services
- Improve quality of life

Initial requests for schemes will be assessed and scores reviewed on a quarterly basis through the 'High Level Sift' stage, and if successful at this stage, a further Stage 2 assessment will then be undertaken.

This will assist in identifying those schemes to be considered for possible inclusion in a future year's capital programme for Local Transport Improvements. This is considered by the Lead Member for Economy, Transport and Environment in March each year.

AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st March 2022
SUBJECT	To note amenities complaints since last meeting

1. INTRODUCTION

A report on complaints associated with this Committee is placed on every Amenities & Civic Centre agenda, to include any updates on a spreadsheet.

2. INFORMATION

Three complaints were provided to the Committee in November (listed 1-3), six in January (listed 4-9) and six more have been raised since. Details with regards to the complaint, action taken and current status are listed on the attached spreadsheet. Two of these complaints will need to be considered further by this Committee.

Complaint number 12 is asking for the trees in Chatsworth Park on the other side of the pathway next to their property to be cut back due to them shadowing their garden (picture below). They advised we had previously cut these trees back and upon further investigation, this was carried out in January 2018 following a recommendation from the arborist's report in September 2017 due to pathway encroachment. We have not received any recommendations concerning these trees in our most recent tree survey, they are not encroaching the pathway and there is no recommended works provided in the management plan. This area falls under the amber zone on the ecological survey which states that any works will be undertaken under the supervision or guidance of the Ecological Clerk of Work, which will be at an additional cost. I contacted Cllrs Gallagher and Judd as Chair and Vice Chair of the Committee for their comments and it was felt that the trees were not encroaching the property, but it was suggested that perhaps the cutting back be carried out by volunteers who are currently being recruited for the management plan through Cllr Clarkson.



Complaint numbers 4, 6, 11 and 14 concern tree damage and can be moved forward once a decision is made on how we wish to proceed with the tree survey. Complaint 14 will also need to be considered by this Committee, as the resident is asking us to reduce the height of their hedge. This hedge was last cut by the Town Council a year ago and we informed the resident that he would need to manage any future encroachment going forward. He has advised me he is too old to be able to carry out this work. A picture of the hedge is provided below:



This location falls under the red zone on the ecological survey, which states that no works can be undertaken without prior consultation from an ecologist. This would be at an extra charge. It is also near to a badger sett, although as it is further than 30 metres away from the sett entrance, we would not need to carry out a badger survey. There are no recommended works to this hedge or area within the management plan.

3. RECOMMENDATION

I recommend that the Committee note the complaints received. I also recommend they consider whether to obtain quotations for works to the trees on complaint number 12 and to obtain quotations for the hedge as highlighted in complaint number 14.

4. ENVIRONMENTAL IMPACT

The environmental impact will be considered when carrying out any works in response to a complaint.

5. FINANCIAL IMPLICATIONS

Several of the complaints relate to trees as listed on the tree survey. There will be a cost if we decide to reduce the hedge as listed on complaint 14.

We are over budget by £600 in this year's grounds maintenance budget. The budget set for next year is £10,000. The current balance of our earmarked reserve is £9,700.

Complaint No	Date received	Taken to A&CC	Area	Category	Nature of complaint	Most recent action taken	Current status
1	12.08.2021	29.11.2021	Chatsworth Park	Trees	Russian vine climbing on trees bordering property, encroaching property and blocking sun.	10.03 - Purchase Order issued for removal.	Ongoing
2	05.11.2021	29.11.2021	Telscombe Cliffs	Trees	Tree growing out of wall next to a small car park area in Bridle Way and encroaching property.	08.11 - Not sure who owns this land so contacted LDC and ESH. Informed resident. 17.11 - LDC conf not their land and will not action. 22.11 - ESH conf not their land either so resident will need to contact Land Registry to find out. However this time they will clear 3m of vegetation by 12.12.2021. Resident informed. 02.12 - Works completed by ESH. Resident unhappy with standard but re-iterated they will need to take this forward with Land Registry.	Completed 02.12.2021
3	08.11.2021	29.11.2021	Saltdean	Wildflower verge	From resident through MP's Office - grass not cut outside Homeridge House and lots of dog mess, causing smell issues.	10.11 - Emailed back to conf wildflower verge so cut once in the autumn and to report dog fouling to LDC via website link.	Completed 10.11.2021
4	25.11.2021	24.01.2022	Telscombe Cliffs	Tree on verge	2 trees planted in their verge through P&H project in Dec 2019 have died.	07.03 - Recommendation taken to P&H Committee 14.03.2022 that the resident pays for new trees to be planted as the Town Council do not have funds.	Ongoing
5	25.11.2021	24.01.2022	Chatsworth Park	Trees	Resident complained about the works to the border of CP and house in Kirby Drive. No regard for the wildlife.	26.11 - Informed resident to explain work carried out as per recommendations from surveyor, so assessment can be made on the stability of the bank.	Completed 26.11.2021
6	17.12.2021	24.01.2022	Chatsworth Park	Trees	Resident had previously complained about trees bordering her property not being cut but could see works actioned to border of Kirby Drive. Unhappy hers were not being carried out as well.	20.12 - Advised resident that the works carried out are to check for subsidence and for the safety of the property. Also adv we will shortly be receiving results from a tree survey, which has recommendations inc for the boundary to properties. Advised I would contact her once rcvd next month. 27.01 - Report provided and 3 trees reviewed near to resident. Tree T246 recommends removal of limb growing NE near to property, 3 month deadline. Cllrs to undertake site visit and make a decision thereafter.	Ongoing
7	17.12.2021	24.01.2022	Chatsworth Park	Bins	Resident phoned to conf dog bin with the dog bags attached is overflowing and a health risk.	17.12 - Countrymans contacted, who cleared bins same day. SN asked M Evans to remove the 'free' dog bags to discourage this bin becoming more full. 21.12 - Bags removed.	Completed 21.12.2021
8	01.01.2022	24.01.2022	Chatsworth Park	Memory Garden	Post 7 in memory garden is rotten and not secure.	11.01 - M Evans replaced sleeper. Resident informed.	Completed 11.01.2022

9	06.01.2022	24.01.2022	Chatsworth Park	Trees	X2 bicycles were padlocked to a lamp post at Heathy Brow bus stop. LDC placed note on them adv if they were not removed within 7 days, they would be removed. Bikes moved and now locked to a tree in Chatsworth Park, north of memory garden.	03.03 - Bikes removed by LDC.	Completed 03.03.2022
10	20.01.2022	21.03.2022	Chatsworth Park	Dog fouling	Resident wrote to advise lots of people are not picking up after their dogs near to his house boundary. He has CCTV with evidence of people not picking their dog mess and would like us to prosecute. Would also like some bigger signs and the grass to be cut short	21.01 - Visited location. 27.01 - Resident informed only place to add signs would be on his fence, but TTC accept no liability. Resident agreed and signs ordered. 17.02 - Signs added to fence.	Completed 17.02.2022
11	11.07.2022	21.03.2022	Copse	Trees	Tree branches from Copse growing into road on Bush Close and their sap is damaging the cars parked underneath. The trees are also overshadowing her garden and fencing needs replacing.	16.02 - Visited site and T86 from Tree Survey report. which recommends lifting to 5m over road and lawn within 6 months time. Advised resident will respond following confirmation of way forward with tree survey.	Ongoing
12	17.02.2022	21.03.2022	Chatsworth Park	Trees	Resident reported that trees in the park are growing tall and shadowing his garden. TTC had previously cut these back a few years ago.	17.02 - Informed resident will be discussed at next A&CC meeting.	Ongoing
13	21.02.2022	21.03.2022	Teiscombe Cliffs	Twitten	Resident advised that the twitten between Cliff Gardens and Grassmere Avenue has not been looked after for years and is used as an area for the houses that run along side it to dump their rubbish.	21.02 - Emailed LOC as resident advised he initially reported to him. Asked LOC if taken this further or if he needs me to take further - suggest i initially contact LDC as they cut the hedge at the entrance with Grassmere Avenue. 28.02 - No response so emailed Customer First Team at LDC.	Ongoing
14	23.02.2022	21.03.2022	Chatsworth Park	Trees	Resident called to complain about the hedge height in his garden and two leaning trees bordering his property.	24.02 - Visited site. Hedge is overgrown. This was carried out a year ago & resident was informed that TTC would reduce the hedge but he would need to manage any future encroachment. Trees are both leaning and these are T418 and T419 in tree survey report with works recommended to be undertaken within 1 month. Committee to consider if we should obtain prices for cutting hedge (pics provided) and way forward with tree survey report.	Ongoing
15	26.02.2022	21.03.2022	Chatsworth Park	Trees	Resident reported damaged tree by memory garden following Storm Eunice.	28.01 - I undertook site visit 23.02 and emailed SN findings on 24.02. Advised resident will update as soon as I can.	Ongoing

AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st March 2022
SUBJECT	Update on playground inspection reports & to agree actions

1. INTRODUCTION

At the last Amenities & Civic Centre Committee, the Committee were provided with a copy of the most recent weekly playground inspection report from Lewes District Council (LDC) and a spreadsheet listing updates on each item. It was agreed that a copy would be provided at all future Committee meetings.

2. INFORMATION

A copy of the most recent report is attached. There are 31 items listed; 14 items I have forwarded to the Town Clerk to ask agreement to obtain quotes, 7 items will be considered at this Committee meeting under separate agenda items, we are waiting for works to be undertaken for 3 items, there are another 3 items we are querying with Lewes District Council as they have been completed and are still on the list, we are obtaining prices for 2 items, a purchase order is being sent out in relation to 1 item, on-site visits are to be undertaken for 4 items and another item is for this Committee to consider a way forward. This relates to the group swing in Chatsworth Park South playground. There are lots of bird droppings on this and LDC have informed me that despite cleaning, the finding will remain due to it being under a pigeon roosting spot and the droppings are a continual problem. They advise the only way to stop this is to cut back the tree that overhangs the swing or move the swing to an alternative place. They also confirmed that bird droppings carry lots of harmful organisms. In our most recent tree survey, it was recommended that the elongated limbs over the play area are removed within 3 months (tree numbers 398 and 399), and within 1 month (tree number 400 and area G1). Tree number 400 suffered broken limbs in the recent storm and emergency works were carried out to make it safe.

I have also provided a spreadsheet (attached), listing where we are with each item. Included within this spreadsheet are 14 items that have been completed and 3 that are no longer on the report but we are still investigating.

3. RECOMMENDATION

It is recommended to note the information contained in the two attached documents. I also recommend we carry out the works to trees 398, 399 & 400 in the tree report to cut the elongated tree limbs over Chatsworth South Playground as per the recommendation in our recent tree survey report and in the meantime a weekly clean of the group swing is carried out to alleviate the current situation.

4. ENVIRONMENTAL IMPACT

Maintenance of the park equipment allows residents and visitors to safely use the playgrounds.

5. FINANCIAL IMPLICATIONS


Tree works will be taken from the grounds maintenance budget which is set at £10,000 for the 2022/23 financial year. However, other recommended works will affect the budget available.


Inspection Report


This report shows Findings and Tasks recorded during the Inspection(s) matching the selection criteria set in the Report Wizard. If no Findings or Tasks are shown, none were recorded.

Each Inspection includes a declaration signed by the Inspector stating that no defects were found other than those recorded.

Inspections included in this report

Provider	Lewes District Council	 07/03/2022
Site Name	Robert Kingan Play Area, Telscombe	
Actual Date	07/03/2022 09:18:33	
Inspection Type	Playground-Routine Visual	
Inspector	Matthew Townshend	
Inspection Status	Completed	

Provider	Lewes District Council	 07/03/2022
Site Name	Chatsworth Park North Play Area	
Actual Date	07/03/2022 09:41:30	
Inspection Type	Playground-Routine Visual	
Inspector	Matthew Townshend	
Inspection Status	Completed	

Provider	Lewes District Council	 07/03/2022
Site Name	Chatsworth Park South Play Area	
Actual Date	07/03/2022 09:49:09	
Inspection Type	Playground-Routine Visual	
Inspector	Matthew Townshend	
Inspection Status	Completed	

Finding Summary

Chatsworth Park South Play Area Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Entrance Signs	Fixtures - Loose or Missing	31/01/2022 10:37:26		High
Chain bridge	Item - Damaged	07/03/2022 09:58:35		High
Spring Duck	Timber - Rotting	31/08/2021 11:08:10	01/01/0001 00:00:00	Medium
Overall Site	Surface - Trip points	31/08/2021 11:11:57		Medium
Junior 2 seat swing	Chain - Connectors Worn	09/11/2021 11:11:51		Medium
Team swing	Bird droppings	08/02/2022 10:26:14		Medium
Large Trampoline	Fixtures - Loose or Missing	28/02/2022 10:13:13		Medium
Spring Duck	Item - Corrosion	30/12/2021 11:47:26		Low
Spring Elephant	Item - Corrosion	30/12/2021 11:48:34		Low
Quad Seat Springy	Item - Corrosion	05/01/2022 11:38:48		Low
Wooden Picnic table	Item - Cracked	05/01/2022 11:41:55		Low
Overall Site	Litter - medium amount	08/02/2022 10:21:59		Low
Entrance Signs	Fixtures - Loose or Missing	28/02/2022 10:15:42		Very Low

Finding Summary

Chatsworth Park North Play Area Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Overall Site	Routine Maintenance	08/02/2022 10:00:40		Medium
Stepping Logs	Surface - Grass, Moss or Weeds	15/02/2022 08:11:59		Medium
Overall Site	Fixtures - Loose or Missing	21/02/2022 11:15:46		Medium
Overall Site	Ground Eroded	09/11/2021 10:43:02		Low
Wet Pour	Item - Damaged	14/12/2021 10:12:46		Low
Team Swing	Item - Corrosion	05/01/2022 10:53:20		Low
Telescope	Item - Corrosion	05/01/2022 10:54:11		Low

Finding Summary

Robert Kingan Play Area, Telscombe Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Junior Swing Unit	Item - Cracked	15/02/2021 08:12:00		Low
Trampoline x2	Item - Repair/s - Minor	07/10/2021 10:04:57		Low
Picnic Tables x2	Item - Timber rotting	09/11/2021 09:03:18	26/04/2022 09:04:25	Low
Quad Springy	Delamination of Wood	20/12/2021 09:30:59		Low
Bike and Side Car Springy	Delamination of Wood	20/12/2021 09:33:46		Low
Chestnut pale	Fencing - Panel damaged	30/12/2021 09:45:12		Low
Quad Springy	Item - Corrosion	30/12/2021 09:49:11		Low
Stepping Stone Springies x 3	Item - Corrosion	30/12/2021 09:56:57		Low
Junior Multiplay	Item - Cracked	05/01/2022 10:07:22		Low
Telescope	Item - Corrosion	05/01/2022 10:11:45		Low
Overhead Monkey bars	Item - Cracked	20/12/2021 09:41:11		Very Low

Inspection - Robert Kingan Play Area, Telscombe - 07/03/2022 09:18:33

Provider	Lewes District Council
Site Name	Robert Kingan Play Area, Telscombe
Actual Date	07/03/2022 09:18:33
Inspection Type	Playground-Routine Visual
Inspector	Matthew Townshend
Inspection Status	Completed

[Handwritten signature]
07/03/2022

Site Name	Robert Kingan Play Area, Telscombe
Address	
Postcode	
Notes	

Previously Reported Findings (unresolved at time of Inspection)

Bike and Side Car Springy - Finding

Asset	Bike and Side Car Springy
Finding Title	Delamination of Wood
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	20/12/2021 09:33:46
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Chestnut pale - Finding

Asset	Chestnut pale
Finding Title	Fencing - Panel damaged
Finding Group	Maintenance
Cause	Unknown
Finding Status	Open
Finding Creation Date	30/12/2021 09:45:12
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Junior Multiplay - Finding

Asset	Junior Multiplay
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	05/01/2022 10:07:22
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Junior Swing Unit - Finding

Asset	Junior Swing Unit
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	15/02/2021 08:12:00
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	The surface where the junior swings and team swing is has cracks in it

Finding Photos



Overhead Monkey bars - Finding

Asset	Overhead Monkey bars
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Age
Finding Status	Open
Finding Creation Date	20/12/2021 09:41:11
Resolve By Date	
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	Monitor cracks in posts, to see if they increase, as could be a finger trap

Finding Photos



Picnic Tables x2 - Finding

Asset	Picnic Tables x2
Finding Title	Item - Timber rotting
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	09/11/2021 09:03:18
Resolve By Date	26/04/2022 09:04:25
Finding Resolved Date	
Risk Level	Low
Finding Notes	5.1.22 noticed this crack on a support section under one table. Also table top and seat

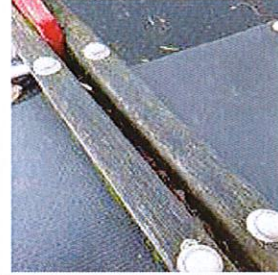
Finding Photos



Quad Springy - Findings

Asset	Quad Springy
Finding Title	Delamination of Wood
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	20/12/2021 09:30:59
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Asset	Quad Springy
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	30/12/2021 09:49:11
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Stepping Stone Springies x 3 - Finding

Asset	Stepping Stone Springies x 3
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	30/12/2021 09:56:57
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Telescope - Finding

Asset	Telescope
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	05/01/2022 10:11:45
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos




Trampoline x2 - Finding

Asset	Trampoline x2
Finding Title	Item - Repair/s - Minor
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	07/10/2021 10:04:57
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Side panel coming lose

Finding Photos



Inspection - Chatsworth Park North Play Area - 07/03/2022 09:41:30

Provider	Lewes District Council		
Site Name	Chatsworth Park North Play Area		
Actual Date	07/03/2022 09:41:30		
Inspection Type	Playground-Routine Visual		07/03/2022
Inspector	Matthew Townshend		
Inspection Status	Completed		

Site Name	Chatsworth Park North Play Area
Address	
Postcode	
Notes	

Previously Reported Findings (unresolved at time of Inspection)

Overall Site - Findings

Asset	Overall Site
Finding Title	Ground Eroded
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	09/11/2021 10:43:02
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Westpour splitting in places

Finding Photos



Asset	Overall Site
Finding Title	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	Act of God
Finding Status	Open
Finding Creation Date	21/02/2022 11:15:46
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	

Finding Photos



Asset	Overall Site
Finding Title	Routine Maintenance
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	08/02/2022 10:00:40
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	Woos coming away from concrete near zip wire. Could be a finger trap

Finding Photos



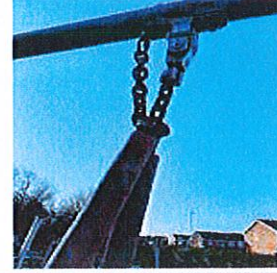
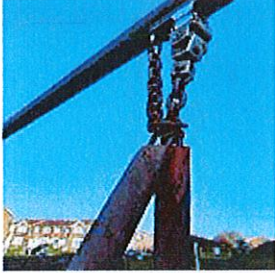
Stepping Logs - Finding

Asset	Stepping Logs
Finding Title	Surface - Grass, Moss or Weeds
Finding Group	Maintenance
Cause	Act of God
Finding Status	Open
Finding Creation Date	15/02/2022 08:11:59
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	The climbing logs and zig zag logs are very slippery with a slight coating of Algae.

Team Swing - Finding

Asset	Team Swing
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	05/01/2022 10:53:20
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Telescope - Finding

Asset	Telescope
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	05/01/2022 10:54:11
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Wet Pour - Finding

Asset	Wet Pour
Finding Title	Item - Damaged
Finding Group	Maintenance
Cause	Maintenance
Finding Status	Open
Finding Creation Date	14/12/2021 10:12:46
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Inspection - Chatsworth Park South Play Area - 07/03/2022 09:49:09

Provider	Lewes District Council
Site Name	Chatsworth Park South Play Area
Actual Date	07/03/2022 09:49:09
Inspection Type	Playground-Routine Visual
Inspector	Matthew Townshend
Inspection Status	Completed

[Handwritten signature]
07/03/2022

Site Name	Chatsworth Park South Play Area
Address	Ambleside Avenue, Telscombe
Postcode	
Notes	

Findings reported within the Inspection

Chain bridge - Finding

Asset	Chain bridge
Finding Title	Item - Damaged
Finding Group	Maintenance
Cause	Accidental Damage
Finding Status	Open
Finding Creation Date	07/03/2022 09:58:35
Resolve By Date	
Finding Resolved Date	
Risk Level	High
Finding Notes	Sharp protusion

Finding Photos



Previously Reported Findings (unresolved at time of Inspection)

Entrance Signs - Findings

Asset	Entrance Signs
Finding Title	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	28/02/2022 10:15:42
Resolve By Date	
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	

Finding Photos



Asset	Entrance Signs
Finding Title	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	Design Defect
Finding Status	Open
Finding Creation Date	31/01/2022 10:37:26
Resolve By Date	
Finding Resolved Date	
Risk Level	High
Finding Notes	

Finding Photos



Junior 2 seat swing - Finding

Asset	Junior 2 seat swing
Finding Title	Chain - Connectors Worn
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	09/11/2021 11:11:51
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	2nd swing along the bar connection is very worn.

Finding Photos



Large Trampoline - Finding

Asset	Large Trampoline
Finding Title	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	28/02/2022 10:13:13
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	Spring snapped

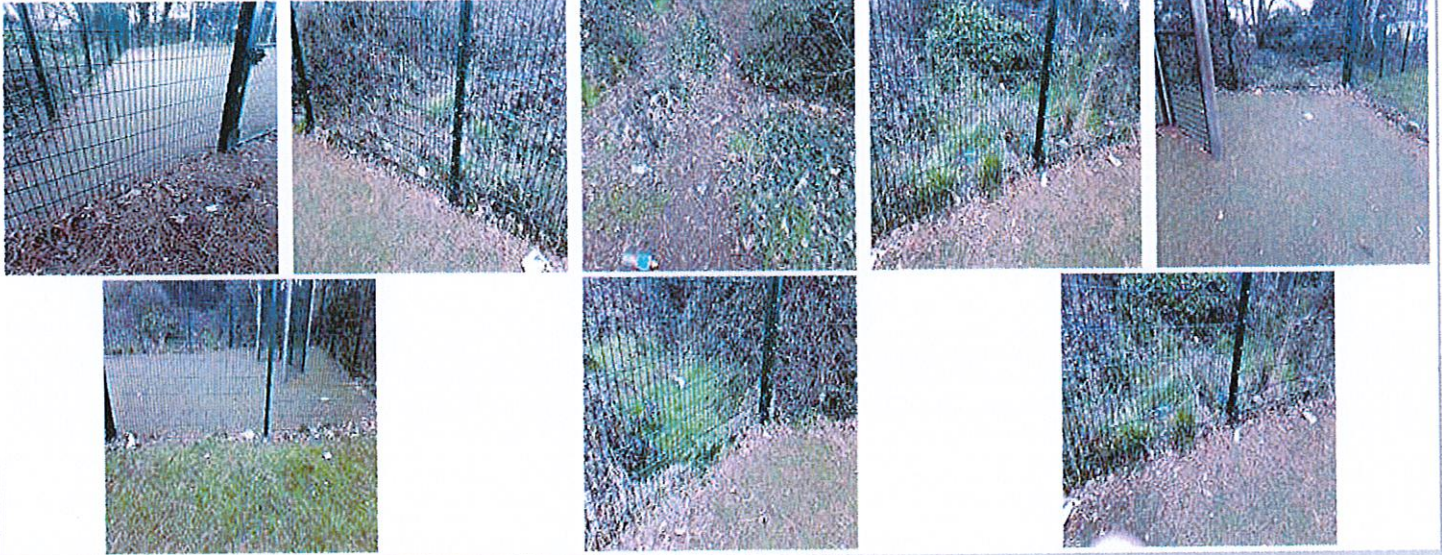
Finding Photos



Overall Site - Findings

Asset	Overall Site
Finding Title	Litter - medium amount
Finding Group	Maintenance
Cause	Anti Social Behaviour
Finding Status	Open
Finding Creation Date	08/02/2022 10:21:59
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Reported to IdVerdi to remove.

Finding Photos



Asset	Overall Site
Finding Title	Surface - Trip points
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	31/08/2021 11:11:57
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	By the slide area and the swings

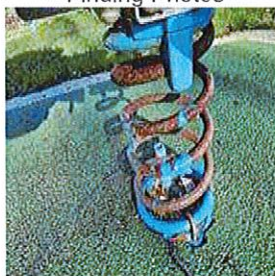
Finding Photos



Quad Seat Springy - Finding

Asset	Quad Seat Springy
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	05/01/2022 11:38:48
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Spring Duck - Findings

Asset	Spring Duck
Finding Title	Timber - Rotting
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	31/08/2021 11:08:10
Resolve By Date	01/01/0001 00:00:00
Finding Resolved Date	
Risk Level	Medium
Finding Notes	8.2.22 The seating section actually moves when this rocks.

Finding Photos



Asset	Spring Duck
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	30/12/2021 11:47:26
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Spring Elephant - Finding

Asset	Spring Elephant
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	30/12/2021 11:48:34
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Team swing - Finding

Asset	Team swing
Finding Title	Bird droppings
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	08/02/2022 10:26:14
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	This needs cleaning please.

Finding Photos



Wooden Picnic table - Finding

Asset	Wooden Picnic table
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	05/01/2022 11:41:55
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



Inspection Date	Taken to A&CC	Playground	Asset	Finding Title	Risk Level	Details	Most recent update	Work status
15/02/2021	24/01/2022	RK	Junior Swing Unit	Item - Cracked	L	The surface where the junior swings and team swing is has cracks in it	10/02 - Report going to A&CC to consider quotes	Decision to be made at meeting
01/03/2021	24/01/2022	CPS	Wooden Seat	Item - Cracked	L	Wood splintering	02/03 - Chased SN if can issue PO. 09/03 - No longer on report. Questioned why with LDC	Ongoing
07/04/2021	24/01/2022	RK	Wooden Clatter Bridge	Chain - Links Worn	M	Chain links worn	01/03 - Links replaced by Playsafe.	Completed 01/03/2022
31/08/2021	24/01/2022	CPS	Overall Site	Surface - Trip points	M	By the slide area and the swings	10/02 - Report going to A&CC to consider quotes	Decision to be made at meeting
31/08/2021	24/01/2022	CPS	Spring Duck	Timber - Rotting	M	Timber rotting	22/02 - Report going to A&CC to consider quotes	Decision to be made at meeting
07/10/2021	24/01/2022	RK	Trampoline x2	Item - Repair/s - Minor	L	Side panel coming loose	24/01 - Sutcliffe Play conf parts due to arrive 21/03/2022 and will conf installation date after this date.	Ongoing
03/11/2021	24/01/2022	CPS	4 Seat Toddler Swing	Item - Cracked	M	2nd easterly swing, where the chain meets the seat	14/01 - Requested PO's to be sent by AG for requested work.	Ongoing
03/11/2021	24/01/2022	CPS	Junior 2 Seat Swing	Other / Miscellaneous	L	Very squeaky	07/03 - Asked SN if can issue PO. 09/03 - No longer on report. Checked with LDC why.	Ongoing
09/11/2021	24/01/2022	CPN	Overall Site	Ground Eroded	L	Wetpour splitting in places	10/02 - Report going to A&CC to consider quotes	Decision to be made at meeting
09/11/2021	24/01/2022	CPS	Junior 2 Seat Swing	Chain - Connectors Worn	M	2nd swing along the bar connection is very worn	23/02 - M Evans repaired. Advised LDC. 09/03 - Still on report. Asked LDC to remove 02/03 and 09/03 and provided pictures as evidence.	Completed 23/02/2022
09/11/2021	24/01/2022	CPS	Wooden Train & Carriages	Item - Timber rotting	L	Timber rotting	01/03 - Playsafe replaced rotten section.	Completed 01/03/2022

09/11/2021	24/01/2022	RK	Picnic Tables x2	Item - Timber rotting	L	Timber rotting	07/03 - Chased SN if PO can be issued	Ongoing
14/12/2021	24/01/2022	CPN	Wet Pour	Item - Damaged	L		10/02 - Report going to A&CC to consider quotes	Decision to be made at meeting
20/12/2021	24/01/2022	RK	Bike & Side Car Springy	Delamination of Wood	L	Delamination of wood	22/02 - Report going to A&CC to consider quotes	Decision to be made at meeting
20/12/2021	24/01/2022	RK	Overhead Monkey Bars	Item - Cracked	VL	Monitor cracks in posts, to see if they increase, as it could be a finger trap	01/03 - Playsafe conf unable to carry out due to wet weather and will return w/c 07/03	Ongoing
20/12/2021	24/01/2022	RK	Quad Springy	Delamination of Wood	L	Delamination of wood	22/02 - Report going to A&CC to consider quotes	Decision to be made at meeting
30/12/2021	24/01/2022	CPN	Overall Site	Item - Damaged	L	One of the junior swings has been cut	01/03 - Playsafe replaced swing.	Completed 01/03/2022
30/12/2021	24/01/2022	CPS	Spring Duck	Item - Corrosion	L	Corrosion	07/03 - Sent SN email with new quote. Awaiting reply.	Ongoing
30/12/2021	24/01/2022	CPS	Spring Elephant	Item - Corrosion	L	Corrosion	07/03 - Sent SN email with new quote. Awaiting reply.	Ongoing
30/12/2021	24/01/2022	CPS	Log Stockade within Play Area	Item - Cracked	M	Could be a pinch point	01/03 - Playsafe conf unable to carry out due to wet weather and will return w/c 07/03. 09/03 - No longer on report. I emailed asking LDC why.	Ongoing
30/12/2021	24/01/2022	RK	Chestnut pale	Fencing - Panel Damaged	L	Fencing panel damaged	07/03 - Asked SN if can issue PO	Ongoing
30/12/2021	24/01/2022	RK	Modular Play Unit	Fixtures - Loose or Missing	M	Fixtures - loose or missing. There are loose screw fixings in the balance log that twists	25/01 - M Evans tightened.	Completed 25/01/2022
30/12/2021	24/01/2022	RK	Quad Springy	Item - Corrosion	L	Corrosion	07/03 - Sent SN email with new quote. Awaiting reply.	Ongoing
30/12/2021	24/01/2022	RK	Stepping Stone Springies x3	Item - Corrosion	L	Corrosion	07/03 - Sent SN email with new quote. Awaiting reply.	Ongoing

05/01/2022	24/01/2022	CPN	Overall Site	Other / Miscellaneous	M	One screw to a junior swing seat is loose. needs tightening	25/01 - M Evans tightened.	Completed 25/01/2022
05/01/2022	24/01/2022	CPN	Aerial Runway	Item - Bearings Worn	L	Not moving along the rail/track very easily	25/01 - M Evans sprayed with WD40.	Completed 25/01/2022
05/01/2022	24/01/2022	CPN	Team Swing	Item - Corrosion	L	Corrosion	09/03 - AG drafting PO.	Ongoing
05/01/2022	24/01/2022	CPN	Telescope	Item - Corrosion	L	Corrosion	07/03 - Sent SN email with new quote. Awaiting reply.	Ongoing
05/01/2022	24/01/2022	CPS	Quad Seat Springy	Item - Corrosion	L	Corrosion	07/03 - Sent SN email with new quote. Awaiting reply.	Ongoing
05/01/2022	24/01/2022	CPS	Wooden Picnic table	Item - Cracked	L	Cracked	07/03 - Sent SN email with new quote. Awaiting reply.	Ongoing
05/01/2022	24/01/2022	CPS	Tight Rope Walk	Fixtures - Loose or Missing	M	Fixtures - loose or missing	01/03 - Playsafe fixed into place.	Completed 01/03/2022
05/01/2022	24/01/2022	RK	Junior Multiplay	Item - Cracked	L	Cracked	01/03 - Playsafe conf unable to carry out due to wet weather and will return w/c 07/03	Ongoing
05/01/2022	24/01/2022	RK	Telescope	Item - Corrosion	L	Corrosion	07/03 - Sent SN email with new quote. Awaiting reply.	Ongoing
24/01/2022	21/03/2022	CPN	Overall Site	Item - Damaged	L	Hole in fence could let dog in	25/01 - M Evans supply and fit 1 half round post to replace missing post on perimeter fencing.	Completed 25/01/2022
31/01/2022	21/03/2022	CPS	Entrance Signs	Fixtures - Loose or Missing	H	Fixtures - loose or missing	09/03 - Re-sent photo evidence to LDC to conf needs to be removed from the list.	Completed 31/01/2022
08/02/2022	21/03/2022	CPN	Overall Site	Routine Maintenance	M	Wood coming away from concrete near zip wire. Could be a finger trap	07/03 - Sent SN email with quote of £25 to fill gap with cement. Awaiting reply.	Ongoing
08/02/2022	21/03/2022	CPN	Tower unit	Item - Graffiti	L	Graffiti	11/02 - M Evans removed.	Completed 11/02/2022
08/02/2022	21/03/2022	CPS	Overall Site	Litter - medium amount	L	Litter, particularly around basketball area. Reported to id Verdi by LDC	08/02 - Countrywide informed and completed works on same day. 09/03 - Still on list. Asked LDC to remove 02/03 and 09/03.	Completed 08/02/2022

08/02/2022	21/03/2022	CPS	Team Swing	Bird droppings	M	This needs cleaning please	16/02 - B Buss cleaned. 08/03 - LDC conf will continue to keep as it is a pigeon roosting spot and will continue to be on there until the tree branches are cut down. Inc in agenda	Ongoing
15/02/2022	21/03/2022	CPN	Stepping logs	Surface - Grss, Moss or Weeds	M	The climbing logs and zig zag logs are very slippery with a slight coating of Algae	07/03 - Obtaining quotations. Deadline 28/03/2022.	Ongoing
15/02/2022	21/03/2022	CPS	MUGA Wall with hoop	Site - litter	L	There is an amount of litter in the basketball area and around the picnic table nearest to this area	16/02 - B Buss removed.	Completed 16/02/2022
15/02/2022	21/03/2022	CPS	Wooden seat	Fixtures - Loose or Missing	L	This seat is by the basketball area	17/02 - M Evans secured.	Completed 17/02/2022
21/02/2022	21/03/2022	CPN	Overall Site	Fixtures - Loose or Missing	M		07/03 - Sent SN email with quote of £15 x 2 sections = £30. Awaiting reply.	Ongoing
28/02/2022	21/03/2022	CPS	Entrance Signs	Fixtures - Loose or Missing	VL		07/03 - Emailed SN with quote of £30 to re-fix. Awaiting reply.	Ongoing
28/02/2022	21/03/2022	CPS	Large Trampoline	Fixtures - Loose or Missing	M	Spring snapped	07/03 - Sent SN email conf M Evans quoted £10 to pull back. Awaiting reply.	Ongoing
07/03/2022	21/03/2022	CPS	Chain bridge	Item - Damaged	H	Sharp protusion	09/03 - AG issuing PO to M Evans.	Ongoing

AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st March 2022
SUBJECT	To consider replacement springers in Chatsworth Park South and Robert Kingan playgrounds

1. INTRODUCTION

The Town Council have received findings on three of the playground springers in our weekly playground inspection reports; delamination of wood to a bike and car springer and quad springer at Robert Kingan Playground (low risk) and rotting timber to a duck springer at Chatsworth Park South Playground (medium risk).

2. INFORMATION

The three springers have been in the playgrounds for many years and I think they need replacing. I have contacted four playground equipment specialists for a price to remove the original springers and replace like for like. One company advised they were unable to assist us as they were unable to locate a supplier. I am awaiting a price from another and if we receive this prior to the meeting, I will advise the Committee by email. The other companies have quoted and advised they are quoting to carry out the three springers at the same time, to make it cost effective (the price would increase significantly if only one springer was to be replaced). Their prices as follows:

Proludic (alongside Safeplay) provided us with quotes to remove & replace as follows:-

Robert Kingan playground -

- the quad springer with their ducklings springer at a cost of £3,074.00
- the bike and car springer with a bikey springer at a cost of £2,006.00

Chatsworth Park South playground -

- the duck springer at a cost of £1,575.15.

All prices include removal of old, installation of new and delivery - totalling **£6,655.15 plus VAT**.

Playdale quoted:-

Robert Kingan playground -

- £3,530.00 plus VAT to replace the quad springer with a pony seesaw
- £2,823.00 plus VAT to replace the spring bike with their spring motorbike

Chatsworth Park South Playground -

- £3,080 plus VAT to replace the duck springer with a spring Elephant

This totals **£9,433 plus VAT** for the three springers, including removal of existing, delivery and installation.

3. RECOMMENDATION

I recommend the Committee consider the above quotations. However, in view of limited funds available, perhaps only one springer could be replaced at Robert Kingan playground and the other removed and the area made good.

4. ENVIRONMENTAL IMPACT

Maintenance of the park equipment allows residents and visitors to safely use the playgrounds.

5. FINANCIAL IMPLICATIONS

We have a £2,000 budget for playground equipment replacement for 2022/23 and currently have £89,182 in an earmarked reserve which is for when we undertake a major refurbishment for the playgrounds in the future. If these works were to be undertaken, it would be taken from the earmarked reserve which would reduce the available funds for the next major refurbishment.

**Specification for replacement springer in Robert Kingan Playground –
December 2021**

Removal of current quad springy - see picture below



Price to remove current springer & waste £ 240

Installation of Quad Springer J826

Price for equipment £ 1718

Price to install equipment and make area good £ 976

Delivery

Price for delivery £ 140

Includes VAT

No

Total £3074.00

Declaration

Signed: Joe Douglas

Date: 16/02/2022

Name: Joe Douglas

On behalf of:-
Safeplay Playground Services Ltd

**Specification for replacement springer in Robert Kingan Playground –
December 2021**

Removal of current bike and side car springy - see picture below



Price to remove current springer & waste £ 170

Installation of Bike Springer J835

Price for equipment £ 918

Price to install equipment and make area good £ 778

Delivery

Price for delivery £ 140

Includes VAT

No

Total £2,006.00

Declaration

Signed: Joe Douglas

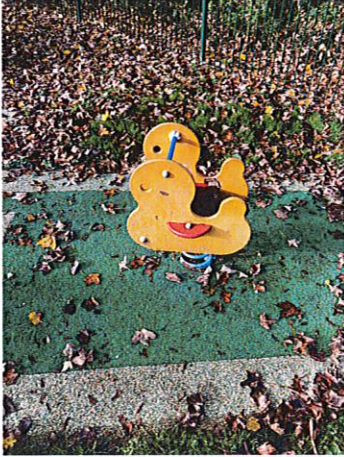
Date: 16/02/2022

Name: Joe Douglas

On behalf of:-
Safeplay Playground Services Ltd

**Specification for replacement springer in Chatsworth Park South
Playground – January 2022**

Removal of current duck springy - see picture below



Price to remove current springer & waste £ 150

Installation of Duck Springer J837

Price for equipment £ 547.15

Price to install equipment and make area good £ 778

Delivery

Price for delivery £ 100

Includes VAT

No

Total £1,575.15

Declaration

Signed: Joe Douglas

Date: 09/02/2022

Name: Joe Douglas

On behalf of:-

Safeplay Playground Services Ltd



Playdale Playgrounds Ltd
 Haverthwaite
 Ulverston
 Cumbria
 LA12 8AE

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★REVIEWS.io ★★★★★

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

Quotation Number: 0000076462
 Quotation Date: 07/02/2022
 Reference: ESU/JW/LJO
 Project for: Replacement Springers at Robert Kingan Playground

Dear Bianca

Please find enclosed our proposals for your play project as discussed.

The equipment featured will challenge and entertain the intended age range; providing endless play value, while requiring minimum maintenance.

All our equipment meets the European safety standard BS EN 1176/1177, and we guarantee each item has been independently tested and awarded the prestigious Kitemark to ensure our equipment is the safest on the market.

As a business we take great pride in our customer service and are extremely proud to have a Net Promotor Score (NPS) above 80*. Any NPS score above 70 is regarded as world-class service and this really does motivate our team to keep doing what we do best which is making smiles.

We hope you are now ready to begin your Playdale experience by placing an order based upon the enclosed proposals. To do so, please complete the attached order form stating our quotation number and signing the plan (if applicable). Alternatively, if you would prefer to raise your own order, please ensure the quotation reference number is stated clearly on the form and that you have attached a copy of the signed plan to confirm your approval (if applicable).

If you wish to discuss any aspect of your play project, or have questions regarding what happens next, please do not hesitate to contact me on 07831 607648 or by email at jill.watson@playdale.co.uk.

We look forward to working with you.

Yours sincerely

Jill Watson

Jill Watson
 Regional Manager South
 Playdale Playgrounds Limited



Your Quote

Quotation Number: 000076462

Product Code	Product Name	Quantity	Unit Price	Total
DEL005	Uplift and dispose of existing Quad Springer and Spring Bike with Side Car	1.00	1,038.00	1,038.00
SPR(414)	<u>Spring Motorbike (414) - SGF*</u>	1.00	702.00	702.00
SPR(419)	<u>Pony Seesaw (419) - SGF*</u>	1.00	1,409.00	1,409.00
WP0050	Black Wet Pour Repair Kit (per m2@ 20mm deep)	2.00	175.00	350.00
WP0052	Green Wet Pour Repair Kit (per m2@ 20mm deep)	2.00	195.00	390.00
DEL008	Removal of foundation spoil, pallets, packaging and general rubbish.	1.00	338.00	338.00
DEL010	Container for on-site storage	1.00	462.00	462.00
DEL011	Welfare Facilities	1.00	218.00	218.00
DEL0002M	Delivery & Installation	1.00	1,446.00	1,446.00
	NB. Subject to a site survey.			
		NET	GBP 6,353.00	

All the above prices are subject to VAT and are valid for a period of one month.

Please refer to our standard Terms & Conditions and our Additional Information.

Finance packages are available.

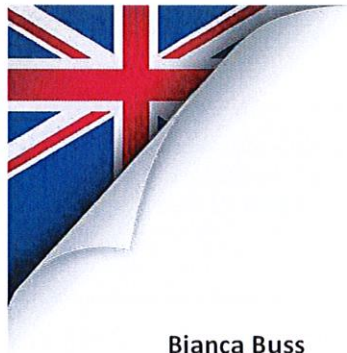
Definitions & abbreviations

SGF* Steel Ground Fixed - steel plates are concreted into holes in the ground to which timber is fixed.

TGF* Timber Ground Fixed - timbers are concreted into holes in the ground.

SF* Surface Fixed - equipment is bolted directly on top of concrete.

Subject to a site survey. If we have been unable to fully survey your site, your quotation will be 'subject to a full or further site survey.' This will only apply if Playdale are carrying out the delivery & installation and may mean that all associated/necessary works have not been specified or priced.



Playdale Playgrounds Ltd
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 Ulverston
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 LA12 8AE

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www.playdale.co.uk

★REVIEWS.io ★★★★★

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

Quotation Number: 0000075730
Quotation Date: 06/01/2022
Reference: ESU/JW/SS
Project for: Replacement Springer in Chatsworth Park

Dear Bianca

Please find enclosed our proposals for your play project as discussed.

The equipment featured will challenge and entertain the intended age range; providing endless play value, while requiring minimum maintenance.

All our equipment meets the European safety standard BS EN 1176/1177, and we guarantee each item has been independently tested and awarded the prestigious Kitemark to ensure our equipment is the safest on the market.

As a business we take great pride in our customer service and are extremely proud to have a Net Promotor Score (NPS) above 80*. Any NPS score above 70 is regarded as world-class service and this really does motivate our team to keep doing what we do best which is making smiles.

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If you wish to discuss any aspect of your play project, or have questions regarding what happens next, please do not hesitate to contact me on 07831 607648 or by email at jill.watson@playdale.co.uk.

We look forward to working with you.

Yours sincerely

Jill Watson

Jill Watson
 Regional Manager South
 Playdale Playgrounds Limited



Your Quote

Quotation Number: 0000075730

Product Code	Product Name	Quantity	Unit Price	Total
DEL005	Uplift and Remove existing Spring Duck	1.00	886.00	886.00
SPR(416)	<u>Spring Elephant (416) - SGF*</u>	1.00	838.00	838.00
WP0050	Black Wet Pour Repair Kit (per m2@ 20mm deep)	1.00	175.00	175.00
DEL011	Welfare Facilities	1.00	218.00	218.00
DEL0002	Delivery & Installation	1.00	963.00	963.00
	Subject to a site survey.			
		NET	GBP 3,080.00	

All the above prices are subject to VAT and are valid for a period of one month.

Please refer to our standard Terms & Conditions and our Additional Information.

Finance packages are available.

Definitions & abbreviations

SGF* Steel Ground Fixed - steel plates are concreted into holes in the ground to which timber is fixed.

TGF* Timber Ground Fixed - timbers are concreted into holes in the ground.

SF* Surface Fixed - equipment is bolted directly on top of concrete.

Subject to a site survey. If we have been unable to fully survey your site, your quotation will be 'subject to a full or further site survey.' This will only apply if Playdale are carrying out the delivery & installation and may mean that all associated/necessary works have not been specified or priced.

AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st March 2022
SUBJECT	To consider works to wetpour surfaces in Telscombe Town Council's three playgrounds

1. INTRODUCTION

The Town Council have received findings on damaged wetpour in all three of the playgrounds in our weekly playground inspection reports. There are cracks to the surface in the junior swing unit at Robert Kingan Playground (low risk), gapping between wetpour on the infant pirate ship at Chatsworth Park South Playground (medium risk), splitting/cracking wetpour underneath the climbing apparatus at Chatsworth Park North Playground (low risk) and hole to the wetpour to the infant play apparatus in Chatsworth Park North Playground (low risk).

2. INFORMATION

Although I have contacted various different contractors for prices including surface companies, playground equipment companies and local businesses, I have only received a price from one company; DCM Surfaces.

DCM Surfaces have quoted £1,350 plus VAT for repairs to the two separate areas in Chatsworth Park North playground and £1,350 plus VAT to fill in the gapping at Chatsworth Park South playground. For Robert Kingan playground I have asked them for a price to fill in the various cracks under the swing unit and another to fully replace the wetpour. They have quoted £1,350 plus VAT to fill in the cracks and £6,615 plus VAT to fully replace the wetpour section and removal of waste.

3. RECOMMENDATION

Due to us not having success in obtaining other quotations, we may have no other option that to accept DCM Surfaces' quotation to repair the wetpour in all three playgrounds at a cost of £1,350 x 3 playgrounds, totalling **£4,050 plus VAT**.

4. ENVIRONMENTAL IMPACT

Maintenance of the park equipment allows residents and visitors to safely use the playgrounds.

5. FINANCIAL IMPLICATIONS

We have a £2,000 budget for playground equipment replacement for 2022/23 and currently have £89,182 in an earmarked reserve which is for when we undertake a major refurbishment for the playgrounds in the future. If these works were to be undertaken, it would be taken from the earmarked reserve which would reduce the available funds for the next major refurbishment.



t: 01772 440340
e: info@dcmsurfaces.com
www.dcmsurfaces.com

Quotation for Telscombe Town Council

Re: Chatsworth Park and Robert Kingan
Date: 02/02/2022
Quotation Ref: 7955

- Robert Kingan

Option 1

Repairs - Maximum 5m2
Cut out and remove damaged areas
Re- lay in colour EPDM

Total - £1350 ex vat

(Price based on all 3 area's being carried out in one visit)

Option 2

Remove and dispose existing wetpour surface - 94.5m2 - £ 2079
Supply and install 94.5m2 at a depth of 50mm in Black EPDM - £4536

Total - £6615 ex vat

Sub total ex VAT

£1,350.00

Total ex VAT £1,350.00

- Repairs - Chatsworth Park - North

Repairs - Maximum - 5m2
Cut out and remove damaged area
Re-lay in colour EPDM

(Price based on all 3 area's being carried out in one visit)

Sub total ex VAT

£1,350.00





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Quotation for Telscombe Town Council

Re: Chatsworth Park and Robert Kingan
Date: 02/02/2022
Quotation Ref: 7955

Total ex VAT	£1,350.00
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- Repairs - Chatsworth Park - South	
Repairs - Maximum 5m2 Cut out and remove damaged area Relay in colour EPDM (Price based on all 3 sites being carried out in one visit)	
Sub total ex VAT	£1,350.00

Total ex VAT	£1,350.00
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Unless otherwise stated, this quote has been priced on the following conditions...

- Access for delivery of materials available within 30m of area.
- Client to take delivery of materials in advance where possible.
- Free parking available onsite for 2 vans.
- The area is easily accessible, ie no steps or narrow corridors. Gates must be a minimum of 1m wide.
- The area must be clear of debris, equipment and furniture.





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Quotation for Telscombe Town Council

Re: Chatsworth Park and Robert Kingan
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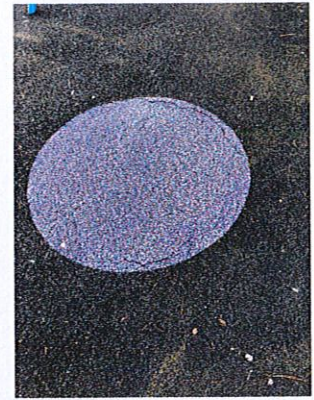
- All groundworks and edges by others.
- Subject to re-measure.
- Where carrying out repairs or adding to an existing surface, the new surface will NOT be an exact match to the existing surface.
- Calculated as taking place in one continuous visit.

Price is valid for 14 days from date of quotation and includes all discounts available. If you wish to display MCD, please add 2.564% onto the rate.

DCM Surfaces Terms and Conditions apply in full to the above quotation.
Please [click here](#) to view Terms and Conditions online.

Damaged wetpour in Chatsworth Park North Playground

See pictures below of wetpour in playground – there are approximately 5 cracks on the purple section at the front of the climbing apparatus, varying in size



See pictures below of wetpour in playground – there is a hole in the wetpour to the side of the infant apparatus



Damaged wetpour in Chatsworth Park South Playground



AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st March 2022
SUBJECT	Update on tree survey actions and to consider way forward with tree works

1. INTRODUCTION

At the last Committee meeting Councillors were provided with the tree survey report for Chatsworth Park and the Copse from Aspen Treecare. The report detailed trees that require works within 1 month, 3 months, 6 months and 1 year and my recommendation was to obtain prices from other contractors to carry out the works.

Cllr Smith raised concerns that three trees were recommended to be felled near to the badgers set, the amount of works listed would damage the important habitat and also queried the squirrel damage to limbs. Some trees were listed as hazardous and the Town Clerk recommended that these works be actioned, but it was agreed that Committee members would visit the site and look at those most urgent to see if they felt the works should be carried out.

2. INFORMATION

Cllrs Clarkson, Robinson and Smith subsequently visited Chatsworth Park. They agreed to works on trees 460, 480 & 78 which were to fell within a month & 77 which was to remove hanging limb within 1 month. Trees 456, 479, 484, 488, 489, 490 & 500 they could see no visible risk. Trees 72 & 475 they wanted a second opinion and trees 415, 418, 419, 420 & 421 they noted were near a badger's sett. Another potential sett in another location was also found and Cllr's Robinson and Smith met with me a couple of weeks later to show me the second location.

I was asked to contact Aspen Treecare concerning the risk on those trees that are off the main paths and they responded that they have highlighted the visible defects and would be happy to attend a site visit at an extra charge.

Concerning the already confirmed badger sett, the ecology report received from Middlemarch Environmental in 2020 recommended that if we need to undertake any management works within 30 metres of the sett entrance, then a badger survey will need to be undertaken. I roughly measured the sett entrance and it is not located within 30 metres of any trees that need works to be undertaken within 1 month. However, there are several trees measured 24 metres away that require works within 3 months.

I had also been asked to refer to the ecology report on all works to be carried out in Chatsworth Park. The ecology report confirmed that a preliminary ground level bat roost assessment would also need to be undertaken if any works to trees are

required, such as felling or pruning. I contacted Aspen Treecare for their advice and they advised the situation is complex but they can produce a method statement and confirmed they follow current national guidelines and legislation. I also contacted Middlemarch who confirmed that ivy and deadwood is highly suitable for roosting bats and they would need to inspect them before they can be removed. Any trees that are identified as having high potential for roosting bats would require further survey work in the form of three dusk emergence and dawn re-entry surveys to be conducted before any works can be done to the trees. For emergency works, a full bat survey cannot be undertaken and recommended that the contractors provide a method statement regarding what works are required for each tree with roosting bat features and once the works have been established, Middlemarch will be able to advise on each method regarding bats.

Middlemarch later provided the attached quotation for the preliminary ground level roost assessment of the 118 trees as mentioned in the tree survey at a cost of **£2,500 plus VAT**. The cost for the badger activity monitoring exercise in both locations will cost **£1,750 plus VAT**. We will also need to provide them with OS mapping data in CAD. As we do not have this system, we previously asked Middlemarch to provide the mapping data themselves. They charged us £124.66 plus VAT, although this may have changed. Middlemarch confirmed that if they are able to rule out the second location being a badger sett, they would not need to monitor the holes, thus reducing their invoice.

Due to the constraints from the ecology report with regards to how we go forward with works, I invited the Committee to attend a Zoom meeting to discuss how we would like to go forward with works in Chatsworth Park, including anything urgent. Cllr's Clarkson and Robinson attended, where it was agreed to slightly amend the Management Plan (which is to be agreed in the next agenda item).

In addition, Telscombe experienced high winds on 5th/6th February and several trees were damaged. This included tree number 427 detailed in the tree survey report, which recommended it be felled within 3 months due to the stem failing. Due to its dangerous condition following the damage, works to that tree as well as others damaged was authorised by the Committee Chairman and a purchase order was issued by the Town Clerk to EH Treecare for £440.00 plus VAT – see appendix A attached.

A couple of weeks later Storm Eunice also damaged many trees in Chatsworth Park. A major branch fell from an Austrian Pine tree at the bottom of Pigs Hill, T72 on the survey report, which recommended it be felled within 1 month due to it having tight compression fork with evidence of included bark and a crack forming at inclusion at crown break. EH Treecare were contacted who also advised that the tree was dangerous, especially now the branch had come down leaving an open and exposed large union and they recommended felling it immediately. The Town Clerk, under her delegated authority, therefore agreed to fell the tree and remove waste chipping & branches into the understorey and remove logs at a cost of **£380 plus VAT**. This included emergency attendance on 19th February to clear the path and make safe. Tree branches also fell from the pine trees overhanging Chatsworth Park South Playground. The damaged tree was listed as tree number 400 on the tree survey report, which recommended to 'reduce & remove elongated limbs over play area within 1 month' as it was hazardous due to it having multiple elongated limbs to the east and over the play area, multiple previous branch tear outs over the play area and a crack forming on an elongated limb over the play area. The Town Clerk, under her

delegated authority, agreed for EH Treecare to clear all the damaged and failed tree branches from the tree/playground at a cost of **£440 plus VAT**. The Town Clerk advised Committee members by email on 22nd February that she had authorised these emergency works.

In addition, I visited the park and there were 15 damaged branches/trees that required works following the storm, 7 of which were listed in the tree survey report as requiring action. Two pine trees on the pathway near to the old car park by Kirby Drive that had fallen across the pathway have been removed by EH Treecare for **£100 plus VAT** following authorisation by the Town Clerk under her delegated authority. These trees are numbers 491 and 492 on the tree survey report which were listed as being in a poor condition, one of which was recommended to be felled within 3 months and the other to be pollarded at 5m within 3 months .

3. RECOMMENDATION

It is recommended to:-

- a. Obtain estimates for works agreed by Councillors following their site visit to trees 460, 480, 77 & 78.
- b. Obtain estimates for other works where the structure is listed as hazardous and/or works to be undertaken within 1 month, (apart from trees 415, 418, 419 & 421 which are within protected area).
- c. That the Committee Chairman and the Town Clerk agree the estimates if within their spending authority, or if not by the Committee through email and subsequent ratification by Committee.
- d. That estimates be obtained for the works where the structure is listed as poor and/or works to be undertaken within 3 months and the estimates be considered at the next Committee meeting.
- e. I also recommend the Committee consider a way forward with the badger survey and bat roost assessment and that the emergency tree works undertaken be ratified.

4. ENVIRONMENTAL IMPACT

The recommendations in the report minimise any risks to both trees and the local residents, thus allowing the trees to have a significant impact on our environment. It has previously been agreed to plant a tree in the park for every one that is felled.

5. FINANCIAL IMPLICATIONS

Our earmarked reserve stands at only just over £12,000 and the budget for all general grounds maintenance for 2022/23 is £10,000. In view of limited funds to carry out required tree works, a rolling programme of works should be agreed.

APPENDIX A

Specification for removal of damaged tree branches in Chatsworth Park – February '22



Picture of a broken tree branch south of Chatsworth Park North Playground – located in area 4D of attached location map

Price to remove branch £ | |

Price to remove waste £ | |

Includes VAT | Yes / No |



Picture of a split tree trunk in group of trees opposite Bridle Way, located north of the pathway – located in area 7D of attached location map

Price to fell tree £ | |

Price to remove waste £ | |

Includes VAT | Yes / No |

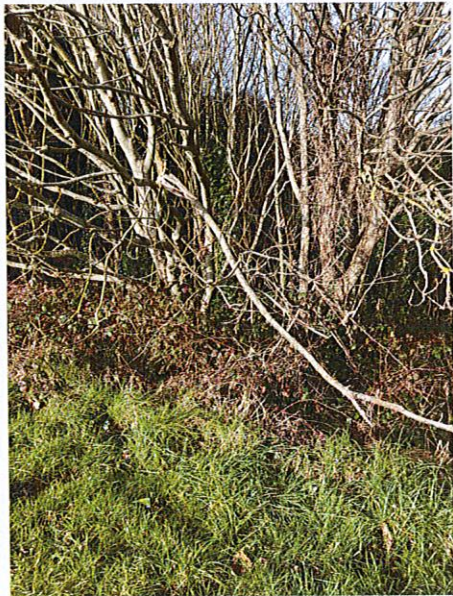


Picture of a broken tree branch (tree no 427) in group of trees opposite Bridle Way, located north of the pathway – located in area 7D of attached location map

Price to remove branch £ | |

Price to remove waste £ | |

Includes VAT | Yes / No |



Picture of a broken tree branch next to the wildflower mound – located in area 10D of attached location map

Price to remove branch £ | |

Price to remove waste £ | |

Includes VAT | Yes / No |

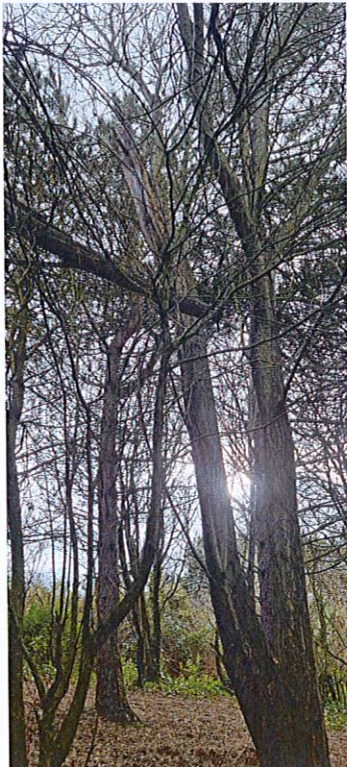


Picture of a broken tree branch located behind the basketball court in Chatsworth Park South Playground – located in area 12C of attached location map

Price to remove branch £ | |

Price to remove waste £ | |

Includes VAT | Yes / No |

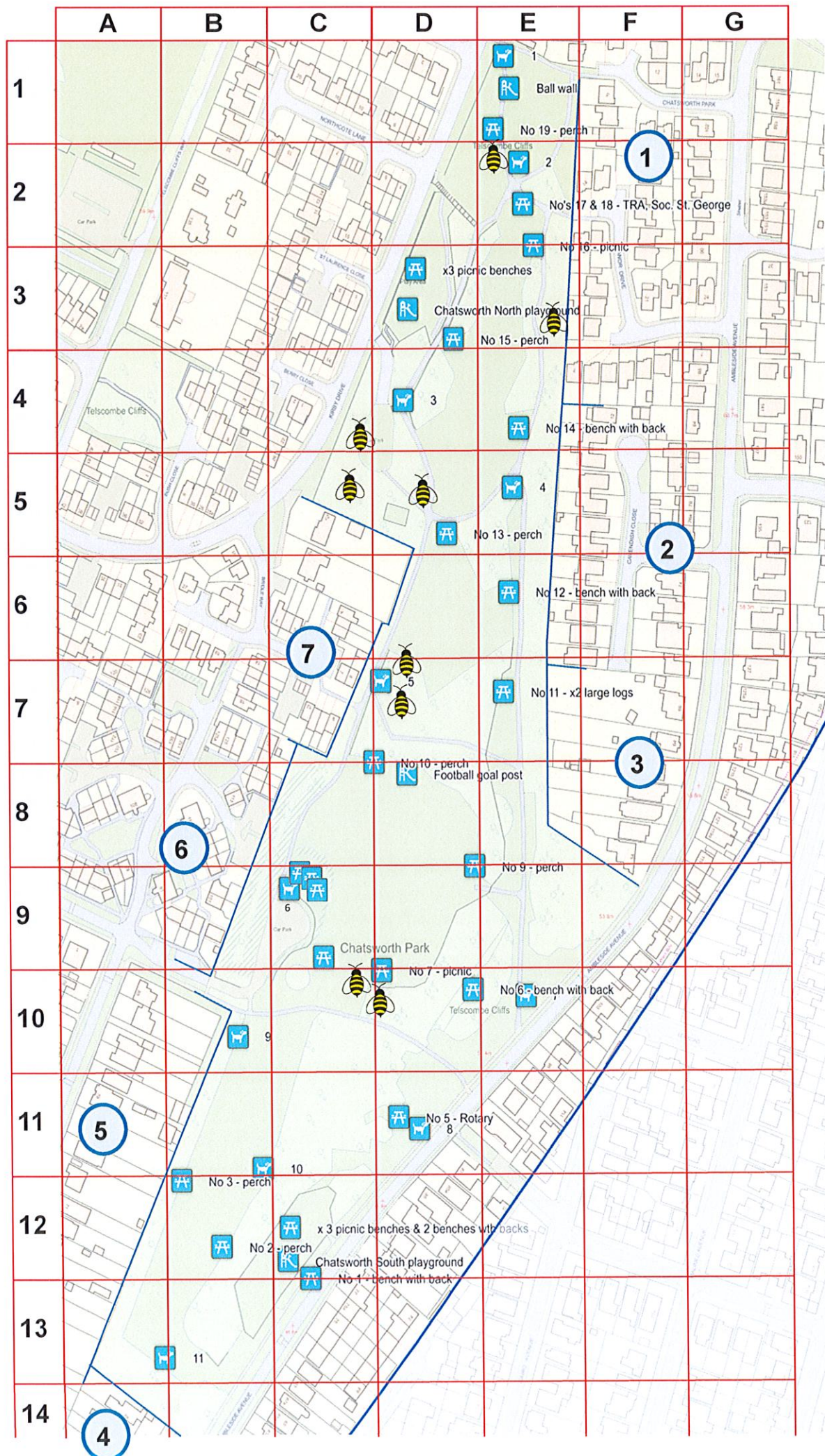


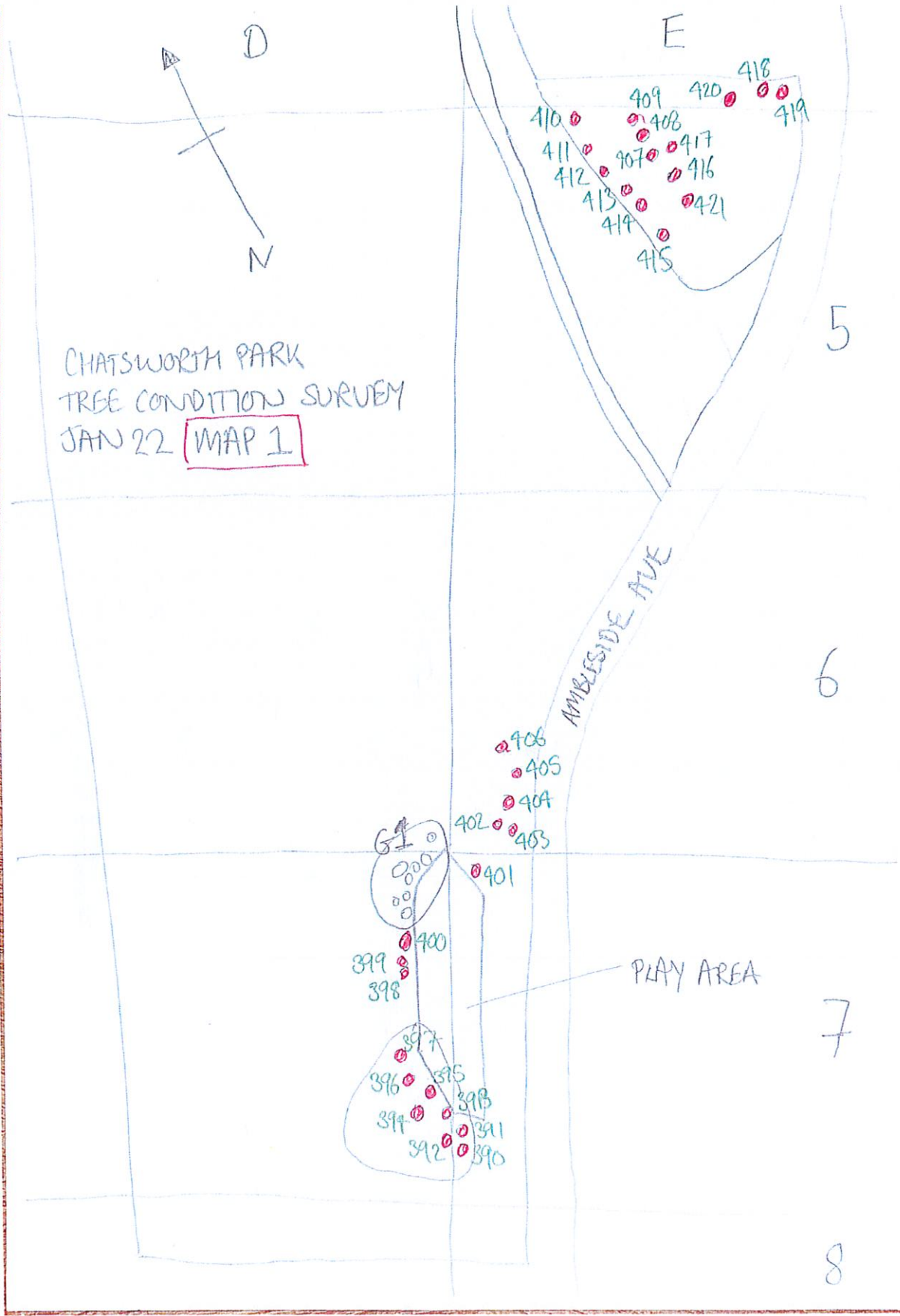
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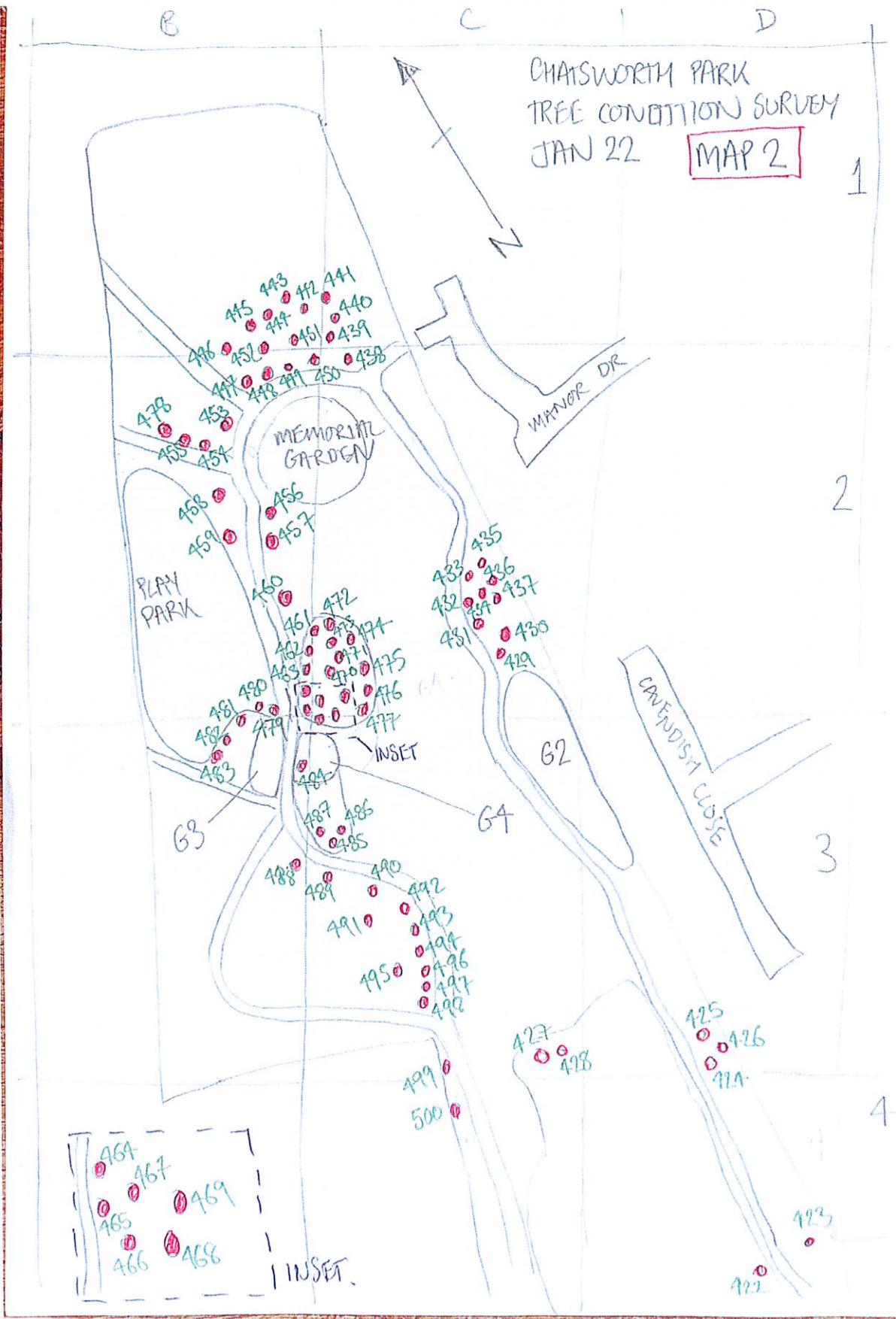
Picture supplied by EH Treecare of a broken tree branch subsequently

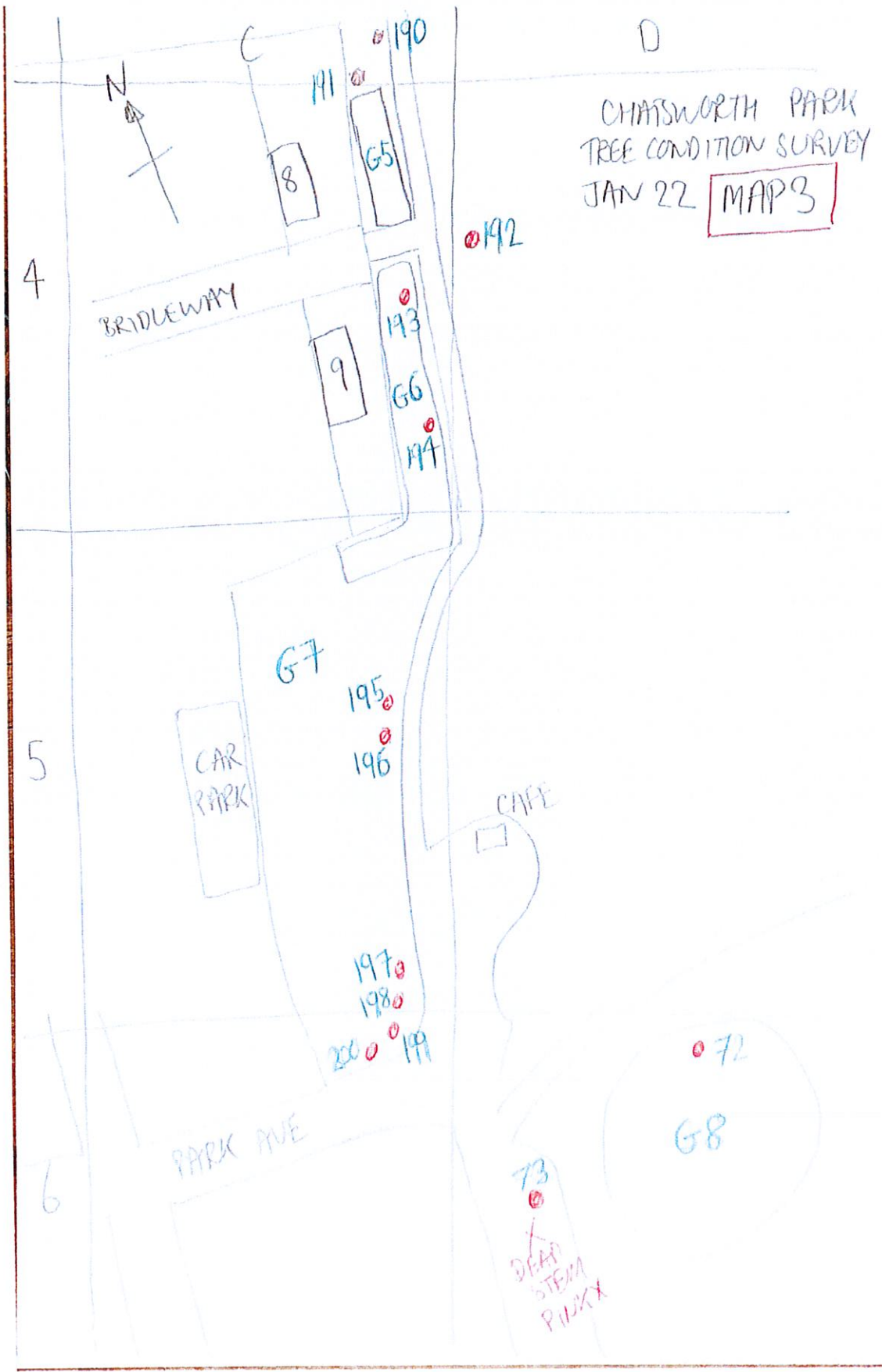
Price to remove branch £
Price to remove waste £
Includes VAT Yes / No

Declaration		
Signed:	Total price to £440	Date:
Name:		
On behalf of:- <i>EH Treecare</i>		









CHATSWORTH PARK
TREE CONDITION SURVEY
JAN 22 MAPS

4

5

6

BRIDLEWAY

CAR PARK

PARK AVE

CAFE

73
X
DEAD
STEMA
PINKX

72
G8

G7

190

191

8

G5

9

193

G6

194

195

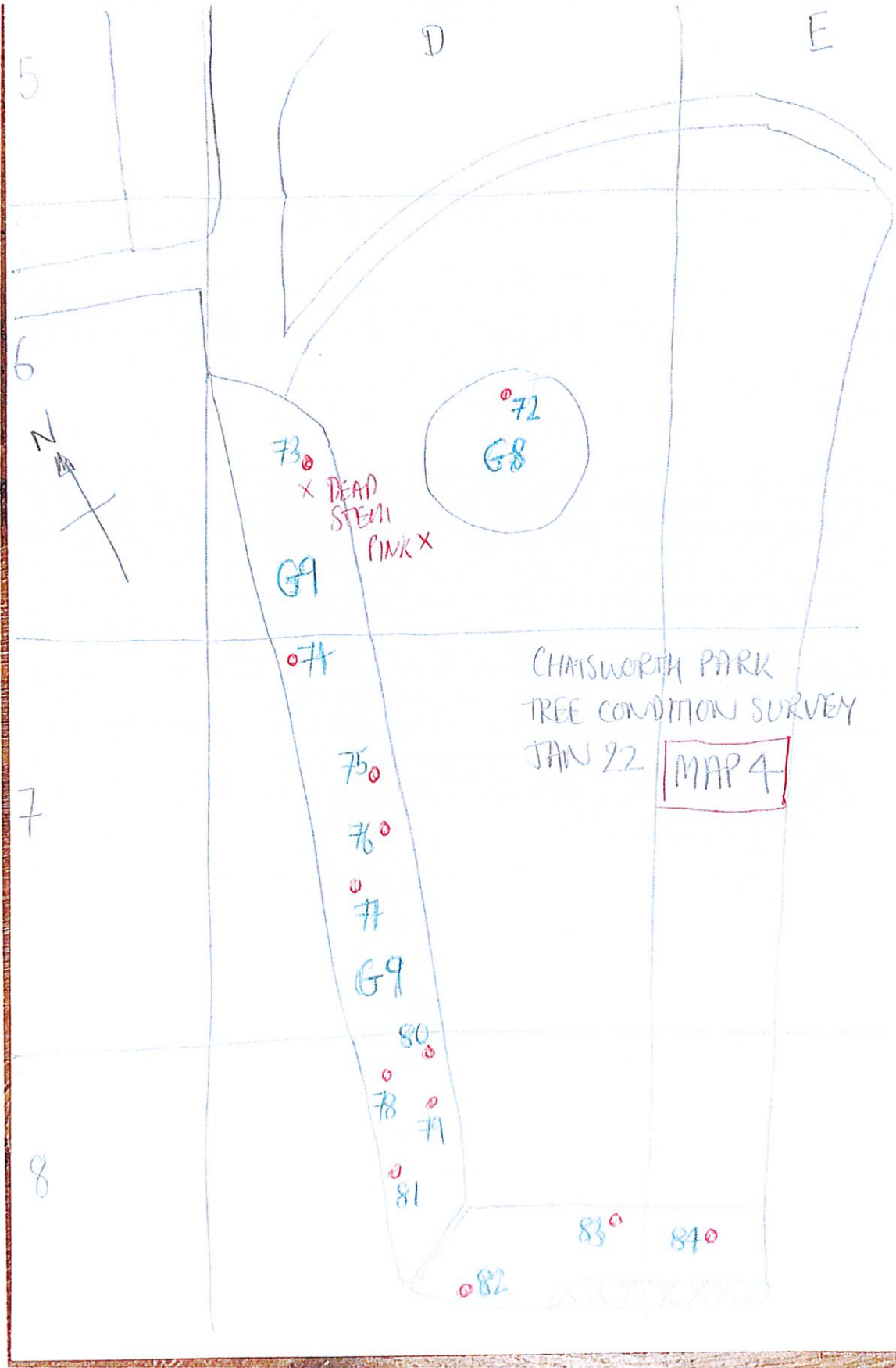
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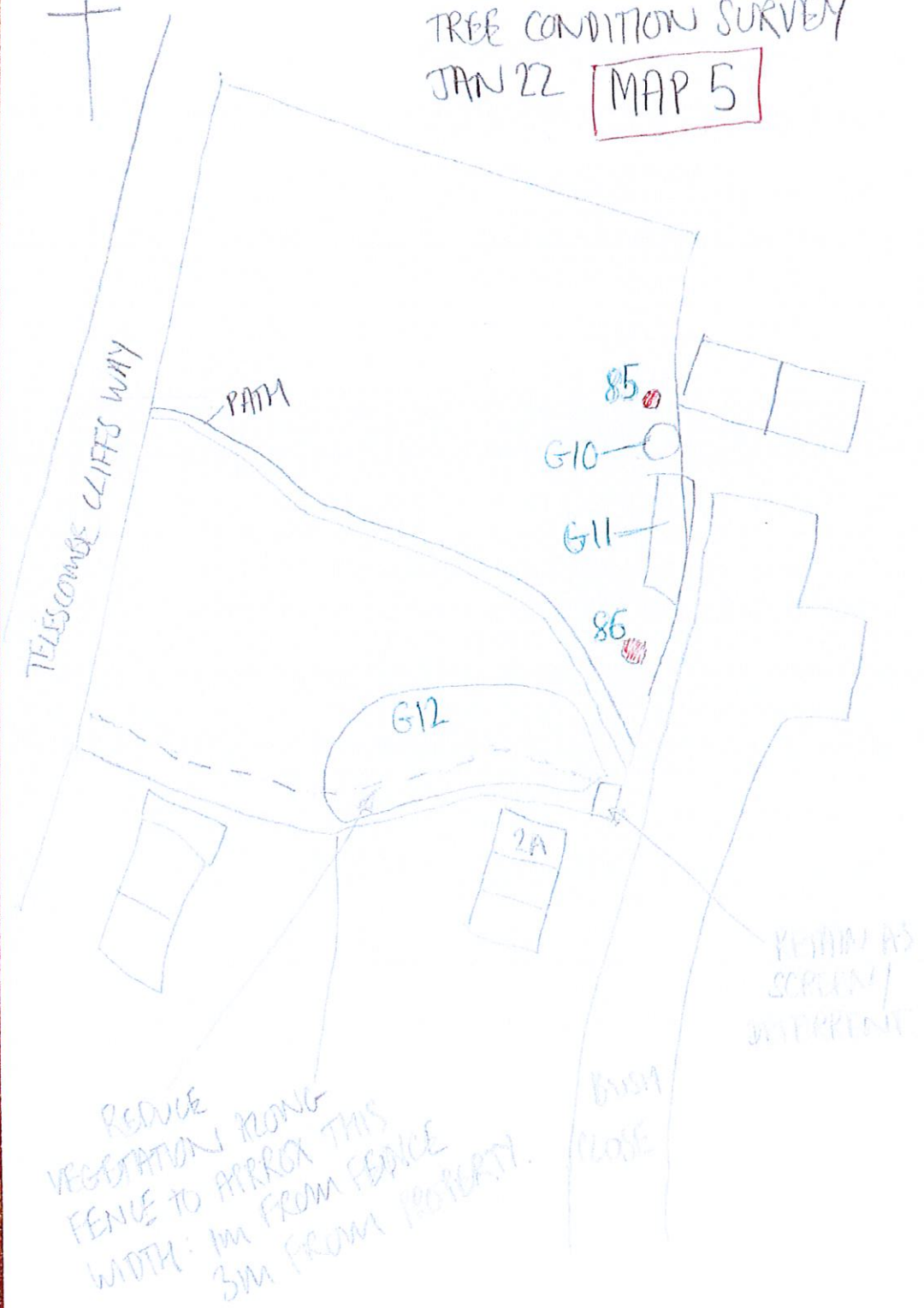
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200

199



THE CORSE
TELESOMBE CLIFFS
TREE CONDITION SURVEY
JAN 22 MAP 5



No.	Species	Height	Trunk Dia.	Life Stage	Physiology	Structure	Comments	Failure Potential	Risk Size	Risk Target	Re-inspection Date	Works	Works Required	Work Priority	No.
T390	Austrian Pine (<i>Pinus nigra</i> ssp. <i>Niara</i>)	12m	400mm est	Semi-mature	Good	Fair	long low limb at base; asymmetrical crown as suppressed by adjacent specimens.	Low	150-450mm	Intermittent	05/11/2026	Facilitative: shorten by 3m. 6 Months.	Y	6 Months	T390
T391	Austrian Pine (<i>Pinus nigra</i> ssp. <i>Niara</i>)	12m	400mm	Semi-mature	Good	Fair	Asymmetrical crown as suppressed by adjacent specimens.	Low	150-450mm	Intermittent	05/11/2026		N		T391
T392	Hybrid black poplar (<i>Populus x euramericana</i>)	14m	500mm est	Semi-mature	Good	Fair	Elongated limb at 6m, passing through adjacent sycamore crown.	Low	450-750mm	Frequent	05/11/2026	Safety: remove elongated limb at 6m. 6 Months.	Y	6 Months	T392
T393	Sycamore (<i>Acer pseudoplatanus</i>)	11m	2 stems @ 350mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	05/11/2026		N		T393
T394	Hybrid black poplar (<i>Populus x euramericana</i>)	14m	2 stems @ 700mm est	Semi-mature	Good	Fair	Protruding and wind-exposed branch with excessive end weight, at risk of failure over play area.	Medium	450-750mm	Frequent	05/11/2026	Safety: reduce crown over play area by 3-5m, shorten any elongated limbs. 3 Months.	Y	3 Months	T394
T395	Sycamore (<i>Acer pseudoplatanus</i>)	10m	2 stems @ 400mm est	Semi-mature	Good	Good	Ivy-covered; low crown.	Low	150-450mm	Frequent	05/11/2026	Facilitative: Cut ivy; lift crown to 4m. 6 Months.	Y	6 Months	T395
T396	Sycamore (<i>Acer pseudoplatanus</i>)	6m	250mm est	Semi-mature	Average	Fair	Heavily ivy-covered; low crown.	Low	150-450mm	Frequent	05/11/2026	Facilitative: Cut ivy; lift to 4m. 6 Months.	Y	6 Months	T396
T397	Sycamore (<i>Acer pseudoplatanus</i>)	10m	350mm est	Semi-mature	Good	Good	Ivy-covered; low crown.	Low	150-450mm	Frequent	05/11/2026	Facilitative: Cut ivy; lift to 4m. 6 Months.	Y	6 Months	T397
T398	Hybrid black poplar (<i>Populus x euramericana</i>)	11m	400mm est	Semi-mature	Average	Fair	elongated low limb at 5m through adjacent tree; recently released from adjacent mature tree, now very wind exposed and over play area.	Medium	150-450mm	Frequent	05/11/2026	Safety: reduce leader over play area by approx 4m; remove low limb. 3 Months.	Y	3 Months	T398
T399	Ash (<i>Fraxinus excelsior</i>)	10m	250mm est	Semi-mature	Average	Fair	low crown.	Low	150-450mm	Frequent	05/11/2026	Facilitative: remove low limb. 3 Months.	Y	3 Months	T399
T400	Monterey pine (<i>Pinus radiata</i>)	13m	800mm est	Mature	Good	Hazardous	multiple elongated limbs to east, over play area; multiple previous branch tear outs over play area; crack forming on elongated limb over play area.	High	>750mm	Frequent	05/11/2023	Safety: reduce and remove elongated limbs over play area. 1 Month.	Y	1 Month	T400
T401	Sycamore (<i>Acer pseudoplatanus</i>)	8m	2 stems @ 300mm est	Semi-mature	Good	Good	Ivy-covered.	Low	150-450mm	Frequent	05/11/2026	Facilitative: Cut ivy. 6 Months.	Y	6 Months	T401
T402	Monterey pine (<i>Pinus radiata</i>)	10m	450mm est	Semi-mature	Good	Poor	torn out limb at 4m at branching whorl adjacent to branch unions for elongated limbs to south.	Medium	150-450mm	Occasional	13/01/2027	Safety: Remove limbs adjacent to tear out. 6 Months.	Y	6 Months	T402
T403	Monterey pine (<i>Pinus radiata</i>)	10m	450mm est	Semi-mature	Good	Good		Low	150-450mm	Intermittent	13/01/2027		N		T403
T404	Monterey pine (<i>Pinus radiata</i>)	10m	450mm est	Semi-mature	Good	Fair	Ivy-covered; minor crown bias toward rd.	Low	150-450mm	Frequent	13/01/2027	Facilitative: Ivy Sever/remove ivy. 1 year.	Y	1 year	T404
T405	Sycamore (<i>Acer pseudoplatanus</i>)	9m	2 stems @ 300mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	13/01/2027		N		T405
T406	Sycamore (<i>Acer pseudoplatanus</i>)	10m	400mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	13/01/2027		N		T406
T407	Monterey pine (<i>Pinus radiata</i>)	13m	3 stems @ 900mm est	Semi-mature	Average	Fair	Above average dead wood in crown; congested crown meshing with adjacent trees.	Low	150-450mm	Intermittent	13/01/2027	Safety: remove deadwood over 80mm diameter. 1 year.	Y	1 year	T407
T408	Monterey pine (<i>Pinus radiata</i>)	13m	900mm est	Mature	Good	Fair	Above average dead wood in crown; elongated limbs meshing into adjacent trees.	Low	150-450mm	Intermittent	13/01/2027	Safety: remove deadwood over 80mm. 1 year.	Y	1 year	T408
T409	Monterey pine (<i>Pinus radiata</i>)	13m	800mm est	Mature	Good	Good	Above average dead wood in crown.	Low	150-450mm	Intermittent	13/01/2027	Safety: remove deadwood over 80mm. 1 year.	Y	1 year	T409
T410	Austrian Pine (<i>Pinus nigra</i> ssp. <i>Niara</i>)	10m	400mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	13/01/2027		N		T410

No.	Species	Height	Trunk Dia.	Life Stage	Physiology	Structure	Comments	Failure Potential	Risk Size	Risk Target	Re-Inspection Date	Works	Works Required	Work Priority	No.
T411	Austrian Pine (<i>Pinus nigra ssp. Niagra</i>)	10m	400mm est	Semi-mature	Good	Fair	crossing limb over path at 8m.	Low	<150mm	Frequent	13/01/2027	Safety: remove crossing limb 8m over path. 6 Months.	Y	6 Months	T411
T412	Austrian Pine (<i>Pinus nigra ssp. Niagra</i>)	10m	370mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	13/01/2027		N		T412
T413	Austrian Pine (<i>Pinus nigra ssp. Niagra</i>)	10m	380mm est	Semi-mature	Good	Fair		Low	150-450mm	Frequent	13/01/2027		N		T413
T414	Austrian Pine (<i>Pinus nigra ssp. Niagra</i>)	10m	400mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	13/01/2027		N		T414
T415	Helm oak (<i>Quercus ilex</i>)	9m	400mm est	Semi-mature	Average	Poor	Squirrel damage in crown; tight compression forks with evidence of included bark.	High	150-450mm	Frequent	13/01/2027	Safety: reduce to 4m. 1 Month.	Y	1 Month	T415
T416	Monterey pine (<i>Pinus radiata</i>)	15m	900mm est	Mature	Good	Fair	Above average dead wood in crown; hanger; significant tear-out in upper crown.	Medium	150-450mm	Intermittent	13/01/2027	Safety: remove deadwood over 80mm; remove limb with tear out; aerial inspection of upper crown. remove any cracked or torn limbs.	Y		T416
T417	Monterey pine (<i>Pinus radiata</i>)	14m	500mm est	Semi-mature	Good	Good	Minor dead wood.	Low	150-450mm	Intermittent	13/01/2027		N		T417
T418	Austrian Pine (<i>Pinus nigra ssp. Niagra</i>)	12m	400mm est	Semi-mature	Good	Fair	stem lean to north approx 10 degrees from vertical.	Medium	150-450mm	Constant	13/01/2027	Safety: remove elongated limb to north mid crown to improve crown bias. 1 Month.	Y	1 Month	T418
T419	Austrian Pine (<i>Pinus nigra ssp. Niagra</i>)	12m	400mm est	Semi-mature	Good	Fair	stem lean to north approx 10 degrees from vertical.	Low	150-450mm	Frequent	13/01/2027	Safety: remove elongated limb mid crown to north to improve crown bias. 1 Month.	Y	1 Month	T419
T420	Monterey pine (<i>Pinus radiata</i>)	8m	2 stems @ 250mm est	Semi-mature	Poor	Hazardous	several decaying lateral wounds on low stem.	High	150-450mm	Intermittent	13/02/2022	Safety: Fell to ground level. 1 Month.	Y	1 Month	T420
T421	Field maple (<i>Acer campestre</i>)	5m	200mm est	Young		Hazardous	Dead tree.	High	450mm	Intermittent	13/02/2022	Safety: Fell to ground level. 1 Month.	Y	1 Month	T421
T422	Aspen (<i>Populus tremula</i>)	9m	500mm est	Semi-mature	Good	Fair	Squirrel damage in crown. over footpath.	Medium	150-450mm	Frequent	13/01/2027	Safety: reduce whole top of crown by 5m.	Y		T422
T423	Austrian Pine (<i>Pinus nigra ssp. Niagra</i>)	10m	600mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	13/01/2027		N		T423
T424	Monterey pine (<i>Pinus radiata</i>)	10m	800mm est	Mature	Good	Fair	sap exudates at crown break with tight union; elongated limbs to west.	Medium	450-750mm	Frequent	13/01/2027	Safety: remove three horizontal limbs from mid crown western most stem to improve bias. 3 Months.	Y	3 Months	T424
T425	Monterey pine (<i>Pinus radiata</i>)	14m	600mm est	Semi-mature	Good	Fair	hazard beam branch failure to north.	Medium	450-750mm	Frequent	13/01/2027	Safety: remove limb with hazard beam fault. 3 Months.	Y	3 Months	T425
T426	Monterey pine (<i>Pinus radiata</i>)	13m	600mm est	Semi-mature	Good	Fair	stem lean of approx 10 degrees to north east.	Medium	150-450mm	Intermittent	13/01/2027	Safety: remove mid crown north easterly limb growing toward adjacent property. 3 Months.	Y	3 Months	T426
T427	White poplar (<i>Populus alba</i>)	10m	150mm	Young	Good	Hazardous	failed stem.	Medium	150-450mm	Frequent	13/02/2022	Safety: Fell to ground level. 3 Months.	Y	3 Months	T427
T428	White poplar (<i>Populus alba</i>)	10m	150mm	Young	Good	Poor	Heavily leaning trunk toward path.	Medium	150-450mm	Frequent	13/02/2022	Safety: Fell to ground level. 1 Month.	Y	1 Month	T428
T429	Monterey pine (<i>Pinus radiata</i>)	13m	900mm est	Mature	Good	Good		Low	450mm	Frequent	13/01/2027		N		T429
T430	Monterey pine (<i>Pinus radiata</i>)	13m	800mm est	Mature	Good	Good	stem lean approx 10 degrees from vertical; part of group.	Low	150-450mm	Occasional	13/01/2027		N		T430
T431	Monterey pine (<i>Pinus radiata</i>)	12m	450mm est	Semi-mature	Good	Good	Minor dead wood.	Low	150-450mm	Frequent	13/01/2027		N		T431
T432	Austrian Pine (<i>Pinus nigra ssp. Niagra</i>)	10m	400mm est	Semi-mature	Good	Good		Low	<150mm	Frequent	13/01/2027		N		T432

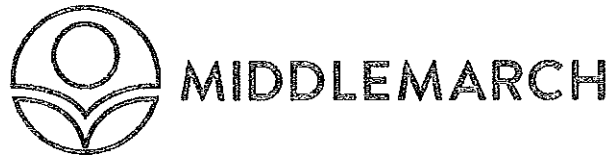
No.	Species	Height	Trunk Dia.	Life Stage	Physiology	Structure	Comments	Failure Potential	Risk Size	Risk Target	Re-Inspection Date	Works	Works Required	Work Priority	No.
T433	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	12m	500mm est	Semi-mature	Good	Good	Minor dead wood.	Low	150-450mm	Frequent	13/01/2027		N		T433
T434	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	10m	4 stems @ 400mm est	Semi-mature	Good	Good	Multi-stemmed from base.	Low	150-450mm	Intermittent	13/01/2027		N		T434
T435	White poplar (<i>Populus alba</i>)	12m	400mm est	Semi-mature	Good	Poor	Squirrel damage in crown.	Medium	150-450mm	Occasional	13/01/2027	Safety: remove squirrel damaged limbs. 3 Months.	Y	3 Months	T435
T436	Hybrid black poplar (<i>Populus x euramericana</i>)	14m	500mm est	Semi-mature	Good	Fair	defect on top of scaffold limb leaning east. defect at branch union at 5m.	Low	<150mm	Intermittent	13/01/2027	Safety: removed defect limb. 3 Months.	Y	3 Months	T436
T437	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	12m	3520mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	13/01/2027		N		T437
T438	Monterey pine (<i>Pinus radiata</i>)	14m	600mm est	Mature	Good	Fair	elongated phototropic growth to south.; adjacent tree recently felled, was part of group. Released eastern crown - vulnerable to easterly storm.	Low	150-450mm	Frequent	13/01/2027	Arboricultural: reduce lower southern crown to suitable growth points. 1 year.	Y	1 year	T438
T439	Monterey pine (<i>Pinus radiata</i>)	14m	450mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	13/01/2027		N		T439
T440	Monterey pine (<i>Pinus radiata</i>)	13m	500mm est	Semi-mature	Below average	Fair	recently heavily reduced.	Low	150-450mm	Frequent	13/01/2027	Safety: Re-inspect min 1 year. 1 year.	Y	1 year	T440
T441	Monterey pine (<i>Pinus radiata</i>)	9m	130mm est	Young	Average	Poor	Co-dominant leader.; suppressed.	Medium	150-450mm	Frequent	13/01/2027	Arboricultural: Fell to ground level. 1 year.	Y	1 year	T441
T442	Monterey pine (<i>Pinus radiata</i>)	12m	250mm est	Semi-mature	Below average	Fair	suppressed.; shading crown of adjacent tree, which is becoming crown biased as consequence.	Low	150-450mm	Frequent	13/01/2027	Arboricultural: Fell to ground level. 1 year.	Y	1 year	T442
T443	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	12m	500mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	13/01/2027		N		T443
T444	Monterey pine (<i>Pinus radiata</i>)	13m	700mm est	Mature	Good	Good	Minor dead wood.	Low	150-450mm	Frequent	13/01/2027		N		T444
T445	Monterey pine (<i>Pinus radiata</i>)	12m	300mm est	Semi-mature	Good	Poor	co-dominant leader, poor included union.	Medium	150-450mm	Frequent	13/02/2022	Safety: Fell to ground level. 1 Month.	Y	1 Month	T445
T446	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	12m	350mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	13/01/2027		N		T446
T447	Monterey pine (<i>Pinus radiata</i>)	10m	600mm est	Semi-mature	Good	Fair	part of group with meshed crowns; heavily leaning trunk; asymmetrical crown as suppressed by adjacent specimens.	Low	150-450mm	Frequent	13/01/2027		N		T447
T448	Monterey pine (<i>Pinus radiata</i>)	12m	450mm est	Semi-mature	Good	Fair		Low	150-450mm	Frequent	13/01/2027		N		T448
T449	Monterey pine (<i>Pinus radiata</i>)	12m	500mm est	Semi-mature	Good	Good	Minor dead wood.	Low	150-450mm	Frequent	13/01/2027		N		T449
T450	Monterey pine (<i>Pinus radiata</i>)	12m	700mm est	Mature	Good	Good	Asymmetrical crown as suppressed by adjacent specimens.	Low	150-450mm	Frequent	13/01/2027		N		T450
T451	Monterey pine (<i>Pinus radiata</i>)	13m	600mm est	Mature	Good	Fair	Asymmetric to south, minor dead wood.	Low	150-450mm	Frequent	13/01/2027		N		T451
T452	Monterey pine (<i>Pinus radiata</i>)	12m	340mm est	Semi-mature	Good	Fair	Minor deadwood.	Low	150-450mm	Frequent	13/01/2027		N		T452
T453	Sycamore (<i>Acer pseudoplatanus</i>)	9m	2 stems @ 300mm est	Semi-mature	Good	Fair	Squirrel damage in crown; hanger.	Low	150-450mm	Frequent	14/01/2027	Safety: remove damaged limbs and hanger. 3 Months.	Y	3 Months	T453
T454	Holm oak (<i>Quercus ilex</i>)	8m	400mm est	Semi-mature	Good	Fair	Squirrel damage in crown; multi-stemmed from base.	Low	150-450mm	Frequent	14/01/2027	Safety: remove squirrel damaged limbs over path. rebalance crown. 3 Months.	Y	3 Months	T454
T455	Holm oak (<i>Quercus ilex</i>)	9m	400mm est	Semi-mature	Good	Poor	Squirrel damage in crown.	Medium	150-450mm	Frequent	14/01/2027	Safety: remove squirrel damage and rebalance where necessary. 3 Months.	Y	3 Months	T455

No.	Species	Height	Trunk Dia.	Life Stage	Physiology	Structure	Comments	Failure Potential	Risk Size	Risk Target	Re-Inspection Date	Works	Works Required	Work Priority	No.
T456	Sycamore (<i>Acer pseudoplatanus</i>)	10m	5 stems @ 250mm	Semi-mature	Below average	Poor	Squirrel damage in crown; 2 dead stems; multi-stemmed from base.	Medium	150-450mm	Frequent	14/01/2027	Safety: Fell to ground level. 1 Month. Safety: remove squirrel damaged limbs. 3 Months.	Y	1 Month	T456
T457	Sycamore (<i>Acer pseudoplatanus</i>)	10m	350mm est	Semi-mature	Good	Fair	Squirrel damage in crown.	Medium	150-450mm	Frequent	14/01/2027		Y	3 Months	T457
T458	Helm oak (<i>Quercus ilex</i>)	8m	2 stems @ 200mm	Semi-mature	Good	Hazardous	Squirrel damage in crown.	Medium	150-450mm	Frequent	14/01/2027	Safety: coppice. 3 Months.	Y	3 Months	T458
T459	Common Oak (<i>Quercus robur</i>)	7m	200mm est	Semi-mature	Good	Fair	Squirrel damage in crown.	Low	150-450mm	Frequent	14/01/2027	Safety: remove squirrel damaged limbs. 3 Months.	Y	3 Months	T459
T460	Mountain Ash (<i>Sorbus aucuparia</i>)	6m	200mm est	Young	Good	Hazardous	Dead tree.	High	150-450mm	Frequent	14/02/2022	Safety: Fell to ground level. 1 Month. Safety: deadwood over path. 6 Months.	Y	1 Month	T460
T461	Monterey pine (<i>Pinus radiata</i>)	12m	800mm est	Mature	Good	Good	Minor dead wood.	Low	150-450mm	Frequent	14/01/2027		Y	6 Months	T461
T462	Monterey pine (<i>Pinus radiata</i>)	5m	300mm est	Semi-mature	Good	Good	Asymmetrical crown as suppressed by adjacent specimens.	Low	150-450mm	Frequent	14/01/2027		N		T462
T463	Monterey pine (<i>Pinus radiata</i>)	13m	560mm est	Semi-mature	Good	Good	dog legged limb top centre of crown squirrel damaged. remove.	Low	150-450mm	Frequent	14/01/2027	Safety: remove squirrel damaged limb. 3 Months.	Y	3 Months	T463
T464	Monterey pine (<i>Pinus radiata</i>)	10m	450mm est	Semi-mature	Good	Fair	Asymmetrical crown as suppressed by adjacent specimens.	Low	150-450mm	Frequent	14/01/2027		N		T464
T465	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	12m	350mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	14/01/2027		N		T465
T466	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	9m	300mm est	Semi-mature	Good	Fair	Asymmetrical crown as suppressed by adjacent specimens; crossing limb.	Low	150-450mm	Frequent	14/01/2027		Y		T466
T467	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	12m	450mm est	Semi-mature	Good	Poor	co-dominant leader; crack forming at main point of co-dominance; higher co-dom union forming on northern leader.	Medium	150-450mm	Frequent	14/01/2027	Safety: remove northern leader. reduce southern leader to strong vertical growth point at 9m. 3 Months.	Y	3 Months	T467
T468	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	12m	300mm est	Semi-mature	Good	Good	Minor dead wood.	Low	150-450mm	Frequent	14/01/2027		N		T468
T469	Monterey pine (<i>Pinus radiata</i>)	14m	500mm est	Semi-mature	Good	Fair	Above average dead wood in crown.	Low	150-450mm	Frequent	14/01/2027	Safety: remove deadwood over 80mm. 1 year.	Y	1 year	T469
T470	Monterey pine (<i>Pinus radiata</i>)	13m	400mm est	Semi-mature	Good	Good	Above average dead wood in crown.	Low	150-450mm	Frequent	14/01/2027	Safety: remove deadwood over 80mm. 1 year.	Y	1 year	T470
T471	Monterey pine (<i>Pinus radiata</i>)	12m	400mm est	Semi-mature	Good	Good	Minor dead wood.	Low	150-450mm	Frequent	14/01/2027	Safety: remove deadwood over 80mm. 1 year.	Y	1 year	T471
T472	Monterey pine (<i>Pinus radiata</i>)	12m	400mm est	Semi-mature	Good	Good	Minor dead wood.	Low	150-450mm	Frequent	14/01/2027		N		T472
T473	Monterey pine (<i>Pinus radiata</i>)	14m	700mm est	Mature	Good	Poor	Tight compression fork with evidence of included bark; bark lost and sap exuding at n stem union 3m; crack formation visible approx 3-5cm north side main union - not extensive; crossing limb in high crown; extensive major deadwood.	Medium	150-450mm	Frequent	14/01/2024	Safety: reduce western stem by 3-4m; remove crossing limb; remove deadwood over 80mm. 3 Months. Arboricultural: Re-inspect crack in 2 years. 2 Years.	Y	3 Months	T473
T474	Monterey pine (<i>Pinus radiata</i>)	10m	700mm est	Mature	Good	Poor	Heavily leaning trunk; asymmetrical crown as suppressed by adjacent specimens; mid crown limb to east at approx 8m has 50cm area lower limb with sappy exudate.	Medium	150-450mm	Frequent	14/01/2027	Safety: reduce low crown - approx 5m by 1-1.5.; reduce mid crown large 2 limbs to east by 3-4m. 3 Months.	Y	3 Months	T474
T475	Monterey pine (<i>Pinus radiata</i>)	13m	750mm est	Mature	Good	Poor	crown heavily asymmetric to east; low limbs have rib formation, sap exudates; elongated.; crossing limb at 3m to east.	Medium	150-450mm	Frequent	14/01/2027	Safety: Reduce eastern crown by 3m. 1 Month.	Y	1 Month	T475
T476	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	14m	400mm est	Semi-mature	Good	Poor	Tight compression fork with evidence of included bark; hazard beam limb to east at 8m.	Medium	150-450mm	Frequent	14/01/2027	Safety: reduce height by 2-3m. remove hazard beam. 3 Months.	Y	3 Months	T476

No.	Species	Height	Trunk Dia.	Life Stage	Physiology	Structure	Comments	Failure Potential	Risk Size	Risk Target	Re-Inspection Date	Works	Works Required	Work Priority	No.
T477	Monterey pine (<i>Pinus radiata</i>)	13m	800mm est	Mature	Good	Good	recent scaffold tear out; recent crown reduction; asymmetrical crown as suppressed by adjacent specimens.	Low	150-450mm	Frequent	14/01/2027		N		T477
T478	Holm oak (<i>Quercus ilex</i>)	10m	500mm est	Semi-mature	Good	Poor	significant squirrel damage in crown.	Medium	150-450mm	Frequent	14/01/2027	Safety: remove squirrel damaged limbs; rebalance as necessary. 3 Months.	Y	3 Months	T478
T479	Aspen (<i>Populus tremula</i>)	8m	250mm est	Semi-mature	Good	Hazardous	significant squirrel damage.	High	150-450mm	Frequent	14/02/2022	Safety: Fell to ground level. 1 Month.	Y	1 Month	T479
T480	Aspen (<i>Populus tremula</i>)	8m	150mm est	Semi-mature	Good	Hazardous	Heavily leaning trunk; abnormally resonating cavity at base - indicating dysfunctional or rotting wood at base.	High	150-450mm	Frequent	14/02/2022	Safety: Fell to ground level. 1 Month.	Y	1 Month	T480
T481	Aspen (<i>Populus tremula</i>)	9m	200mm est	Semi-mature	Good	Poor	significant squirrel damage in crown.	Medium	150-450mm	Frequent	14/12/2021	Safety: Fell to ground level. 3 Months.	Y	3 Months	T481
T482	Aspen (<i>Populus tremula</i>)	9m	250mm est	Semi-mature	Good	Poor	significant squirrel damage in crown.	Medium	150-450mm	Frequent	14/01/2027	Safety: Fell to ground level. 3 Months.	Y	3 Months	T482
T483	Aspen (<i>Populus tremula</i>)	9m	250mm est	Semi-mature	Good	Poor	significant squirrel damage in crown.	Medium	150-450mm	Frequent	14/01/2027	Safety: Fell to ground level. 3 Months.	Y	3 Months	T483
T484	Sycamore (<i>Acer pseudoplatanus</i>)	10m	250mm est	Semi-mature	Good	Hazardous	squirrel damaged limb over path.	High	150-450mm	Frequent	14/01/2027	Safety: remove damaged limb. 1 Month.	Y	1 Month	T484
T485	Sycamore (<i>Acer pseudoplatanus</i>)	10m	350mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	14/01/2027		N		T485
T486	Lombardy poplar (<i>Populus nigra Italica</i>)	12m	250mm est	Semi-mature	Good	Fair	Tight compression fork with evidence of included bark at 1m.	Low	150-450mm	Intermittent	14/01/2027	Arboricultural: remove included smaller stem. 1 year.	Y	1 year	T486
T487	Lombardy poplar (<i>Populus nigra Italica</i>)	13m	450mm est	Semi-mature	Good	Good		Low	150-450mm	Frequent	14/01/2027		N		T487
T488	Sycamore (<i>Acer pseudoplatanus</i>)	10m	300mm est	Semi-mature	Good	Hazardous	significant squirrel damage in crown.	Medium	150-450mm	Frequent	14/02/2022	Safety: Fell to ground level. 1 Month.	Y	1 Month	T488
T489	Sycamore (<i>Acer pseudoplatanus</i>)	8m	200mm est	Semi-mature	Good	Hazardous	significant squirrel damage in crown.	High	150-450mm	Frequent	14/02/2022	Safety: Fell to ground level. 1 Month.	Y	1 Month	T489
T490	Sycamore (<i>Acer pseudoplatanus</i>)	12m	280mm est	Semi-mature	Good	Hazardous	significant squirrel damage in crown; hanger.	High	150-450mm	Frequent	14/02/2022	Safety: Fell to ground level. 1 Month.	Y	1 Month	T490
T491	Aspen (<i>Populus tremula</i>)	12m	400mm est	Semi-mature	Below average	Poor	Drawn-up and suppressed; elongated asymmetrical biased over path.	Medium	150-450mm	Frequent	14/02/2022	Safety: Fell to ground level. 3 Months.	Y	3 Months	T491
T492	Aspen (<i>Populus tremula</i>)	12m	250mm est	Semi-mature	Average	Poor	significant squirrel damage in crown.	Medium	150-450mm	Frequent	14/01/2027	Safety: pollard at 5m. 3 Months.	Y	3 Months	T492
T493	Aspen (<i>Populus tremula</i>)	12m	300mm est	Semi-mature	Average	Poor	Asymmetrical crown over path; torn out limb hanging in adjacent tree.	Medium	150-450mm	Frequent	14/01/2027	Safety: pollard at 5m. 3 Months.	Y	3 Months	T493
T494	Aspen (<i>Populus tremula</i>)	12m	250mm est	Semi-mature	Good	Fair	Squirrel damage in crown.	Low	150-450mm	Frequent	14/01/2027	Safety: pollard at 7m. 3 Months.	Y	3 Months	T494
T495	Aspen (<i>Populus tremula</i>)	12m	250mm est	Semi-mature	Good	Poor	significant squirrel damage in crown.	Medium	150-450mm	Frequent	14/01/2027	Safety: pollard at 7m. 3 Months.	Y	3 Months	T495
T496	Aspen (<i>Populus tremula</i>)	12m	300mm est	Semi-mature	Good	Poor	Squirrel damage in crown; asymmetrical crown over path; elongated wind exposed limbs.	Medium	150-450mm	Frequent	14/01/2027	Safety: pollard at 7m. 3 Months.	Y	3 Months	T496
T497	Aspen (<i>Populus tremula</i>)	10m	200mm est	Semi-mature	Good	Fair	elongated wind exposed limbs over path; drawn-up and mutually suppressed.	Medium	150-450mm	Frequent	14/01/2027	Safety: pollard at 5m. 3 Months.	Y	3 Months	T497
T498	Aspen (<i>Populus tremula</i>)	12m	300mm est	Semi-mature	Good	Poor	Heavily leaning trunk; asymmetrical crown as suppressed by adjacent specimens.	Medium	150-450mm	Frequent	14/01/2027	Safety: pollard at 5m. 3 Months.	Y	3 Months	T498
T499	Sycamore (<i>Acer pseudoplatanus</i>)	9m	280mm est	Semi-mature	Good		Squirrel damage in crown.	Low	150-450mm	Frequent	14/01/2027	Safety: remove squirrel damaged limbs. 3 Months.	Y	3 Months	T499
T500	Ash (<i>Fraxinus excelsior</i>)	9m	300mm est	Semi-mature	Good	Fair	Squirrel damage on top of low branch at 4m.	Low	150-450mm	Frequent	14/01/2027	Safety: remove squirrel damaged limb. 1 Month.	Y	1 Month	T500
G1	Monterey pine (<i>Pinus radiata</i>)	14m	Max 700mm est	Semi-mature	Good	Hazardous	multiple elongated limbs to east over play area; multiple previous tear outs over play area.	High	450-750mm	Frequent	05/11/2023	Safety: reduce and remove elongated limbs over play area. 1 Month. Arboricultural: Re-inspect in one year. 1 year.	Y	1 Month	G1

No.	Species	Height	Trunk Dia.	Life Stage	Physiology	Structure	Comments	Failure Potential	Risk Size	Risk Target	Re-Inspection Date	Works	Works Required	Work Priority	No.
G2	White poplar (<i>Populus alba</i>), Sycamore (<i>Acer pseudoplatanus</i>), Field maple (<i>Acer campestre</i>) and Blackthorn (<i>Prunus spinosa</i>)	10m	Avg 300mm est	Semi-mature	Average	Fair	Heavily ivy-covered; canker on whiter pop; squirrel damage in crowns white pops.	Low	150-450mm	Frequent	13/01/2027	Safety: sever ivy at base where heavy; inspect base of those trees; remove squirrel damaged limbs where over property. 3 Months.	Y	3 Months	G2
G3	Goat willow (<i>Salix caprea</i>) (x10), Sycamore (<i>Acer pseudoplatanus</i>) and Common or Black Elder (<i>Sambucus nigra</i>) (x2)	8m		Semi-mature	Average	Poor	significant squirrel damage in crowns of willow; hangers over path.	Medium	150-450mm	Frequent	14/01/2027	Safety: Coppice willows within 5m of path with defects. 1 Month.	Y	1 Month	G3
G4	Aspen (<i>Populus tremula</i>), Common alder (<i>Alnus glutinosa</i>), Ash (<i>Fraxinus excelsior</i>), Elder (<i>Sambucus nigra</i>) and Sycamore (<i>Acer pseudoplatanus</i>)	10m		Semi-mature	Average	Poor	multiple squirrel damaged limbs over path and park on north and eastern boundary of group; ash with canker over path marked with paint.	Medium	150-450mm	Frequent	14/01/2027	Safety: fell ash with canker marked pink paint. 3 Months. Safety: remove squirrel damaged limbs. 6 Months.	Y	1 Month	G4
T190	Aspen (<i>Populus tremula</i>)	9m	200mm est	Semi-mature	Average	Fair	Squirrel damage in crown; heavily leaning trunk.	Low	150-450m	Frequent	21/01/2027	Safety: remove lowest limb to north squirrel damaged. 3 Months.	Y	6 Months	T190
T191	Hybrid black poplar (<i>Populus x euramericana</i>)	12m	430mm est	Semi-mature	Good	Fair	Squirrel damage in crown; minor dead wood.	Medium	150-450m	Frequent	21/01/2027	Safety: pollard at 5-6, retain as much branch and twig growth as reasonably possible. 1 Month. Facilitative: remove 2x young field maple marked pink paint to facilitate if necessary. 1 Month.	Y	3 Months	T191
T192	Holm oak (<i>Quercus ilex</i>)	12m	450mm est	Semi-mature	Average	Hazardous	significant squirrel damage in crown; tight compression fork with evidence of included bark and crack forming, scaffold limb leaning, west mid crown approx 5m; asymmetrical crown as suppressed by adjacent specimens.	High	150-450m	Frequent	21/01/2024	Safety: remove low limb to east over path. 3 Months.	Y	1 Month	T192
T193	Holm oak (<i>Quercus ilex</i>)	10m	400mm est	Semi-mature	Good	Fair	Tight compression fork with evidence of included bark; low elongated branch over path.	Low	150-450m	Frequent	21/01/2027	Safety: remove squirrel damaged limb. 3 Months.	Y	3 Months	T193
T194	Field maple (<i>Acer campestre</i>)	9m	250mm est	Semi-mature	Good	Fair	Squirrel damage in crown.	Medium	150-450m	Frequent	21/01/2027	Safety: remove hangers, remove 4x lowest limbs, reduce remaining low crown at approx 4m to balance. 1 Month.	Y	3 Months	T194
T195	Monterey pine (<i>Pinus radiata</i>)	12m	500mm est	Semi-mature	Good	Hazardous	hanger over path at 4m; split limb over path 8m; 4x elongated low limbs over path to east; minor dead wood.	High	150-450m	Frequent	21/01/2027		Y	1 Month	T195

No.	Species	Height	Trunk Dia.	Life Stage	Physiology	Structure	Comments	Failure Potential	Risk Size	Risk Target	Re-Inspection Date	Works	Works Required	Work Priority	No.
T196	Monterey pine (<i>Pinus radiata</i>)	12m	500mm est	Semi-mature	Good	Fair	significant squirrel damage in crown at 9m over path; 2x elongated low limbs.	Medium	150-450m	Frequent	21/01/2027	Safety: remove squirrel damaged limb. remove lowest 2 limbs. remove deadwood over 80mm diameter. 1 Month.	Y	1 Month	T196
T197	Holm oak (<i>Quercus ilex</i>)	10m	450mm est	Semi-mature	Good	Good	tear out wound 1m; asymmetrical crown over car park to east.	Low	150-450m	Frequent	21/01/2027	Facilitative: crown lift and reduce mid crown to 5m height back to crown width at base of tree. 6 Months.	Y	6 Months	T197
T198	Holm oak (<i>Quercus ilex</i>)	12m	320mm est	Semi-mature	Good	Fair	Asymmetrical crown to east, low over car park.	Low	150-450m	Frequent	21/01/2027	Facilitative: lift to 5m. reduce to width of low crown.	Y	6 months	T198
T199	Holm oak (<i>Quercus ilex</i>)	12m	500mm	Semi-mature	Good	Fair		Low	150-450m	Frequent	21/01/2027		N		T199
T200	Holm oak (<i>Quercus ilex</i>)	12m	300mm est	Semi-mature	Good	Hazardous	Squirrel damage in crown; asymmetrical crown as suppressed by adjacent specimens.	Medium	450-750m	Frequent	21/01/2027	Safety: remove squirrel damaged limbs. reduce crown width over car park to match width of low crown of adjacent trees. 6 Months.	Y	6 Months	T200
T72	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	12m	400mm est	Semi-mature	Good	Hazardous	Tight compression fork with evidence of included bark; co-dominant leader; crack forming at inclusion at crown break.	High	450-750m	Frequent	21/02/2022	Safety: Fell to ground level. 1 Month.	Y	1 Month	T72
T73	Hybrid black poplar (<i>Populus x euramericana</i>)	12m	600mm est	Semi-mature	Average	Poor	significant squirrel damage in crown over path.	Medium	150-450m	Frequent	21/01/2027	Safety: remove squirrel damaged limbs. 3 Months.	Y	3 Months	T73
T74	Hybrid black poplar (<i>Populus x euramericana</i>)	12m	3 stems @ 1000mm est	Over-mature	Average	Poor	large cavities at stem break; above average dead wood in crown; hanger; asymmetrical crown as suppressed by adjacent specimens; elongated limbs toward path.	Medium	150-450m	Intermittent	21/01/2027	Safety: pollard at 6/7m. remove deadwood over 100mm. arisings can be cut and left in situ - dense natural regeneration. 3 Months.	Y	3 Months	T74
T75	Common Horse Chestnut (<i>Aesculus hippocastanum</i>)	10m	600mm est	Semi-mature	Poor	Poor	Trunk exudations consistent with bacterial bleeding canker; 300mm min area exposed heart wood south east stem 2m; above average dead wood in crown.	Medium	150-450m	Intermittent	21/01/2024	Safety: reduce eastern crown 2-3m. deadwood over 50mm. 3 Months. Safety: Re-inspect 2 years. 2 Years.	Y	3 Months	T75
T76	Sycamore (<i>Acer pseudoplatanus</i>)	12m	900mm est	Mature	Average	Fair	open cavity 1m; tree previously reduced; die back in some reduced limbs.	Low	150-450m	Frequent	21/01/2027	Safety: remove deadwood over 80mm. 6 Months.	Y	6 Months	T76
T77	Ash (<i>Fraxinus excelsior</i>)	12m	400mm est	Semi-mature	Good	Good	split hanging limb 5m.	Medium	150-450m	Occasional	21/01/2027	Safety: remove hanging limb. 1 Month.	Y	1 Month	T77
T78	White poplar (<i>Populus alba</i>)	4m	450mm est	Semi-mature	Poor	Hazardous	failed stem split out over woodland walk.	High	450-750m	Intermittent	21/02/2022	Safety: Fell to ground level. 1 Month.	Y	1 Month	T78
T79	White poplar (<i>Populus alba</i>)	12m	350mm est	Semi-mature	Good	Poor	Heavily leaning trunk.	Medium	150-450m	Frequent	21/01/2027	Safety: remove horizontal limb at 6m to rebalance. 3 Months.	Y	3 Months	T79
T80	White poplar (<i>Populus alba</i>)	7m	300mm est	Semi-mature	Good	Fair	Heavily leaning trunk.	Low	150-450m	Frequent	21/01/2027	Safety: pollard at 5m. 3 Months.	Y	3 Months	T80
T81	Hybrid black poplar (<i>Populus x euramericana</i>)	10m	2 stems @ 1000mm est	Over-mature	Average	Fair	Above average dead wood in crown; cavity at base; multiple occluding cavities; no Differences in tone when lower trunk tapped with acoustic hammer.	Medium	150-450m	Frequent	21/01/2027	Safety: remove deadwood over 80mm. 3 Months.	Y	3 Months	T81
T82	Holm oak (<i>Quercus ilex</i>)	9m	250mm est	Young	Good	Poor	Tight compression fork with evidence of included bark; damaged stem at base.	Medium	150-450m	Occasional	21/01/2027	Safety: remove southern stem. can be left in situ. 3 Months.	Y	3 Months	T82
T83	Austrian Pine (<i>Pinus nigra ssp. Nigra</i>)	14m	600mm est	Semi-mature	Good	Fair	rubbing limb crossing 9m.	Medium	150-450m	Frequent	21/01/2027	Safety: remove crossing limb. 3 Months.	Y	3 Months	T83
T84	Monterey pine (<i>Pinus radiata</i>)	13m	1000mm est	Mature	Good	Hazardous	split limb 9m high northern crown.	Medium	150-450m	Intermittent	21/01/2027	Safety: remove split limb. 1 Month.	Y	1 Month	T84
T85	Sycamore (<i>Acer pseudoplatanus</i>)	10m	450mm est	Semi-mature	Good	Poor	included union with crack developing at crown break.	Medium	150-450m	Constant	21/01/2027	Safety: reduce stem adjacent to property to 5m. Reduce lowest lateral to north by 3m to balance. 6 Months.	Y	6 Months	T85
T86	Sycamore (<i>Acer pseudoplatanus</i>)	10m	2 stems @ 400mm est	Semi-mature	Good	Fair	low over rd; profuse epicormic over lawn at base.	Low	150-450m	Frequent	21/01/2027	Facilitative: lift to 5m over rd and lawn.	Y	6 Months	T86



Proposal to

Telscombe Town Council

for

Ecological Support

Chatsworth Park, Telscombe Cliffs, East Sussex

SB-MME-157372
February 2022

Principal Contact: Lucy Philpott – Associate Director: CRM

Middlemarch Environmental Ltd

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

Tel: 01676 525880 Fax: 01676 521400

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1. Project Approach

In May 2021, Middlemarch Environmental Ltd completed a Preliminary Ecological Appraisal & Constraints Map of Chatsworth Park, Telscombe Cliffs, East Sussex. This was to identify potential ecological constraints and opportunities associated with proposed management works at the site. The results of this survey can be found in report RT-MME-153452.

Chatsworth Park's annual arboricultural survey has since identified 118 trees which require works such as pruning, felling and removal of limbs. Some urgent work is needed as several trees have been damaged by winds and are a health and safety issue. As a result, the following ecological works are now required:

- Preliminary Ground Level Roost Assessment of Trees;
- Ecological Clerk of Works for urgent tree works (if required); and,
- Badger Activity Monitoring of two badger setts previously identified on site, before works to trees within 30m of the setts may proceed.

It is therefore recommended that the following approach is undertaken with respect to this project:

Preliminary Ground Level Roost Assessment – Trees

A Preliminary Ground Level Roost Assessment of a tree is a detailed inspection of the exterior of the tree(s) from ground level to look for features that bats could utilise for roosting. The survey aims to identify the actual or potential presence of bats and the need for further survey and/or mitigation.

In line with the specifications detailed by English Nature (2004)¹ and Collins (2016)² the survey will comprise a visual assessment of the tree/s and this will utilise binoculars and high powered clu-lights where appropriate. The survey will record any features such as; cracks, crevices, peeling bark or woodpecker holes, including details of their location and size. All trees will be allocated a reference number and a plan will be produced detailing the tree locations. Information will be recorded about the tree including species and approximate diameter.

During the site visit any potential roosting features which are located at a height accessible from 3.5 m ladders will be subject to a detailed inspection utilising an endoscope and clu-light. The surveyor will record information regarding the feature including the dimensions. This inspection will assess in more detail the likely suitability of the feature for roosting bats and look for evidence of bats such as live or dead bats, droppings, staining or odour.

Upon completion of the survey, a report will be produced. In line with the Bat Conservation Trust Guidelines (Collins, 2016) the trees will be classified into one of four categories in relation to their potential to support roosting bats (negligible, low, moderate or high). Any recommendations made will utilise both professional judgement and reference to current best practice guidance produced by the Bat Conservation Trust (Collins, 2016) which have been adopted by the majority of local authorities as a basis for making planning decisions.

Recommendations for further work may include further Preliminary Roost Feature Inspection Surveys utilising climbing equipment, lifting platforms or scaffolding. For trees where climbing is not considered appropriate then dusk emergence and dawn re-entry surveys may be recommended. The Bat Conservation Trust guidelines (Collins, 2016) require one dusk emergence survey and one dawn re-entry survey of trees with a moderate potential for supporting bats. For trees with high potential to support bats (or where roosts are present) three surveys are required (of which one must be a dawn re-entry survey). No further surveys will be required for trees classified as having low potential to support roosting bats. However precautionary method of works and ecological professional judgement will be required, and detailed within the report, where required.

It is emphasised that during the survey any areas deemed unsafe to access will not be surveyed.

¹ English Nature. (2004). *Bat Mitigation Guidelines*. English Nature, Peterborough.

² Collins, J. (ed). (2016). *Bat Surveys for Professional Ecologists: Good Practice Guidelines (3rd edn)*. The Bat Conservation Trust, London. Available: <http://www.bats.org.uk/>

Ecological Clerk of Works (If required)

Ecological supervision of the proposed works will commence with a pre-start walkover survey of the works area to determine any sensitive features and their locations with respect to proposed site activities. A watching brief will be undertaken whilst key habitats to support protected species are stripped within works area. Upon completion of the works a final letter-style report will be produced detailing activities undertaken. If any protected species are identified during the works, they will be relocated to an area of suitable habitat within the vicinity.

For herpetofauna, works can only be undertaken when daytime temperatures are above 8 degrees Celsius.

Badger Activity Monitoring

A monitoring exercise will be undertaken in order to assess whether potential setts are in active use by badgers. This will involve an initial inspection of the holes with a torch, followed by the placement and monitoring of adhesive hair traps and trail camera (if required) adjacent to the potential sett entrances. Any hair collected will allow the species using the hole to be identified.

The monitoring exercise will comprise a total of four site visits over a period of approximately two weeks.

2. Fees

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

Ref.	Project Activity	Quantity	Rate £	Fee £
Preliminary Ground Level Roost Assessment of Trees				
PS	Preliminary Ground Level Roost Assessment of 118 Trees, including reporting, project management and quality assurance (two surveyors)	2.5 days	1,000.00 / day	2,500.00
Badger Activity Monitoring				
PS	Installation of adhesive hair traps and camera traps	1 visit	350.00 / day	350.00
PS	Badger Activity Monitoring, including reporting, project management and quality assurance	4 visits	350.00 / visit	1,400.00
Sub Total				1,750.00
Total				4,250.00
Ecological Clerk of Works (If required)				
PS	Ecological Clerk of Works	-	550.00 / visit	-
Notes: <ul style="list-style-type: none"> The above fee is inclusive of all expenses but is subject to VAT, which is applicable at the standard rate. The fees are based on being able to undertake the Preliminary Ground Level Roost Assessment in one visit. If access is not available on one visit, additional visits will be charged at £500 per person per day. A report will be prepared to collate all data collected and provide a summary of the current position and any need for future action. The fee assumes that the client will contact residents and provide access to the exterior of the properties. As part of our quality management system ISO14001 reports will be issued in an electronic format. If the client requires a hard copy of the report, one copy will be sent upon request. Additional hard copies will be charged at £25 per copy. Any report revisions or attendance at meetings will be charged at £65 per hour. If CAD base plans are not available/provided then Middlemarch reserves the right to purchase the plans and charge this to the client at cost. 				

Table 2.1: Professional Fees

3. Project Timescales

Work will normally be started within five working days of receipt of a formal commission from the client. The timescales for the various surveys are detailed in Table 3.1.

Survey Type	J	F	M	A	M	J	J	A	S	O	N	D
Preliminary Bat Roost Assessment												
Badger Activity Monitoring												
Key:												
	Survey period											

Table 3.1: Survey Timings

4. Project Team

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

The Project Leader for this project will be:

Dr Nick Steggall MCIEEM. CEnv.: Associate Director – Technical

Nick has nearly two decades' experience in ecological consultancy and habitat management. Nick is the lead ecologist responsible for delivering the ecology works and providing expert witness at public inquiry for the M1 J19 Catthorpe Interchange Improvement Works, a major road improvement works estimated at £191 million.

Nick specialises in Ecological Impact Assessments and protected species surveys, mitigation and translocation works (including great crested newt/bat/badger/water vole/otter/barn owl and white-clawed crayfish). Nick holds protected species licences for several species including bats. Nick is fully qualified to undertake tree-climbing operations.

Nick is one of a few people within England who is a Registered Consultant on Natural England's Bat Low Impact Class Licence. Under this licence, works which will result in a low impact to the commoner species of bat can be registered on the Bat Low Impact Class Licence. Registration on the Bat Low Impact Class Licence usually takes two weeks and works to the roost can usually commence after three weeks. This is considerably shorter than the six weeks required to process a site specific licence, which is required for works which will result in higher impacts.

Nick also undertakes public relations roles on behalf of our clients, having represented our clients on both national radio and television. Nick was one of the key authors in developing the first British Standard Guide on "Surveying for Bats in Trees and Woodland" (BS 8596:2015) and currently sits on the British Standard "Biodiversity Management" committee.

Nick completed his PhD researching the use of phytoremediation and biodiversity enhancement in constructed wetlands. Nick is qualified from his MSc in the restoration of terrestrial and aquatic environments, and from his BSc, qualified in the identification and survey techniques for both flora and fauna including their required habitat management.

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

5. Actions Required from the client

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

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

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

6. Insurance

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

7. About Middlemarch Environmental Ltd

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

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

Recent projects of regional or national significance have included:

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

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

Middlemarch Environmental's quality management system is certified to ISO9001:2015, our health and safety management system is certified to ISO 45001:2018 and Safety Systems in Procurement (SSIP) and our environmental management system is certified to ISO 14001:2015. Middlemarch Environmental Ltd is also accredited to a number of sector specific schemes including and National Highways Sector Scheme 18 (road schemes), RISQS (rail), Avetta (aggregates), UVDB (utilities) and Constructionline (construction). Copies of our certificates is available upon request. Middlemarch also supports its staff through innovative research links with local Universities, including several Knowledge Transfer Partnerships.



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

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

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

8. Standard Terms & Conditions

Applicable to all contracts undertaken by Middlemarch Environmental Ltd.

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

Acceptance of our Proposal confirms acceptance of all the above Conditions.

AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st March 2022
SUBJECT	To approve amended wording to the Chatsworth Park & Copse Management Plan & agree actions

1. INTRODUCTION

At Full Council in January, it was resolved to agree the Chatsworth Park & Copse Management Plan. The Boundary Policy was slightly amended and a copy is attached.

2. INFORMATION

The Management Plan provides several recommendations for the Town Council to undertake.

Some of the recommendations within the Management Plan will not be able to go ahead without prior consultation from an ecologist, as they sit in the red zones as detailed on the ecology report drawn up in 2021.

Following a meeting with Councillors concerning tree works in Chatsworth Park, it was recommended that going forward, the Management Plan specifies that *'Telscombe Town Council reserve the right to carry out any urgent works to trees or vegetation without prior consultation with an ecologist, if there is a safety concern to property or people'*. I received no objections from Councillors following an email to the addition under subheading 'flora & fauna' in the Management Plan.

3. RECOMMENDATION

I recommend the following:

- That the additional wording as agreed by Committee via email is approved.
- That a programme of works be set up for annual inspections to the memory garden, car park, steps, pathways and zones as listed, as well as an annual review with groups using the park.
- That the Management Plan be reviewed in March 2023.
- Volunteers be recruited for works listed within the Management Plan and consultations to take place on any future concessions or amenities within Chatsworth Park.
- That the Boundary Policy and Management Plan are referred to when considering any future works within Chatsworth Park and the Copse.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

There will be financial implications for suggested works as recommended in the Boundary Policy. The Management Plan recommends works to be completed by volunteers, but this may incur costs if they cannot be recruited. There will also be costs for consultations with an ecologist for works within the Management Plan, as recommended in the ecological report.



BOUNDARY POLICY FOR CHATSWORTH PARK AND THE COPSE

It is our intention to manage a boundary of approximately 1 metre between residential fences and walls surrounding Chatsworth Park and The Copse and above ground level undergrowth, bushes and trees.

The Town Council recognises the responsibility to maintain a vegetative boundary as a safe 'green' corridor for larger animals such as foxes and badgers to navigate the park. The boundary to Chatsworth Park and The Copse with residential homes to be managed to a depth of 1 metre minimum to ensure that the undergrowth, bushes and trees do not encroach on neighbouring properties. Several boundary zones have been identified which may all have their own specific requirements for the management of the boundary fringe area. The Town Council balances the interests of residents, ecological concerns and the Council budget when managing the boundary areas.

Gates opening directly onto Chatsworth Park and the Copse public amenity spaces are not permitted.

In exceptional circumstances where the Boundary Policy cannot be achieved, the circumstances will be documented and be subject to an agreement on maintenance between the residential property owner and Telscombe Town Council.

AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st March 2022
SUBJECT	To consider extending Wander Coffee's concession

1. INTRODUCTION

At the Amenities & Civic Centre Committee meeting on 27th September, it was agreed to extend Wander Coffee's concession until the end of March 2022, with the proviso they would pay a fee of £40 per week to cover the portable toilet hire.

2. INFORMATION

We are still investigating progressing a café for the park. Quotations are due to be obtained for a feasibility study for a café in the park which will necessitate the scope of a building to be agreed. To date we have been quoted £30k to supply electricity and £10k to provide a water supply to the edge of the park near to Bridle Way. Southern Water do not undertake work on private land, so we would need to employ a contractor to lay supply and wastewater pipes to the café site.

3. RECOMMENDATION

As we are still investigating estimates for a feasibility study, I recommend we invite Wander Coffee to extend their concession with the Town Council until 30th September 2022 and continue to pay the £40 weekly charge to cover the portable toilet hire.

4. ENVIRONMENTAL IMPACT

Wander Coffee recycle as much as possible including cups and coffee grinds and their coffee machine is run by gas.

5. FINANCIAL IMPLICATIONS

The current earmarked reserve balance for the café is £1,727 and we have set a budget for 2022/23 of £3,500.

AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	21 st March 2022
SUBJECT	To agree renewal of the lift service maintenance contract

1. INTRODUCTION

We have a platform lift at the Civic Centre that was installed by Gartec. We have had the lift serviced annually since.

2. INFORMATION

The bronze service contract was due for renewal on 1st March 2022 and includes 2 service visits per year. The cost for the forthcoming year is £377 plus VAT and in order to have continuation of service, the renewal invoice was paid.

3. RECOMMENDATION

It is recommended to approve renewal of the lift service contract in the sum of £377 plus VAT.

4. ENVIRONMENTAL IMPACT

n/a

5. FINANCIAL IMPLICATIONS

Our budget for equipment maintenance which includes the lift, fire alarm, burglar alarm etc for the Civic Centre is £2,000.

AGENDA ITEM	18
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	21 st March 2022
SUBJECT	To agree repair to Civic Centre roof

1. INTRODUCTION

During Storm Eunice on 18th February, the Civic Centre roof was damaged, with an area of tiles being lifted and blown away and/or broken.

2. INFORMATION

Roofing contractors were contacted immediately and a local roofer, MB Building & Construction, attended that afternoon and advised they could attend and repair over the weekend at a price of £350. In order to limit further damage and as our policy excess is £250, I did not see the point in claiming on the insurance and issued a purchase order to them to proceed with the work. Unfortunately, despite chasing and attendance subsequently being promised on several occasions, the roofer has not attended. Further estimates have therefore been sought and to date only 2 more have been received, both of which are more expensive – see attached.

3. RECOMMENDATION

It is recommended to submit an insurance claim and forward the estimates to the insurance company for approval.

4. ENVIRONMENTAL IMPACT

n/a

5. FINANCIAL IMPLICATIONS

Our budgets for 2022/23 for Civic Centre general repairs is £2,000; for internal/external works is £2,000 and the remaining earmarked reserve for Civic Centre maintenance currently stands at £13,275. The £250 policy excess can therefore be taken from either of the budget headings.

Matt Sears & Sons

ROOFING CONTRACTORS

Matt Sears & Sons Roofing Contractors
122 Arundel Road
Peacehaven
East Sussex

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

mattsears53@gogglemail.com
Tel : 01273 583506
Mobile : 07880823533

8th March 2022

Dear Diana,

Please find below a quote for the work to the storm damage on the verge at the above property, as follows:

- (1) Organise scaffold for safe access to working areas.
- (2) Clean off damaged area of old nails and broken slates.
- (3) Slate back damaged areas to the verge using *Eternit* single and double man made slates, each slate will be fitted with 2 copper nails and a copper rivet. Due to the exposed nature of this area we will also apply CT1 to the overlap of each slate giving better protection against high winds in the future.
- (4) Resulting works will give a uniform & tidy finish.
- (5) Dispose of waste materials.

Price for the above works inclusive of labour, materials & VAT & 20% **£575.00**

Price for scaffold payable directly to BS Scaffolding (Brett).....**£300.00** inc of VAT @ 20%
(this scaffold price is not included in the above roof works)

Currently we will be able to start the works during the 2-3 weeks, weather permitting. **This date will change if other contracts come in before you confirm.**

If you wish to go ahead we will require a return email confirming your acceptance of the quote and a 25% (£143.00) deposit to secure the suggested start date, with the remaining balance paid on completion. All payments will be fully invoiced for your records.

Feel free to give me a call should you have any questions regarding the quote and its contents, hope to hear from you soon.

Regards, Matt Sears

C LEACH ROOFING

32 Newwick Road

Brighton

East Sussex

BN1 9JN

Email: cleachroofing@mail.com

07515017071

QUOTE

Telscombe Civic Centre

360 South Coast Road

Telscombe Cliffs

BN10 7ES

DESCRIPTION

Roof work

damage due to the storm

Take out old slates that have been broken

Add new felt if needed

Add new slates that are missing

Repair any other slates

Seal down edge to stop slates lifting up

Labour, materials, and clear all waste £600.00

Many thanks

Chris leach

AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st March 2022
SUBJECT	Future Events

1. INTRODUCTION

The Events working group met on Wednesday 2nd February to discuss events for the forthcoming year.

2. INFORMATION

The following events were discussed:

Easter egg hunt: An event is being held on Saturday 16th April between 11am and 3pm. Helping Out CIC have provided their fact sheets for Chatsworth Park and the office staff will use these as a basis for putting something together. I have contacted local supermarkets for egg donations and unfortunately have been unsuccessful.

Lighting of Beacons for Queens Jubilee: Although we will not be holding an event for the Jubilee, the events working group discussed costs for lighting a beacon. The Admin Assistant has since received an email from National Association of Civic Officers who have informed us that if our Council have declared a climate emergency and are concerned about a beacon lighting, we can still be involved in this public event by lighting our building, a projection of a beacon brazier or offsetting of the carbon as alternatives.

Summer Fayre: Office staff are taking this event forward by inviting various businesses and organisations to have stalls, obtaining sponsorship and raffle prizes. The fayre will be run between 12midday and 4pm on Saturday 2nd July, with stall holders arriving from 10am. Volunteers will be needed from 9am to help set up, as well as marking out the pitches on Friday 1st July. We need to consider if we are using the lower part of the park for car parking and we will need volunteer marshals throughout the day.

The Welcome Back Fund event ran on Friday 11th and Saturday 12th March and an update on this event will be provided at the meeting.

A movie night was also previously considered when the weather is warmer in April or May.

3. RECOMMENDATION

I recommend that volunteers are provided for the summer fayre and to consider a way forward for the Easter egg hunt and whether we have a lighting of the beacon. I also recommend the Committee consider if a movie night should be investigated by the events working group.

4. ENVIRONMENTAL IMPACT

Minimal.

5. FINANCIAL IMPLICATIONS

We have a remaining budget of just over £400 for town entertainment and a £1,000 budget has been set for next year, but we try to obtain sponsorship to cover the summer fayre. Funding was obtained for the Welcome Back Fund event. If it is decided to go ahead with an Easter egg hunt, funds will need to be taken from the town entertainment budget to cover purchasing of eggs.