



TELSCOMBE TOWN COUNCIL

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

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24th May 2022

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **Amenities & Civic Centre Committee** at Telscombe Civic Centre on **Monday 30th May 2022** at 7.30pm for the purpose of transacting the following business:-

Yours faithfully

Stella Newman, Town Clerk/RFO

AGENDA

1. To appoint a Chairman and Vice Chairman
2. Report from Committee Chair – *see attached*
3. 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.
4. Apologies for absence and substitutions
5. To receive Members' declarations of interest in relation to matters on the agenda
6. To approve minutes of the meeting held on Monday 21st March 2022 – *see attached*
7. To receive action list – *see attached*
8. To note Income & Expenditure figures to 30th April 2022 – *see attached*
9. To review the Business Plan – *see attached*
10. To note amenities complaints since last meeting – *see attached*
11. Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces – *see attached*
12. To agree proof for Chatsworth Park information boards – *see attached*
13. Update on playground inspection reports & to agree actions – *see attached*
14. To consider increasing the memory garden plaque price & to use new supplier – *see attached*
15. To consider an application for a memorial bench in Robert Kingan playground– *see attached*
16. To consider recommendations from Surveyor's report for suggested works in Chatsworth Park next to a property in Kirby Drive – *see attached*
17. To consider estimates for tree works in Chatsworth Park – *see attached*
18. To ratify agreement for increase in cost for OS mapping data – *see attached*
19. To consider permanent shelter & fencing request from Develop Outdoors for Forest School activities – *see attached*
20. To consider request from Develop Outdoors for use of Chatsworth Park as an interactive game site – *see attached*
21. To ratify building a hibernacula in Chatsworth Park & consider building a second one – *see attached*
22. To consider registering Chatsworth Park & the Civic Centre as filming locations – *see attached*



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23. To consider a wildlife pond being added in Chatsworth Park – *see attached*
24. To consider two wildflower meadow locations in Chatsworth Park – *see attached*
25. To consider adding a tree-lined path in Chatsworth Park – *see attached*
26. To consider replacing the fence bordering the Copse at Telscombe Cliffs Way with a hedgerow– *see attached*
27. To consider replacing the steps in the Copse – *see attached*
28. To consider quotes for café feasibility study – *see attached*
29. To approve use of container in Chatsworth Park for Wander Coffee – *see attached*
30. To consider replacing damaged marquee parts – *see attached*
31. To consider way forward with Boundary Policy – *see attached*
32. To agree renewal of gas and electricity supplies at the Civic Centre – *see attached*
33. To note cancellation of gas service contract and consider options – *see attached*
34. Future Events – *see attached*
35. 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 – 25th July 2022

AGENDA ITEM	2
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th May 2022
SUBJECT	Report from Committee Chair

Cllr Gallagher has written a general report as follows:-

It is 3 years since some of us walked around Chatsworth Park and The Copse with the Amenities Officer in 2019; this is a brief reflection on the progress we have made in the past 3 years.

There were a number of long-standing complaints mainly concerning the boundaries and invasive and destructive vegetation. A consultation of 77 properties on the boundary revealed more problems and opinions on the management of the green spaces.

The power of nature and the influence of the seasons affected the timings and manner in which work could take place. Covid restrictions dominated two years and severely limited the opportunity to meet with residents.

Achievements:-

1. New equipment bought for the playgrounds and safety issues dealt with promptly.
2. Accessibility report commissioned and the outcomes being implemented to improve inclusive usage of the green spaces.
3. An initial Ecological Biodiversity Report obtained with additional reports commissioned for more details, particularly regarding badgers and bats.
4. A Boundary policy and Management Plan were adopted in January 2022. A complaints and comments logging system was adopted in 2021.

Procedures agreed to allow Officers, Chair and Vice-Chair to use delegated authority to resolve issues in a timely manner without the necessity of waiting for Committee decisions.

Facilities for the public have been increased by addition of a Cafe concession and public toilet.

A working party was set up to consider steps which can be taken in light of the Declared Climate Emergency. The changing weather patterns and soil quality have affected the way we manage the green spaces. Periods of drought are interspersed with violent storms such as the destructive Storm Eunice and Storm Douglas in February 2022.

The trees, hedges and undergrowth all play a vital part in the future biodiversity of green spaces and active management is required to maintain and enhance the beauty and

longevity of the amenities. Several detailed reports have been provided to help us understand and make the right decisions.

The Saltdean Community Association (SCA) are a registered Charity founded in 1966. The Charity objectives are to promote benefits for the inhabitants of Saltdean and the Neighbourhood. The Neighbourhood includes East and West Saltdean, Telscombe and Brighton and Hove. In 2020 the Trustees of the Charity decided to concentrate efforts and funding to outdoor amenities supporting social welfare. In July 2021 Aspen Treecare prepared a planting document to demonstrate the possibilities for the Southern part of Chatsworth Park to increase the visual attractiveness and accessibility for the public, as well as enhancement and renewal using native trees and plants to encourage the insects and wildlife. Their report can be used to support decision making and was paid for directly by the SCA. Subsequently an area for nettle clearance was agreed by Committee. In the past 2 years £1800 purchased an outdoor table tennis table for Saltdean Oval and approximately £1000 has been used for East Saltdean and Telscombe. The Trustees, of which I am the Chair, are continuing to fund outdoor improvements and events through the Neighbourhood benefit areas in 2022/23.

The Civic Centre is also the responsibility of this Committee, decisions made but delayed because of Covid19 will become actuality soon. The outside windows will be repainted in white to improve appearance. The move towards net zero carbon by 2030 has started with plans to upgrade the existing gas boiler and solar panels, finding alternative ways to improve energy efficiency and sustainability for the Civic Centre.

The commitment of Officers, Councillors and residents has allowed so much progress against a very difficult economic and social backdrop.

Thank you all and let's keep up the good work and progress.

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Minutes of a meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Monday 21st March 2022 in Telscombe Civic Centre at 7.30 pm.

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

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

Cllr Gallagher as Chair asked that agenda item numbers 10 To Note Amenities Complaints and 14 Update on Tree Survey Actions and to Agree Way Forward with Tree Works, be moved to the end of the meeting for discussion. This was **agreed** by the Committee.

1505. PUBLIC QUESTION TIME

There were no members of the public present.

1506. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies. Cllr Sharkey has been granted leave of absence until May 2022.

1507. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

There were no declarations of interest.

1508. TO APPROVE MINUTES OF THE MEETING HELD ON 28th JANUARY 2022

Cllr Smith advised under minute 1504 'To agree actions contained within the Tree Survey Report for Chatsworth Park', the third sentence reported that he was concerned with removing limbs due to squirrel damage. Cllr Smith stated that it was the felling of trees, not limb removal and asked this to be amended. It was therefore proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on Monday 28th January 2022 were a true record of the proceedings and were signed as correct by the Chairman Cllr Gallagher, with the amendment of 'removing trees' rather than limb removal and this amendment was initialled by Cllr Gallagher.

1509. 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, 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.</i>	July '22

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1509. 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	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
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

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1509. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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
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

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1509. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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

Cllr Smith asked the Amenities Officer if Stapleton Consulting had provided an update regarding the survey works under minute 1386 and the Amenities Officer advised no response had been received to date.

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1510. TO AGREE INCOME & EXPENDITURE TO 28th FEBRUARY 2022

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 a budget could be provided for the café at Chatsworth Park and the Town Clerk confirmed that a new one had been included as agreed of £3,500 for the 2022/23 financial year. It was proposed by Cllr Page, seconded by Cllr Selby and unanimously **RECOMMENDED** that the income and expenditure figures for Amenities of £24,242 expenditure and income of £1,423 and Civic Centre expenditure of £33,374 and income of £15,487 at 28th February be accepted as correct.

1511. TO REVIEW THE BUSINESS PLAN

It was noted that a working group had been set up to review the overall Business Plan. Cllr O'Connor requested that the review dates be amended to show an actual date rather than a period of time. Cllr Smith advised he would like to see the habitat work bought forward. Cllr Robinson asked that Project Number 7, Declared Climate Change Emergency – Activity for ACC and FC, is amended to remove the rainwater harvesting as it is too expensive and to include that the Civic Centre is now a water refill location.

1512. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES

The Amenities Officer's report confirmed that 9 of the 16 high priority items have now been completed, 6 are ongoing and the remaining item concerning a controlled crossing is to be considered in the next agenda item. Cllr Robinson recommended that the Town Council bids for CIL monies from the District Council with regards to the high cost items. The Amenities Officer confirmed that a CIL bid is being applied for with regards to the lecterns and other applications can be submitted from 2023.

1513. TO NOTE ESCC'S RESPONSE TO A PROPOSED CONTROLLED CROSSING FROM KIRBY DRIVE TO CHATSWORTH PARK

One of the high priority recommendations detailed in the Access Report asked that the Town Council work with highways to explore a controlled crossing from the housing side of Kirby Drive to Chatsworth Park. East Sussex Highways had previously advised that they do not have the resources to install a controlled crossing but encouraged the Town Council to apply for match funding. East Sussex County Council's (ESCC) Traffic & Safety Manager was contacted, who advised that ESCC have limited funding. An assessment was carried out recently with a score of 44 which did not meet the benchmark score of 70. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that this item is put on hold for the time being. Cllr Gallagher suggested it would be more suited for future consideration by the Planning & Highways Committee.

1514. UPDATE ON PLAYGROUND INSPECTION REPORTS & TO AGREE ACTIONS

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. Cllr Smith asked why each outstanding damaged playground item was being considered by the

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1514. Update on playground inspection reports & to agree actions (Contd)

Committee and the Amenities Officer advised it was agreed for a copy to be provided at all future meetings. Cllr Smith also raised concerns that the report asked that consideration be made to carry out works to trees next to Chatsworth Park South playground. The Amenities Officer advised that this is in relation to bird droppings on the group swing which is a continuous problem and that Lewes District Council's Playground Inspector recommended that the tree branches in this location are cut back and this was also a recommendation in the recent tree survey report.

Cllr O'Connor noted that the picnic tables and benches at Robert Kingan Playground were badly damaged and Cllr Robinson asked that when they are replaced, consideration be made to use plastic materials. It was proposed by Cllr Smith, seconded by Cllr Judd and unanimously **RECOMMENDED** to note the information provided and a decision with regards to the tree limbs over the playground be made under agenda item 14.

1515. TO CONSIDER REPLACEMENT SPRINGERS IN CHATSWORTH PARK SOUTH PLAYGROUND AND ROBERT KINGAN PLAYGROUND

The Committee considered the Amenities Officer's report which provided prices for replacing two springers in Robert Kingan playground and one springer in Chatsworth Park South playground. The budget for equipment replacement for 2022/23 is only £2,000 which means using earmarked reserves. The Town Clerk advised that the earmarked reserves need a large balance of funds, so that when the next major refurbishment of the playgrounds is undertaken, we have the monies available. This will also support any grants provided from other sources, who look at how much the Town Council are contributing.

The Committee noted that the springers had been in place for many years and following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that the quotation from Proludic/Safeplay be accepted at a cost of £1,575.15 to replace the duck springer at Chatsworth Park South playground, £3,074 to replace the quad springer at Robert Kingan playground and £2,006 to replace the bike and car springer at Robert Kingan playground. The total price of £6,655.15 includes removal of old, installation of new and delivery, net of VAT.

1516. TO CONSIDER WORKS TO WETPOUR SURFACES IN TELSCOMBE TOWN COUNCIL'S THREE PLAYGROUNDS

The Committee discussed the damaged wetpour in the three playgrounds. Concerns were raised on the expense and how this would affect the earmarked reserves. Cllr O'Connor asked if alternatives could be investigated but it was felt the costs would significantly increase as it would mean replacing a full area rather than to repair the current gapping and cracks. Following discussion it was reluctantly proposed by Cllr Judd, seconded by Cllr Selby and **RECOMMENDED** by a majority that the quotation from DCM Surfaces in the sum of £1,350 plus VAT for repairs to the two separate areas in Chatsworth Park North playground, £1,350 plus VAT to fill the gapping in Chatsworth Park South playground and £1,350 plus VAT to fill in the cracks at Robert Kingan playground be accepted, totalling £4,050 plus VAT. Cllrs O'Connor, Page and Smith abstained.

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1517. TO APPROVE AMENDED WORDING TO THE CHATSWORTH PARK & COPSE MANAGEMENT PLAN & AGREE ACTIONS

The Amenities Officer stated that following a meeting with Councillors concerning tree works in Chatsworth Park, it was agreed to include the sentence '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' within the Management Plan. The Management Plan and Boundary Policy had been agreed at Full Council, which will now allow the Town Council to undertake the work as stated in both documents.

It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** the following; a) that the additional wording in the Management Plan be approved, b) that a programme of works is set up for annual inspections to the areas listed within the Management Plan, as well as an annual review with groups using the park, c) that the Management Plan be reviewed in March 2023, d) volunteers be recruited for works listed within the Management Plan and consultations to take place on any future concessions or amenities within the park and e) that the Boundary Policy and Management Plan are referred to when considering any future works within Chatsworth Park and the Copse.

1518. TO CONSIDER EXTENDING WANDER COFFEE'S CONCESSION

The report from the Amenities Officer stated that Wander Coffee's concession is due to end on 31st March 2022 and also that quotations are being obtained for a feasibility study for a café in the park. It was proposed by Cllr Robinson, seconded by Cllr Smith and unanimously **RECOMMENDED** that Wander Coffee be invited 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, and if they are in agreement, a new contract be signed.

1519. TO AGREE RENEWAL OF THE LIFT SERVICE MAINTENANCE CONTRACT

The Town Clerk reported that the lift service maintenance contract was due for renewal on 1st March 2022 which include 2 service visits per year. The cost for the forthcoming year was £377 plus VAT and as it was within her delegated spending authority and to ensure public safety, she had put the invoice through for payment. It was proposed by Cllr Smith, seconded by Cllr Judd and unanimously **RECOMMENDED** to agree renewal of the contract.

1520. TO AGREE REPAIR TO CIVIC CENTRE ROOF

The Committee considered the report from the Town Clerk which stated that tiles from the Civic Centre roof were lifted, blown away and broken during Storm Eunice. Local contractors were contacted immediately and one advised they could attend and repair over the weekend so the Town Clerk agreed to this under her delegated authority. Unfortunately despite chasing, the roofer has not attended. Further estimates have been obtained and due to their price it was proposed by Cllr Judd, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Clerk submits an insurance claim and forwards the estimates to the insurance company for approval.

1521. FUTURE EVENTS

The Committee discussed the future events. The Amenities Officer confirmed she had not been successful in obtaining Easter egg donations and Cllr Gallagher advised she would speak with

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1521. Future Events (Contd)

her contact at the Co-op. Cllr Selby suggested also contacting Morrisons.

The Town Clerk advised that provision of a compere, first aiders, hire of fire extinguishers and a portable toilet for the summer fayre were coming to just over £800 which is most of the town entertainment budget. The admin officer is going to apply to the House Project for funding and other sources of funding will need to be obtained if we are to hire entertainment such as animal handling and/or birds of prey. The Amenities Officer also asked the Committee for volunteers on the day as it cannot be run without them.

It had previously been agreed not to hold an event for the Queen's Jubilee, but the Committee were asked to consider if we would like to light a beacon. It was proposed by Cllr Judd, seconded by Cllr Clarkson and unanimously **RECOMMENDED** not to light a beacon.

1522. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The Councillors discussed the complaints associated with this Committee. Cllr Gallagher pointed out that the Council had agreed a complaints policy. All complaints and comments are centrally logged and this Committee's items are to be actioned by the Amenities Officer and referred to the Chair, Vice Chair and Town Clerk as appropriate. Cllr Smith disagreed if it meant that the Committee were not informed of what comes through to the Office. Cllr Robinson asked that complaint numbers 4 and 13 are removed from this report and added to the Planning & Highways Committee.

Two complaints also needed to be considered by the Committee and one concerned a request to cut back trees in Chatsworth Park, due to them overshadowing a resident's garden. There were no recommendations for works to be carried out at this location in the tree survey or Management Plan and they are not encroaching the park pathway or contrary to the boundary policy. This area falls under the amber zone on the ecological survey, which states that works will need to be 'undertaken under the supervision or guidance of the Ecological Clerk of Works' which will be at an additional cost. Taking the above into consideration, it was proposed by Cllr Smith, seconded by Cllr Judd and **RECOMMENDED** that no works are carried out to the group of trees and the resident be informed. Cllr Gallagher abstained.

The second request was to reduce the height of a hedge bordering a resident's property from Chatsworth Park. The Town Council arranged for the hedge to be cut a year ago and we informed the resident that he would need to manage any future encroachment going forward. He has now advised he is too old to be able to carry out the work. 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. There are no recommended works to this hedge or area within the Management Plan. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and **RECOMMENDED** that the resident is written to advising that on the information available, the Town Council will not carry out any works to this location. Cllr Gallagher abstained.

1523. UPDATE ON TREE SURVEY ACTIONS AND TO AGREE WAY FORWARD WITH TREE WORKS

There was much discussion concerning the Amenities Officer's report. The annual tree survey was provided at the previous Committee meeting, which listed works that needed to be undertaken within 1 month, 3 months, 6 months and 1 year. It was agreed at that meeting for



1523. Update on tree survey actions and to agree way forward with tree works (Contd)

Committee members to visit Chatsworth Park and look at the most urgent proposed works to see if they felt the works should be carried out. Cllrs Clarkson, Robinson and Smith visited the park and agreed to works on tree numbers 460, 480, 77 and 78, but on others they could not see a visible risk. The group also found another potential badger sett elsewhere in the park. It was noted that Cllr Clarkson and O'Connor re-visited the site with Aspen Treecare last week, who explained the effect of squirrel damage weakening the trees. Cllr Clarkson felt that if the tree is in area that is away from footpaths, then he did not see this has a high risk. Cllr O'Connor confirmed that on the site visit, they were shown cracks in the union of some trees which were recommended to be felled. He also asked that a tree planting policy is taken to the next Amenities & Civic Centre Committee meeting for consideration. It was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that estimates are obtained for works required on tree numbers 460, 480, 77 and 78.

Cllr Gallagher asked that the Committee also consider works to be undertaken to tree numbers 398, 399 and 400. These trees border Chatsworth Park South playground, listed as work required within 3 months for tree numbers 398 and 399 and 1 month for tree number 400. Tree 400 was damaged in the recent Storm Eunice. Following consideration, it was proposed by Cllr Judd, seconded by Cllr Selby and **RECOMMENDED** that estimates be obtained for the recommended work to these trees. Cllrs Clarkson, Page, Robinson and Smith were against. As the vote was split evenly, Cllr Gallagher as Chair of the Committee had the final decision and this motion was carried.

The Committee discussed how to go forward with works where the structure of a tree is listed as hazardous and/or works need to be undertaken within 1 month. The Amenities Officer advised that although the report confirms that tree numbers 415, 418, 419 and 421 are listed as being near the badgers sett, they are all over 30 metres away from the sett entrance, so can also be considered. Cllr O'Connor noted that the previous recommendation on trees 398, 399 and 400 was to obtain prices only and that the Committee were not agreeing to any works being carried out at this stage. Taking this into consideration, it was proposed by Cllr O'Connor, seconded by Cllr Smith and unanimously **RECOMMENDED** that estimates are obtained for trees listed as hazardous and/or works to be undertaken with 1 month and that estimates are sent to Committee members for their consideration, alongside photos of each tree.

The report also requested that the Committee consider estimates to be obtained for trees where the structure is listed as poor and/or works to be undertaken within 3 months, with the estimates to be considered at the next Committee meeting. It was proposed by Cllr O'Connor, seconded by Cllr Judd and **RECOMMENDED** by a majority that estimates for these trees be obtained and taken to the next meeting. Cllr Smith abstained.

The ecology report recommended that if any management works are undertaken within 30 metres of a badger sett entrance, then a badger survey will need to be carried out. Middlemarch were re-contacted for prices and provided a cost for the badger activity monitoring exercise in both the original location and the one subsequently found by the Councillors. 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. The ecology report also stated that a preliminary ground level bat roost assessment would need to be undertaken if any works to trees are carried out and Middlemarch provided a quotation for the 118 trees as mentioned in the tree survey. The Town Council will also need to provide them with OS mapping data in



1523. Update on tree survey actions and to agree way forward with tree works (Contd)

CAD. As we do not have this system, we previously asked Middlemarch to provide the mapping data themselves and they charged £124.66 plus VAT. Following consideration, it was proposed by Cllr Smith, seconded by Cllr Selby and **RECOMMENDED** by a majority that Middlemarch undertake the badger monitoring exercise in the two locations at a cost of £1,750 plus VAT and the preliminary ground level roost assessment of the 118 trees detailed in the tree survey, at a cost of £2,500 plus VAT and we ask them to provide the mapping data at a cost of up to £130 plus VAT. Cllr Gallagher abstained.

Finally, the Committee were informed of emergency tree works that were required following high winds experienced on 5th/6th February and Storm Eunice a couple of weeks later. The high winds in early February damaged several trees and the Committee Chairman agreed to authorise works to the value of £440 plus VAT to be undertaken by EH Treecare. During Storm Eunice many trees were damaged in Chatsworth Park, including a major branch falling from an Austrian Pine tree at the bottom of Pigs Hill, tree number 72 on the survey report, which recommended it be felled within 1 month and one large branch falling onto play equipment and others hanging from tree number 400 which was also listed on the survey report for branches to be felled within a month. The Town Clerk contacted EH Treecare who quoted £380 to fell and remove tree 72 and £440 to clear the fallen branches and remove those that were hanging from tree 400. Also two pine trees fell across the pathway in the park near to the disused car park off Kirby Drive which required removing. These are listed as tree numbers 491 and 492 on the report which were highlighted as being in poor condition. One of the trees was recommended to be felled within 3 months and the other to be pollarded at 5 metres within 3 months. Again the Town Clerk obtained a price from EH Treecare of £100 to undertake removal of the branches as they posed a risk as they were next to & across a pathway. The Town Clerk authorised all the emergency works in accordance with her delegated powers under Financial Regulation 4.5. Finally 13 other branches/trees were recorded as being damaged from the storm, 5 of which were listed in the tree survey report as requiring action. Agreement to the expenditure was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously approved.

1524. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Gallagher advised that Cllr Clarkson had put forward several projects for Chatsworth Park. She asked that all Councillors take some time to think what they would like included and bring any suggestions to the next Committee meeting. Following discussion, it was agreed for the Committee to hold a meeting to consider projects before the next Committee meeting via Zoom, preferably on a Thursday afternoon. Cllr Gallagher asked the Officers to email out some dates.

Cllr Clarkson asked if the Committee would consider building a hibernaculum in Chatsworth Park and leaving the grass above to return to meadow, to provide protection for amphibians and reptiles. The building of the hibernaculum can be undertaken by volunteers which will mean there are no costs to the Town Council. He proposed installing it in a triangular section by Ambleside Avenue and would stake and rope off the area to prevent people from walking over. Cllr Smith was concerned that this may prove a trip hazard and Cllr Clarkson advised they could be left if necessary. The Committee **agreed** for this to be taken forward and placed on the next agenda for approval.

TELSCOMBE TOWN COUNCIL



1524. Urgent matters at the discretion of the Chairman for noting (Contd)

The Amenities Officer informed the Committee that a resident who lives in East Saltdean enquired about a memorial bench. She was given a copy of the Memorial Policy, but asked if she could have one nearer to her home, on Telscombe Tye. She was advised that this would not be possible due to the restrictions on the Tye. The Amenities Officer asked if the Committee would be happy for Officers to suggest to the resident to put a memorial bench in Robert Kingan playground and this was **agreed** by the Councillors.

The Amenities Officer also asked the Committee if they would be agreeable for a new bee scheme to be set up between the Town Council and Meridian School. There will be some costs for purchasing of bamboo canes and it was agreed to start making investigations for this scheme.

There being no further business the meeting closed at 10.02pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 30th May 2022 at 7.30 pm

Agenda Item 7 - Amenities and Civic Centre Action List
30th May 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	An agenda item has been added to this meeting.	See new agenda item
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.	July 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	Playsafe installed ball wall & 4 seater seesaw. Cllrs informed by email.	Complete
27.9.21	Min 1458, p 3515 – Update on Chatsworth Park South Playground gates and agree way forward	BB	Works due to be undertaken 29 th May. An update will be provided at the meeting.	May 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 to be arranged.	Ongoing
29.11.21	Min 1471, p 3513 – To review the Business Plan	SN	Updates have now been added to the current Business Plan.	See new agenda item
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.	July 2022

Agenda Item 7 - Amenities and Civic Centre Action List
30th 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	An agenda item has been added to this meeting.	See new agenda item
29.11.21	Min 1474, p 3513 – To consider trampoline and climbing frame works in playgrounds	BB	Repair works now undertaken.	Complete
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, but they have had no success to date.	July 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.	See new agenda item regarding gas & electricity renewal.
24.01.22	Min 1491, p 3592 – Update on adding lecterns at key entry points within Chatsworth Park	BB/SN	An agenda item has been added to this meeting.	See new agenda item
24.01.22	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.	July 2022
24.01.22	Min 1494, p 3593 – To consider quotations for removal of Russian Vine to an area within Chatsworth Park	BB	Countrywide have now removed the vine.	Complete
24.01.22	Min 1497, p 3594 – To agree estimate for painting Civic Centre downstairs windows	SN	Works to be undertaken by O'Sierra at the beginning of June.	July 2022
24.01.22	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 have been custom made & are due to be fitted imminently.	May 2022
21.03.22	Min 1511, p 3634 – To review the Business Plan	SN	Updates have now been added to the current Business Plan. Dates will be added to report once an item is reviewed.	See new agenda item

Agenda Item 7 - Amenities and Civic Centre Action List
30th May 2022

21.03.22	Min 1513, p 3634 – To note ESCC's response to a proposed controlled crossing from Kirby Drive to Chatsworth Park	BB	This item is to be put on hold and any update will be listed on the access report spreadsheet.	Complete
21.03.22	Min 1515, p 3635 – To consider replacement springers in Chatsworth Park South Playground and Robert Kingan Playground	BB	Springers due to be installed mid July.	July 2022
21.03.22	Min 1516, p 3635 – To consider works to welpour surfaces in Telscombe Town Council's three playgrounds	BB	PO issued to DCM Surfaces & we are awaiting start date from them.	July 2022
21.03.22	Min 1517, p 3636 – To approve amended wording to the Chatsworth Park & Copse Management Plan & agree actions	CCL / BB	Cllr Clarkson is putting together a calendar to list the programme of works and recruiting volunteers to carry out tasks. BB to carry out annual inspections, which will be reported to A&CC Committee.	Complete
21.03.22	Min 1518, p 3636 – To consider extending Wander Coffee's concession	BB	Wander Coffee have extended their concession with TTC until 30.09.2022 and will continue to pay the £40 weekly licence fee charge which will cover the portable toilet hire.	Complete
21.03.22	Min 1520, p 3636 – To agree repair to Civic Centre roof	SN	Insurance Company authorised repairs to roof & contractor issued with PO. Due to be actioned 27 th May 2022.	May 2022
21.03.22	Min 1521, p 3636 – Future Events	CG	Cllr Gallagher obtained eggs from Co-Op for Easter egg hunt.	Complete
21.03.22	Min 1522, p 3637 – To note Amenities complaints since last meeting	BB	BB contacted both complainants to advise no works will be carried out.	Complete
21.03.22	Min 1523, p 3638 – Update on tree survey actions and to agree way forward with tree works	BB	Tree planting policy to be taken to the next A&CC meeting. Estimates obtained for all trees listed as hazardous and/or works to be undertaken with 1 month. Estimates for trees where the structure is poor and/or works to be undertaken in three months due 06.06.2022.	July 2022 See new agenda item June 2022

**Agenda Item 7 - Amenities and Civic Centre Action List
30th May 2022**

			PO sent to Middlemarch for badger monitoring survey, roost assessment & OS Mapping data.	July 2022
21.03.22	Min 1524, p 3639 – Urgent Matters, projects for Chatsworth Park	BB	Meeting to discuss projects has been held, & some agreed to be taken forward.	See new agenda items
21.03.22	Min 1524, p 3639 – Urgent Matters, hibernaculum's	BB	Countrymans contacted and asked not to cut the grass in this location.	Complete
21.03.22	Min 1524, p 3639 – Urgent Matters, memorial bench	BB	An agenda item added to this meeting requesting a memorial bench to be placed in Robert Kingan playground	See new agenda item
21.03.22	Min 1524, p 3639 – Urgent Matters, bee homes	BB	Meridian School have agreed to participate with the bee home scheme. Bamboo canes have been purchased.	July 2022

AGENDA ITEM	8
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th May 2022
SUBJECT	To note Income & Expenditure to 30 th April 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 30th April 2022 are:-

Amenities - Income of £370 and expenditure of £440

Civic Centre – Income of £805 and expenditure of £2,251.

As it is the first month of this financial year, there are limited explanations required for the figures.

Amenities

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

Civic Centre

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

3. RECOMMENDATION

The figures to 28th February for all Committees and Earmarked Reserves were taken to full Council on 18th May 2022. It is therefore recommended to note the figures.

4. FINANCIAL IMPLICATIONS

We are due to undertake a lot of general grounds maintenance works and we only have a £10,000 budget and earmarked reserve of just over £9,000. It is doubtful these amounts will be enough to cover required work for the next year.

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities							
105 Town Events							
1054 Income entertainment	340	340	100	(240)			340.0%
Town Events :- Income	340	340	100	(240)			340.0%
4363 Town Entertainments	0	0	1,000	1,000	1,000		0.0%
4365 Entertainment consumables	0	0	100	100		100	0.0%
Town Events :- Indirect Expenditure	0	0	1,100	1,100	0	1,100	0.0%
Net Income over Expenditure	340	340	(1,000)	(1,340)			
201 Parks, Open Spaces/Playgrounds							
4098 Playground equipment Replacement	0	0	14,000	14,000	14,000	0	100.0%
4100 Playgrounds Spare Parts	0	0	2,000	2,000		2,000	0.0%
4101 Grounds Maintenance	600	600	10,000	9,400		9,400	6.0%
4104 Works contract 1, playgrounds	0	0	7,850	7,850		7,850	0.0%
4105 Works contract 2 -trees/hedges	0	0	2,600	2,600		2,600	0.0%
4106 Works contract 3 - small grnds maint.	(160)	(160)	1,800	1,960		1,960	(8.9%)
4107 Playground inspections	0	0	2,700	2,700		2,700	0.0%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	440	440	40,950	40,510	14,000	26,510	35.3%
Net Expenditure	(440)	(440)	(40,950)	(40,510)			
202 Amenities General							
1062 Income memorial benches	0	0	1,150	1,150			0.0%
1063 Income memory garden plaques	30	30	300	270			10.0%
1066 Cafe concession	0	0	3,500	3,500			0.0%
Amenities General :- Income	30	30	4,950	4,920			0.6%
4351 Seats and Notice Boards	0	0	1,500	1,500		1,500	0.0%
4357 Memorial benches	0	0	1,150	1,150		1,150	0.0%
4358 Memory garden plaques	0	0	300	300		300	0.0%
Amenities General :- Indirect Expenditure	0	0	2,950	2,950	0	2,950	0.0%
Net Income over Expenditure	30	30	2,000	1,970			
Amenities :- Income	370	370	5,050	4,680			7.3%
Expenditure	440	440	45,000	44,560	14,000	30,560	32.1%

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Civic Centre</u>							
<u>301 Civic Building</u>							
1000	Income Civic Centre -room hire	805	805	10,000	9,195		8.1%
1002	Income - C Centre FIT payments	0	0	4,800	4,800		0.0%
1003	Income - C Centre mast rental	0	0	6,615	6,615		0.0%
	Civic Building :- Income	805	805	21,415	20,610		3.8%
4401	General Repairs	0	0	2,000	2,000	2,000	0.0%
4402	Consumable Supplies	80	80	900	820	820	8.9%
4403	Equipment Maintenance	0	0	2,000	2,000	2,000	0.0%
4404	External/Internal Decorating	0	0	1,000	1,000	1,000	0.0%
4406	Refuse collection	199	199	1,100	901	901	18.1%
4407	Equipment	0	0	1,250	1,250	1,250	0.0%
4411	Rates	1,205	1,205	15,000	13,795	13,795	8.0%
4412	Water and Sewage	837	837	1,900	1,063	1,063	44.0%
4413	Electricity	0	0	2,550	2,550	2,550	0.0%
4414	Gas	(70)	(70)	3,250	3,320	3,320	(2.1%)
4419	Internal/external works	0	0	2,000	2,000	2,000	0.0%
	Civic Building :- Indirect Expenditure	2,251	2,251	32,950	30,699	0	6.8%
	Net Income over Expenditure	(1,445)	(1,445)	(11,535)	(10,090)		
<u>302 Civic Building Loan</u>							
4060	Loan Accounts	0	0	9,500	9,500	9,500	0.0%
	Civic Building Loan :- Indirect Expenditure	0	0	9,500	9,500	0	0.0%
	Net Expenditure	0	0	(9,500)	(9,500)		
	Civic Centre :- Income	805	805	21,415	20,610		3.8%
	Expenditure	2,251	2,251	42,450	40,199	0	5.3%

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
<u>910 Earmarked Reserves</u>							
9011 Park/Playground refurbishment	0	0	103,182	103,182		103,182	0.0%
9012 Civic Centre Maintenance	0	0	13,275	13,275		13,275	0.0%
9013 Information Technology	0	0	1,000	1,000		1,000	0.0%
9014 Telscombe Tye	0	0	57,850	57,850		57,850	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	10,169	10,169		10,169	0.0%
9023 Street Lighting Expenditure	350	350	19,428	19,078		19,078	1.8%
9026 Councillor training	0	0	3,500	3,500		3,500	0.0%
9027 Burial fees	0	0	2,350	2,350		2,350	0.0%
9028 Bus shelters	0	0	6,763	6,763		6,763	0.0%
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	5,000	5,000		5,000	0.0%
9035 Grounds maintenance	0	0	9,396	9,396		9,396	0.0%
9038 Coastal Management	0	0	30,000	30,000		30,000	0.0%
9037 CIL monies	290	290	10,059	9,769		9,769	2.9%
9038 Neighbourhood Plan	165	165	2,161	1,996		1,996	7.6%
9039 Clifftop fencing	0	0	711	711		711	0.0%
9040 Community cafe	177	177	2,567	2,390		2,390	6.9%
9041 Tye management	0	0	3,413	3,413		3,413	0.0%
9043 Bridleway 8 gate key deposits	100	100	300	200		200	33.3%
9044 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
Earmarked Reserves :- Indirect Expenditure	1,082	1,082	293,915	292,833	0	292,833	0.4%
Net Expenditure	(1,082)	(1,082)	(293,915)	(292,833)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	1,082	1,082	293,915	292,833	0	292,833	0.4%
Movement to/(from) Gen Reserve	(1,082)	(1,082)					
Grand Totals:- Income	141,125	141,125	300,095	158,970			47.0%
Expenditure	16,440	16,440	588,282	571,842	14,000	557,842	5.2%
Net Income over Expenditure	124,686	124,686	(288,187)	(412,873)			

AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To review/update 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. There have been several updates requested at previous Committee meetings which have been added to the plan by the Town Clerk.

3. RECOMMENDATION

That the Committee review/update the Business Plan as required.

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.

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

<u>Part 1 - AMENITIES & CIVIC CENTRE COMMITTEE</u>						
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

4	Look at ways of increasing income at Civic Centre	Increase Council hire income	Officer report on the present situation to ACC and a working group formed to examine whether new options are available.	TC	6 monthly	ACC	November 2022
4a	Increasing income ideas to be included	Working group to explore options with TC	To explore additional markets including business meeting rooms. Consider alternatives for hard to rent rooms such as room 6 - consultations with possible new clients with the offer of loyalty and other incentive schemes to returning customers. Was put on hold due to Covid so now need to arrange further working group meeting to progress.	TC	6 monthly	ACC	November 2022
5	Keep Robert Kingan (RK) playground and Chatsworth Park clean and tidy	Carry out regular inspections of park & play spaces	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 & RK using members, staff and volunteers in addition to contractors.	AO, staff and members and volunteers	6 monthly	ACC	Ongoing

6	New Café in Chatsworth Park Project	Examine the feasibility of building a new café in Chatsworth Park	<p>Working group set up. 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. Agreed at ACC in March '22 to further extend to Sept '22. Covenants for Park examined by LDC lawyer & report received. Additional Cllrs & staff joined working group to take project forward. Agreed at full Council in Nov '21 to get feasibility study. Working group agreed spec & quotes due in May 2022.</p> <p>BUDGET IMPLICATIONS</p>	AO & TC	Ongoing	ACC	May 2023
7	Declared Climate Change Emergency - Activity for ACC and FC	Aim for TTC to become carbon neutral by 2030.	<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 8 in Part III. Replace any tree cut down as part of Chatsworth Park</p>	TC & AO		ACC & FC	Complete

7a	Explore the possibility of adding cycle routes in Chatsworth Park	In conjunction with the NP working group explore this possibility to encourage the	<p>maintenance. Council will aim to not monoculture greenspaces and invest in diverse species.</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. Civic Centre now a Water Refill point.</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 PeacehavenTC, as well as TTC's own separate committee.</p> <p>Local residents consulted and not keen on cycle routes in park, therefore this has been put on hold.</p> <p>BUDGET IMPLICATIONS</p> <p>Long term plans for cycle route throughout</p>	CR	Ongoing	ACC & FC	2023
			AO & TC	Complete	ACC/FC	2023	
			AO & TC	Yearly	ACC	n/a	

		use of cycles safely	Peacehaven & Telscombe Cliffs.	TC & AO		
8	New Council Contracts – 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 tender requirements of the new contracts and encourage quality over price outcomes. – x3 separate new contracts agreed and contractors agreed at A/CC following tender process. Contracts for 3 years commencing 1.4.21. BUDGET IMPLICATIONS	CCLK	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 & adopted at full Council in Nov'21. Take Ecological Report into consideration when decision making.	CCLK		ACC/FC January 2022
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-	TC & CR		ACC May 2022

		19. Await revised details from ESCC.			
		BUDGET IMPLICATIONS			

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	10
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 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.

2. INFORMATION

Details with regards to the complaint, action taken and current status are listed on the attached spreadsheet. There are six new complaints raised since our last Committee meeting.

3. RECOMMENDATION

I recommend that the Committee note the complaints received.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

N/A

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.	Completed 30.03.2022
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.	21.03 - Tree report lists 3 trees reviewed near to resident. Tree T246 recommends removal of limb growing NE near to property, 3 month deadline. Prices being obtained and way forward to be decided by Committee thereafter.	Ongoing
11	11.02.2022	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.	01.04 - Emailed resident to advise that TTC received a recommendation to lift the branches 5m over the lawn and road. However, as it is non-urgent, we will not be carrying out at this moment in time and will be concentrating on those areas where the structure is hazardous and/or with high failure potential. Conf we will be re-visiting from next winter.	Completed 01.04.2022
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.	21.04 - Informed resident we will not cut back the trees as per agreement by A&CC Committee. Resident advised leaves brown on trees and dying. 25.04 - Re-visited site. Believe it to be insects causing the brown spots on leaves. Contacted Aspen Treecare for advice. 04.05 - Aspen Treecare conf caused by Holm Oak tree moth. 12.05 - Resident informed and link to RHS website provided to resident for their information.	Completed 12.05.2022
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.	22.04 - Letter sent to resident as per agreement by A&CC Committee, confirming TTC will not cut the hedges bordering his property.	Completed 22.04.2022
15	26.02.2022	21.03.2022	Chatsworth Park	Trees	Resident reported damaged tree by memory garden following Storm Eunice.	20.05 - Prices being obtained	Ongoing
16	14.03.2022	30.05.2022	Chatsworth Park	Collapsed marquee	Enquired if safety of marquee was considered over high winds.	21.03 - Taken to Full Council for discussion. Agreed the Town Council had undertaken adequate measures for public safety. Resident informed.	Completed 21.03.2022

17	21.03.2022	30.05.2022	Chatsworth Park	Fly Tipping	Report that residents of a property bordering Chatsworth Park are fly tipping their green & household waste over their fence into our land.	21.03 - Visited site. Tree branches and rubbish on border. Drafted letter to send to property address. 11.04 - Resident contacted to advise just moved in a couple of days ago, likely to be from previous residents. 21.04 - Resident cleared a lot of the waste themselves. Tree branch still in location. 19.05 - Tree branch no longer there - either been removed or placed in the undergrowth.	Completed 19.05.2022
18	10.04.2022	30.05.2022	Chatsworth Park South Playground	Playground equipment	Wooden leg on climbing apparatus moving.	11.04 - M Evans made temporary repair to keep safe. 21.04 - Contacted Sutcliffe Play. 11.05 - Chased. 18.05 - New post will be provided for - due June. Informed resident	Completed 18.05.2022
19	04.05.2022	30.05.2022	Copse	Overgrown vegetation	Copse pathway is overgrown	12.05 - Countrywide will carry out asap. 19.05 - Completed.	Completed 19.05.2022
20	06.05.2022	30.05.2022	Chatsworth Park South Playground	Dog in play area	Resident called to report there is a dog in the playground.	06.05 - BB visited and asked them to leave.	Completed 06.05.2022
21	11.05.2022	30.05.2022	Chatsworth Park	Fly Tipping	Someone has fly tipped garden waste in Chatsworth Park, between Kirby Drive and	12.05 Another resident removed items before we could clear.	Completed 12.05.2022
22	14.05.2022	30.05.2022	Chatsworth Park	Vegetation	Russian vine is growing back in the park, to the border of residents property.	23.05 - Obtaining prices.	Ongoing

AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 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 from 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 item has been added to consider proofs for the information boards.

Item 3.9 recommends that the main step free route is changed. This was previously discussed at November's committee meeting, where it was agreed to start making investigations to replace the current stepped pathway with a slope. I have contacted Access Matters who felt the gradient would be too steep. They recommended we contact a surveyor to draw up a plan, as they felt that we would need to create a slope that goes off in one direction and back again to meet the landing, so we get the correct gradient. The projects working group agreed not to progress.

Items 4.1 and 4.2 recommends we carry out a rolling programme of improvement and maintenance of path surfaces around Chatsworth Park, starting with the most frequented routes. We will need to aim for a path width of 1800-2000mm on key routes. It had previously been agreed by this Committee that I draft a survey to consult residents to see where they feel the need is most.

3. RECOMMENDATION

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

It is recommended that a decision be made whether to progress item 3.9 to replace the steps with new or to investigate altering with a slope. Funding could be considered via CIL monies when Lewes District Council open a new round of bidding, which is unknown at this stage.

For items 4.1 and 4.2, I recommend a survey is shared with the projects working group in the first instance and once agreed, be taken back to the Amenities & Civic Centre Committee for further consideration.

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	<p>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.</p>	<p>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.</p>	<p>The Town Council website has been updated to make it accessible for all users. An accessibility statement has been added under our Policies section.</p>	Completed
1.2 Online – information about access	<p>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>	<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 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>	<p>The Admin Assistant has completed this piece of work - details found on TTC website</p>	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.	CIL bids currently being requested. An agenda item has been added to this meeting to consider the proofs.	Recommendation in separate agenda item
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).	Agreed at A&CC 21/03/2022 to re-look in the future, but currently do not have funds to consider at this stage.	On hold until May 2023
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.	Access Matters contacted and they feel the gradient is too steep.	To be considered at this meeting
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>To be considered at this meeting</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 at this meeting</p>	<p>To be considered at this meeting</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	12
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To agree proof for Chatsworth Park Information Boards

1. INTRODUCTION

Following the commissioning of an Access Report for the outside areas that we own, it was agreed to have 4 information boards placed in Chatsworth Park. A working group was set up to agree the information to be included.

2. INFORMATION

The working group met and information for inclusion on the boards was agreed. The Town Clerk subsequently drew up a draft, which was sent to Nature Sign Design to produce a proof. They have now submitted the attached proof for approval. Wording was not agreed by the working group for the park boards and it is suggested that further information be added along the lines of 'There are various access points that lead off public highways onto hard surfaced pathways that run throughout the park. On-street parking is available and there is also a small car park off Park Avenue. There is a steady rise in ground level from South to North. There are numerous benches and picnic tables providing resting areas, all of which are highlighted on the map.' There are a couple of errors on the proof as the key states that there are access gates via flat area and access gates via steps, but there are no gates, so that word needs removing. The picture of the Blackbird also appears domineering

The four agreed locations are at Ambleside Avenue by 'Pigs Hill', Kirby Drive entrance to the north playground, Central Avenue car park and the Memory Garden. Three boards would have the same artwork, with the only difference being where the 'you are here sign' is located. The fourth board for the memory garden would have the same artwork, and it was agreed to combine the Telscombe Residents Association (TRA) project and add the wording that was approved for their sign to this board only.

3. RECOMMENDATION

It is therefore recommended that the Committee agree the proof for the Chatsworth Park signs, with addition of the extra wording, removal of the word 'gate' in the key and the re-sizing of the picture of the Blackbird. The proof for the Tye signs was taken to the Policy & Resources Committee on 9th May 2022 and agreed.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

Lewes District Council (LDC) have recommended approval of our CIL EOI of £1,984.50, subject to match funding being approved and confirmed. This recommendation is subject to final approval by LDC Cabinet in early July.

The TRA have kindly confirmed that they will give us £2,000 funding towards the information boards. A CIL Expression of Interest (EOI) has been submitted to the South Downs National Park Authority for the Tye boards and we are awaiting an update. We have an earmarked reserve of £1,743 for Tye signage.

Welcome to Chatsworth Park

Chatsworth Park

The park is a lovely area for walking and leisure activities and includes two well equipped children's playgrounds.

It is also an important habitat for wildlife, trees and vegetation. Many squirrels, pigeons and blackbirds can be seen, as well as bees, butterflies and flowers.

Memory Garden

The idea for the memory garden was conceived by former Teiscombe Town Mayor, Cllr Botting, in 2016. It was built by Councillors and volunteers and funded by donations.

Plaques may be purchased from the Teiscombe Civic Centre at a nominal cost. With permission from Teiscombe Town Council you may plant your own flowers in the central bed. Contact: 01273 589777.

Feel free to rest on one of the two donated benches. Enjoy the peace, tranquillity and beautiful view.

This sign has been erected by Teiscombe Town Council on behalf of the Teiscombe Residents Association, with financial assistance from the House Project.



Pigeon



Key

- Parking
- Bus stop
- Access gate via flat area
- Access gate via steps
- Public bridleway
- Bench

100m



Grey Squirrel



Meadow Brown



Blackbird

Bluebell

Snowdrop



Solitary Bee



Chatsworth Park South Playground



Chatsworth Park North Playground



Memory Garden

You are here



AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	Update on playground inspection reports & to agree actions

1. INTRODUCTION

It was previously agreed that a copy of the most recent weekly playground inspection report from Lewes District Council (LDC) be provided at all Committee meetings.

2. INFORMATION

A copy of the most recent report is attached. There are 27 items listed; authorisation has been given for works to be undertaken on 21 items, we are obtaining prices for 5 items and regular checks are to be undertaken on the last item.

3. RECOMMENDATION

It is recommended to note the most recent playground inspection report.

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 spare parts, a grounds maintenance budget of £10,000 and an earmarked reserve (ER) for playground equipment replacement of £103,000 which is for use when we undertake a major refurbishment for the playgrounds in the future. Replacement items totalling just over £14,000 have been approved and ordered with payment to be taken from the ER.

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
Site Name Robert Kingan Play Area, Telscombe
Actual Date 16/05/2022 08:37:11
Inspection Type Playground-Routine Visual
Inspector Matthew Townshend
Inspection Status Completed



16/05/2022

Provider Lewes District Council
Site Name Chatsworth Park North Play Area
Actual Date 16/05/2022 08:58:14
Inspection Type Playground-Routine Visual
Inspector Matthew Townshend
Inspection Status Completed



16/05/2022

Provider Lewes District Council
Site Name Chatsworth Park South Play Area
Actual Date 16/05/2022 09:06:51
Inspection Type Playground-Routine Visual
Inspector Matthew Townshend
Inspection Status Completed



16/05/2022

Finding Summary

Chatsworth Park South Play Area Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
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
Trellis Unit	Item - Damaged	11/04/2022 10:01:56		Medium
Overall Site	Item - Not Secure	11/04/2022 10:18:14		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	01/01/0001 00:00:00	Low
Overall Site	Litter - medium amount	08/02/2022 10:21:59		Low
Wooden Seat	Delamination of Wood	14/03/2022 10:19:10		Low
Trellis Unit	Item - Cracked	11/04/2022 10:10:42		Low
Wooden Picnic table	Item - Timber rotting	14/03/2022 10:28:22		Very Low

Finding Summary

Chatsworth Park North Play Area Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
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
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
Quad Springy	Fixtures - Loose or Missing	11/05/2022 12:44:03		Medium
Round a bout	Item - Sharp Edges Projections	11/05/2022 12:48:06		Medium
Junior Swing Unit	Item - Cracked	15/02/2021 08:12:00		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
Telescope	Item - Corrosion	05/01/2022 10:11:45		Low
Overall Site	Item - Graffiti - Present	03/05/2022 08:54:17		Very Low

Inspection - Robert Kingan Play Area, Telscombe - 16/05/2022 08:37:11

Provider	Lewes District Council
Site Name	Robert Kingan Play Area, Telscombe
Actual Date	16/05/2022 08:37:11
Inspection Type	Playground-Routine Visual
Inspector	Matthew Townshend
Inspection Status	Completed



16/05/2022

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 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



Overall Site - Finding

Asset	Overall Site
Finding Title	Item - Graffiti - Present
Finding Group	Maintenance
Cause	Criminal Behaviour
Finding Status	Open
Finding Creation Date	03/05/2022 08:54:17
Resolve By Date	
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	

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	Fixtures - Loose or Missing
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	11/05/2022 12:44:03
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	This is very loose

Finding Photos



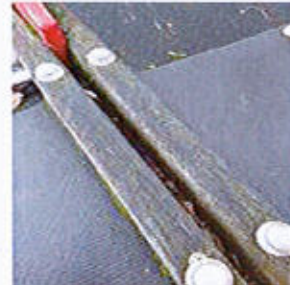
Asset	Quad Springy
Finding Title	Item - Corrosion
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	30/12/2021 09:49:11
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	

Finding Photos



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



Round a bout - Finding

Asset	Round a bout
Finding Title	Item - Sharp Edges Projections
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	11/05/2022 12:48:06
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
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



Inspection - Chatsworth Park North Play Area - 16/05/2022 08:58:14

Provider	Lewes District Council	
Site Name	Chatsworth Park North Play Area	
Actual Date	16/05/2022 08:58:14	
Inspection Type	Playground-Routine Visual	
Inspector	Matthew Townshend	16/05/2022
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	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	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



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	

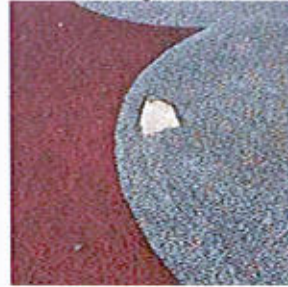
Finding Photos



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 - 16/05/2022 09:06:51

Provider	Lewes District Council
Site Name	Chatsworth Park South Play Area
Actual Date	16/05/2022 09:06:51
Inspection Type	Playground-Routine Visual
Inspector	Matthew Townshend
Inspection Status	Completed

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

Previously Reported Findings (unresolved at time of Inspection)

Overall Site - Findings

Asset	Overall Site
Finding Title	Item - Not Secure
Finding Group	Maintenance
Cause	Act of God
Finding Status	Open
Finding Creation Date	11/04/2022 10:18:14
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	Tree branch hanging very low since last inspection.

Finding Photos



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 also the trampolines

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	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



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



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



Trellis Unit - Findings

Asset	Trellis Unit
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Age
Finding Status	Open
Finding Creation Date	11/04/2022 10:10:42
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	Split, there is metal inside.

Finding Photos



Asset	Trellis Unit
Finding Title	Item - Damaged
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	11/04/2022 10:01:56
Resolve By Date	
Finding Resolved Date	
Risk Level	Medium
Finding Notes	

Finding Photos



Wooden Picnic table - Findings

Asset	Wooden Picnic table
Finding Title	Item - Timber rotting
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	14/03/2022 10:28:22
Resolve By Date	
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	By duck springy

Finding Photos



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	01/01/0001 00:00:00
Finding Resolved Date	
Risk Level	Low
Finding Notes	By trampolines

Finding Photos



Wooden Seat - Finding

Asset	Wooden Seat
Finding Title	Delamination of Wood
Finding Group	Maintenance
Cause	Age
Finding Status	Open
Finding Creation Date	14/03/2022 10:19:10
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	By basketball court

Finding Photos



AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider increasing the cost for a memory garden plaque & to use new supplier

1. INTRODUCTION

As per the Memorial Policy, residents can purchase a memory garden plaque at a nominal fee of £15. This includes the purchasing of a plaque and allowance for administration costs and putting up of the plaque on a post.

2. INFORMATION

We have been informed by our current supplier that they can no longer continue to produce plaques due to personal reasons. The Admin Assistant has contacted 7 other businesses for prices and most were a lot more expensive. The best price received was from Martin Dare Engraving at a cost of £12.95, including postage, who can produce exactly the same plaques. This is £5 more expensive than the previous supplier.

3. RECOMMENDATION

I recommend that we order plaques from Martin Dare Engraving and due to the increased cost, our charge to purchase a plaque is increased to £20 and this information be updated on the Memorial Policy.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

None – I recommend the additional cost is passed onto the purchaser.

AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider an application for a memorial bench in Robert Kingan playground

1. INTRODUCTION

At the last Amenities & Civic Centre Committee meeting, I informed the Committee under Urgent Matters that a resident who lives in East Saltdean enquired about a memorial bench. She asked if the Committee would consider one being placed nearer to her home and it was agreed for the resident to be offered a memorial bench to be located within Robert Kingan playground.

2. INFORMATION

The resident was informed and they have since sent in an application form (attached) for a memorial bench to be placed in Robert Kingan playground.

The Memorial Policy states that all applications need to be considered by this Committee. If approved, payment will be needed in advance so that we can purchase a 1.5 metre memorial bench made from recycled plastic, anchor kit, brass plaque and dedicated message. The bench should be installed within 12 weeks. The Policy was agreed last year and we will need to check that the cost of the agreed bench has not increased and if it has, consider whether to increase the previously agreed cost to the public.

3. RECOMMENDATION

It is recommended to consider the application.

4. ENVIRONMENTAL IMPACT

The memorial bench is made in Surrey so there will be minimal impact.

5. FINANCIAL IMPLICATIONS

None – the full cost of memorial benches/plaques and maintenance for 10 years are paid by the applicant and has been agreed at £1,150.

Memorial Bench Order Form



Client Details:

Name: [Redacted]
 Address: [Redacted]
 Contact Tel No. [Redacted]

Message on Plaque to Read: (up to 2 lines, max 28 characters per line)

Please write in block capitals and check that all spelling is correct

.....REMEMBERING.....MARK.....SMITH.....
HE.....LOVED.....US.....FAMILY.....AND.....LIFE.....

Select the required font:

Tahoma Times New Roman Lucia Calligraphy

I understand that my application will have to be considered by the Amenities & Civic Centre Committee and it may take up to 12 weeks to be installed following approval. I have read and understand the Memorial Policy.

Client Signature [Redacted]

Please return this form to Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, BN10 7ES or email it to enquiries@telscombetowncouncil.gov.uk. Once the application has been approved, we will issue an invoice for payment. PLEASE DO NOT MAKE PAYMENT UNTIL AN INVOICE HAS BEEN ISSUED. The application will then be processed once payment is received.

The Council are not liable for any misspellings or errors as this form will be passed directly to the supplier.

FOR COUNCIL USE

Invoice issued: Date Number	Payment received: Cash / Cheq / BACS Date	Added to Next A&CC Agenda on:	Date Ordered & Added to Spreadsheet:	Date Installed:	Resident Informed:	Form Scanned & Filed:
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How the information you provide will be used

General Data Protection Regulations - Any personal information such as name, postal address, telephone number, and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider recommendations from surveyor's report for suggested works in Chatsworth Park next to a property in Kirby Drive

1. INTRODUCTION

Stapleton Consulting Ltd undertook a structural survey in November 2020 on a bank in Chatsworth Park, bordering a property in Kirby Drive. They provided a 3 stage recommendation; 1. Potential pollarding of trees, 2. Clearance of bramble growth in the location to allow removal of rubble/concrete that had previously been discarded in the park and allow the stability of the ground to be considered and 3. Specific planting depending on the stability of the bank.

Prices were obtained for pollarding of trees and full clearance of vegetation and in November 2021 Countrymans Contractors Ltd carried out the work. This was reported to the next Committee meeting when it was agreed to contact the surveyor for a further report on the area following the clearance. Stapleton Consulting Ltd were contacted for a further quotation on a final external inspection of the eastern and southern border to include assessment of the ground stability and any potential impact to the property and drainage. They provided a price and a Purchase Order was issued in January under the Town Clerk's delegated spending authority.

2. INFORMATION

Stapleton Consulting Ltd have now provided their further report, which is attached. Their report recommends that loose plant material and general debris is removed and the lower sections of the bank are re-graded and reduced. They also suggest we consider a gravel or shingle channel alongside the boundary so that the ground can easily drain, but feel the majority of the damage is due to the debris above ground level.

3. RECOMMENDATION

I recommend that I obtain prices to re-grade and reduce the section of the bank to the side of the property, to be bought back to a future meeting for consideration, that the cement mixer is removed and that the residents of the property bordering this location are updated.

4. ENVIRONMENTAL IMPACT

This location is within the red zone of the ecological report, which states that no works should be undertaken without prior consultation from an ecologist, although substantial work was agreed prior to this report being issued.

5. FINANCIAL IMPLICATIONS

We have a grounds maintenance budget for the year of £10,000 and an earmarked reserve of £9,000. However, tree works are due to be carried out in the park which will be paid for from these funds.



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

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

14th May 2022

Dear Ms Newman,

LAND ADJACENT TO 27 KIRBY DRIVE, TELSCOMBE CLIFFS, PEACEHAVEN

Further to your instructions in respect of the above, I would confirm that I have re-inspected the land adjacent to 27 Kirby Drive following the clearing of the plant growth and I would now advise as follows.

Whilst the land is definitely clearer, there are still large amounts of loose plant growth and debris on the bank immediately adjacent to 27 Kirby Drive, along a cement mixer which appears to have been thrown over the fence. The fence line was also noted to be uneven in a number of areas.

It is my understanding that the concerns relate to the uneven fence along the boundary, which is still being exacerbated by the debris behind the fence line.

I would therefore suggest that the remaining loose plant material and general debris is removed including the cement mixer, and the lower sections of the bank re-graded and reduced such that the ground levels immediately adjacent to the fence are lower.

It may then be sensible to consider a gravel or shingle channel to the rear of the fence/ boundary wall line to include a geo-textile membrane such that the ground can easily drain, although I am still of the opinion that the majority of the damage is occurring due to the plant growth and debris above ground level.

I have attached a number of recent photos for reference.

I hope that the above is of assistance, but if you do need any further information then please do not hesitate to contact me.



Stapleton Consulting
CHARTERED SURVEYORS

Yours sincerely,

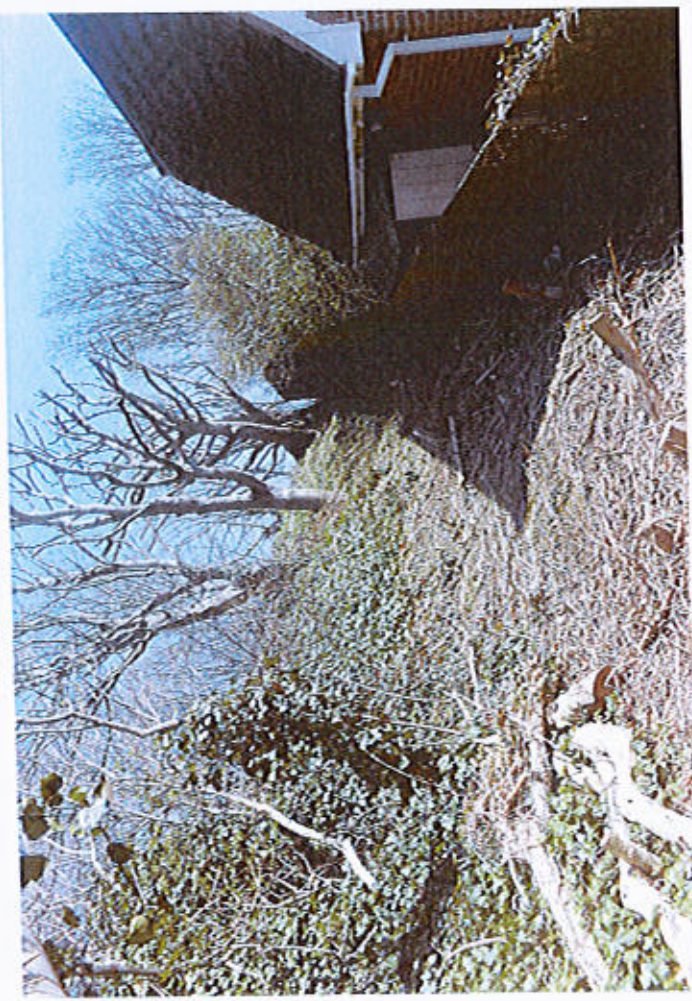
Patrick Henshaw BSc(Hons) MRICS RMaPS
Managing Director
Stapleton Consulting Limited

T: 01273 921721

M: 07557 560790

E: pj.henshaw@stapletonconsulting.co.uk





AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider estimates for tree works in Chatsworth Park

1. INTRODUCTION

At the last Committee meeting it was agreed to obtain estimates for trees listed as hazardous and/or works to be undertaken within 1 month as soon as possible and to also obtain estimates for those trees listed as poor and/or works to be undertaken within 3 months, as detailed in the Tree Survey Report from Aspen Treecare.

2. INFORMATION

Aspen Treecare provided prices to undertake the works. I approached five further companies to quote and two have responded. The costings for those trees listed as hazardous and/or works to be undertaken within 1 month are attached as follows:

Sussex Tree Surgery - **£9,600 plus VAT**

Aspen Treecare - **£6,030 plus VAT**

EH Treecare - **£4,920 plus VAT**

I have also attached pictures of each tree for Councillors to note, as requested at the last Committee meeting.

The deadline for those trees listed as poor and/or works to be undertaken within 3 months is 6th June, so will need to be considered at the next meeting.

The trees in the Copse are subject to a Tree Preservation Order (TPO). I have therefore submitted a planning application for the recommended works to two trees in this location to Lewes District Council before any works can commence. The proposed works are listed as T85, a Sycamore listed as poor/works undertaken within 6 months for two stems to be reduced and T86, a Sycamore listed as good/works undertaken within 6 months to be lifted to 5m over the road and lawn.

3. RECOMMENDATION

It is recommended that the quotation from EH Treecare be accepted.

4. ENVIRONMENTAL IMPACT

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

5. FINANCIAL IMPLICATIONS

We have a grounds maintenance budget for the year of £10,000 and an earmarked reserve of £9,000. However, other works that may be agreed at this meeting will also have to be paid for from these funds. There are still a lot of tree works to be undertaken and estimates are being obtained for consideration at the next meeting.

Sussex Tree Surgery

3 Coopers Cottages
Coldharbour Road, Upper Dicker
East Sussex
BN27 3QE
01323 840250
sussextreesurgery@gmail.com
www.sussextreesurgery.org
VAT Registration No.: 397851926



Quotation

ADDRESS

Mrs Bianca Buss
360 South Coast Road
Telscombe Cliffs
East Sussex
BN10 7ES

QUOTATION NO. 1561

DATE 19/05/2022

To carry out and complete Arboricultural works - to specification of Arboricultural Group 'A' survey (All works completed to BS-3998)	1	9,600.00	9,600.00
Waste chipped back into scrub / wooded area to assist with Biodiversity and Ecological nutrition Timber cut to 1m lengths and stacked as habitat piles (where appropriate and if safe to do so) Any timber we feel, would not be suitable for creating habitat piles, due to size or safety reasons - will be removed from site.			
Warning notices and sufficient safety signage in place to ensure works zones are clear to public			
Fully certified Arborists on site including myself Full Arboricultural insurance in place at all times (£10,000,000) Risk assessment will be completed to before start of works Works completed to BS-3998			

SUBTOTAL	9,600.00
VAT TOTAL	1,920.00
TOTAL	£11,520.00

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		1,920.00	9,600.00

Accepted By

Accepted Date

No.	Species	Comments	Works	Aspen Treecare Cost	EH Treecare cost	Sussex Tree Surgery cost
T77	Ash (<i>Fraxinus excelsior</i>)	split hanging limb 5m.	Safety: remove hanging limb.	50	60	
T78	White poplar (<i>Populus alba</i>)	failed stem split out over woodland walk.	Safety: Fell to ground level.	300	100	
T84	Monterey pine (<i>Pinus radiata</i>)	split limb 9m high northern crown.	Safety: remove split limb.	150	60	
T192	Halm oak (<i>Quercus ilex</i>)	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.	Safety: pollard at 5-6, retain as much branch and twig growth as reasonably possible. Facilitative: remove 2x young field maple marked pink paint to facilitate if necessary.	450	400	
T195	Monterey pine (<i>Pinus radiata</i>)	hanger over path at 4m; split limb over path 8m; 4x elongated low limbs over path to east; minor dead wood.	Safety: remove hangers, remove 4x lowest limbs, reduce remaining low crown at approx 4m to balance.	250	120	
T196	Monterey pine (<i>Pinus radiata</i>)	significant squirrel damage in crown at 9m over path; 2x elongated low limbs.	Safety: remove squirrel damaged limb, remove lowest 2 limbs, remove deadwood over 80mm diameter.	200	80	
T200	Halm oak (<i>Quercus ilex</i>)	Squirrel damage in crown; asymmetrical crown as suppressed by adjacent specimens.	Safety: remove squirrel damaged limbs, reduce crown width over car park to match width of low crown of adjacent trees.	100	360	
T400	Monterey pine (<i>Pinus radiata</i>)	multiple elongated limbs to east, over play area; multiple previous branch tear outs over play area; crack forming on elongated limb over play area.	Safety: reduce and remove elongated limbs over play area.	450	200	
T415	Halm oak (<i>Quercus ilex</i>)	Squirrel damage in crown; tight compression forks with evidence of included bark.	Safety: reduce to 4m.	200	400	
T418	Austrian Pine (<i>Pinus nigra</i> ssp. <i>Nigra</i>)	stem lean to north approx 10 degrees from vertical.	Safety: remove elongated limb to north mid crown to improve crown bias.	150	50	
T419	Austrian Pine (<i>Pinus nigra</i> ssp. <i>Nigra</i>)	stem lean to north approx 10 degrees from vertical.	Safety: remove elongated limb mid crown to north to improve crown bias.	150	80	
T420	Monterey pine (<i>Pinus radiata</i>)	several decaying lateral wounds on low stem.	Safety: Fell to ground level.	200	100	
T421	Field maple (<i>Acer campestre</i>)	Dead tree.	Safety: Fell to ground level.	50	80	

T427	White poplar (<i>Populus alba</i>)	failed stem.	Safety: Fell to ground level.	50	200
T428	White poplar (<i>Populus alba</i>)	Heavily leaning trunk toward path.	Safety: Fell to ground level.	50	180
T445	Monterey pine (<i>Pinus radiata</i>)	co-dominant leader, poor included union.	Safety: Fell to ground level.	200	200
T456	Sycamore (<i>Acer pseudoplatanus</i>)	Squirrel damage in crown; 2 dead stems; multi-stemmed from base.	Safety: Fell to ground level.	150	80
T458	Holm oak (<i>Quercus ilex</i>)	Squirrel damage in crown.	Safety: coppice.	150	150
T460	Mountain Ash (<i>Sorbus aucuparia</i>)	Dead tree.	Safety: Fell to ground level.	80	60
T475	Monterey pine (<i>Pinus radiata</i>)	crown heavily asymmetric to east; low limbs have rib formation, sap exudates, elongated. ; crossing limb at 3m to east.	Safety: Reduce eastern crown by 3m.	400	250
T479	Aspen (<i>Populus tremula</i>)	significant squirrel damage.	Safety: Fell to ground level.	100	140
T480	Aspen (<i>Populus tremula</i>)	Heavily leaning trunk; abnormally resonating cavity at base - indicating dysfunctional or rotting wood at base.	Safety: Fell to ground level.	50	60
T484	Sycamore (<i>Acer pseudoplatanus</i>)	squirrel damaged limb over path.	Safety: remove damaged limb.	100	60
T488	Sycamore (<i>Acer pseudoplatanus</i>)	significant squirrel damage in crown.	Safety: Fell to ground level.	200	160
T489	Sycamore (<i>Acer pseudoplatanus</i>)	significant squirrel damage in crown.	Safety: Fell to ground level.	100	160
T490	Sycamore (<i>Acer pseudoplatanus</i>)	significant squirrel damage in crown; hanger.	Safety: Fell to ground level.	150	160
T500	Ash (<i>Fraxinus excelsior</i>)	Squirrel damage on top of low branch at 4m.	Safety: remove squirrel damaged limb.	50	50
G1	Monterey pine (<i>Pinus radiata</i>)	multiple elongated limbs to east over play area; multiple previous tear outs over play area.	Safety: reduce and remove elongated limbs over play area.	850	120

G3	Goat willow (<i>Salix caprea</i>) (x10), Sycamore (<i>Acer pseudoplatanus</i>) and Common or Black Elder (<i>Sambucus nigra</i>) (x2)	significant squirrel damage in crowns of willow; hangers over path.	Safety: Coppice willows within 5m of path with defects.	250	400	
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>)	multiple squirrel damaged limbs over path and park on north and eastern boundary of group; ash with canker over path marked with paint.	Safety: coppice aspen at north of group marked with pink paint. Safety: fell ash with canker marked pink paint.	400	400	
TOTAL				6030	4920	9,600

Area G1



Area G1



Area G1



Area G1



Area G1 (8 pine trees and pine tree T400)



T400



Area G3



T400



Area G4



Area G3





Area G4

T78



T77



T84



T84



T192



T84



T195



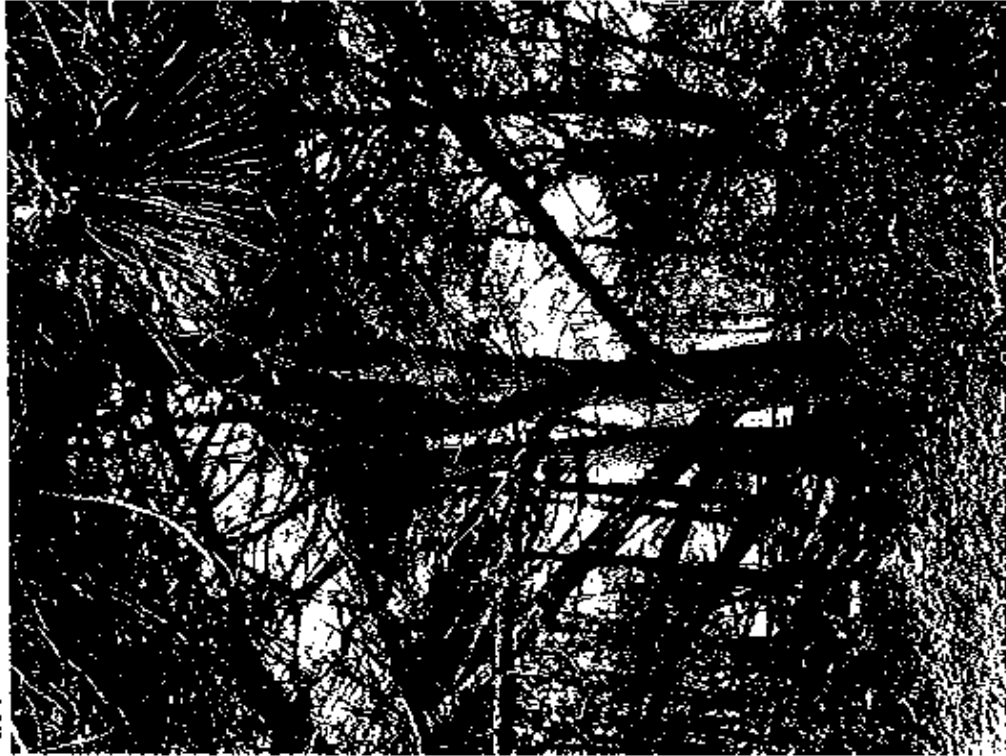
T192



T196



T195



T196



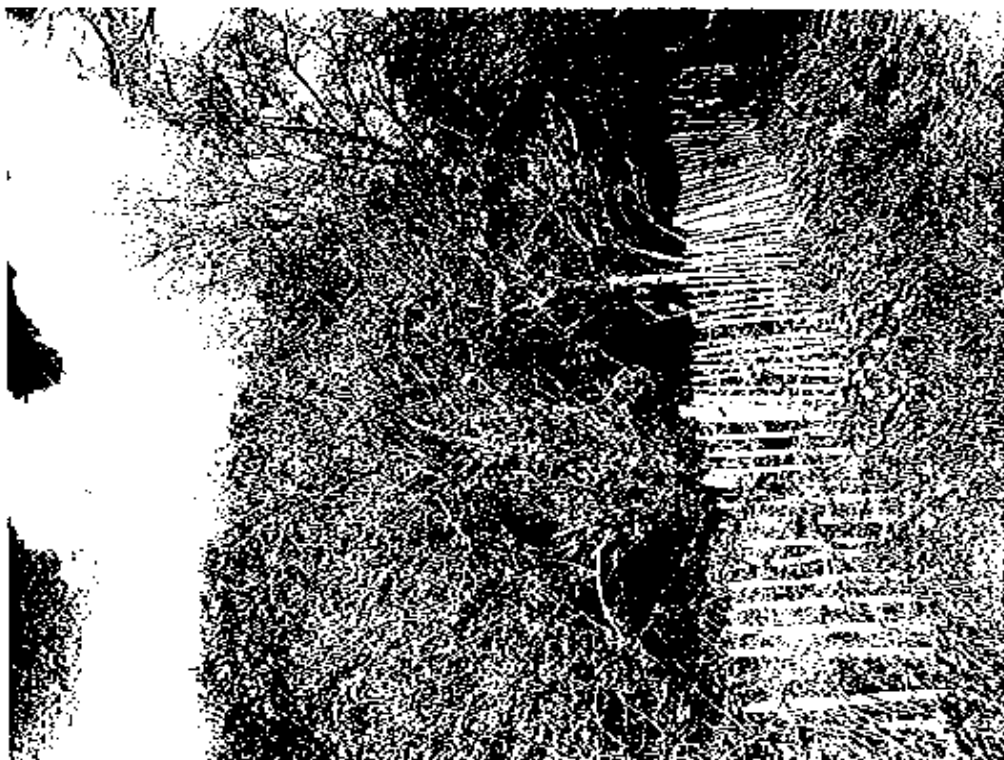
T196



T415



T200



T418



T415



T419



T418



T421



T420



T428



T427



T456



T445



T460



T458



T479



T475



T484



T480



T489



T488



T1500



T1490



AGENDA ITEM	18
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To ratify agreement on increase in cost for OS mapping data

1. INTRODUCTION

At the last Committee meeting it was agreed to undertake a badger monitoring exercise in two locations, a preliminary ground level roost assessment of 118 trees as detailed in the tree survey and that we ask Middlemarch to provide the OS mapping data at a cost of up to £130 plus VAT.

2. INFORMATION

I contacted Middlemarch, who advised that the price for the OS mapping data had increased to £166.10 plus VAT. As this cost was higher than agreed at the meeting, I emailed Committee members to ask if they would approve the additional costs. I received a positive response from 6 Councillors, with 2 not responding. As this was a majority response, a Purchase Order was sent to Middlemarch for £166.10.

3. RECOMMENDATION

It is recommended that the additional cost be ratified.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

We have a grounds maintenance budget for the year of £10,000 and an earmarked reserve of £9,000. However, tree works are due to be carried out in the park which will be paid for from these funds.

Middlemarch's report totalling almost £4,500 will have to be taken from the ER and so will the additional £166.10.

AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk
MEETING DATE	30 th May 2022
SUBJECT	To consider permanent shelter & fencing request from Develop Outdoors for Forest School activities

1. INTRODUCTION

I was recently contacted by Develop Outdoors as they had submitted a CIL bid to Lewes District Council (LDC) for funding towards a permanent shelter and fencing in Chatsworth Park to carry out their forest school activities.

2. INFORMATION

Develop Outdoors are seeking the Council's approval to erect fencing and posts for a more permanent shelter in Chatsworth Park which was the subject of their CIL bid to LDC. They would like to be able to create a space that is dedicated to educating and participating in the outdoors which will allow them to run more activities all year round.

They would like to build with their students and volunteers a fence around the area that they use for the Forest School. They believe that it will look attractive and encourage others to come and join in and see what is happening and that it will prevent littering and be a huge benefit to the forest school keeping the dogs out and the children safe in a contained natural outdoor space.

They will need to buy fence posts, but where they can would intend on recycling fallen branches from throughout the park to build the fence. They also want all the wood chip available to them to spread in the sheltered area to soak up the water up and keep the weeds away.



Picture of the fencing they intend on installing.

They also want to install 13' high wooden poles with a metal eyebolt screw to clip on a strong tarpaulin to use as a cover when carrying out the forest school activities, such as the one in picture 1 below:-



Pic 1



Pic 2

They are also considering possible use of a permanent shelter as in picture 2 above if we are in agreement.

Installing a permanent shelter and fencing at the park goes against the ethos of it being an open space and the park should be kept as natural as possible. Also land ownership can be claimed if an area is fenced off for a certain amount of time.

3. RECOMMENDATION

It is recommended that consideration be given to erection of the wooden posts only. It is also recommended that consideration be given to Develop Outdoors continued use of Chatsworth Park, but that they submit a request for each time they want to use it, rather than being granted carte blanche use.

4. ENVIRONMENTAL IMPACT

Forest Schools focus on the social, emotional, physical and intellectual development of their learners. Woodlands provide a rich and stimulating environment for learning and there are a wide variety of natural materials available for children to use.

5. FINANCIAL IMPLICATIONS

None.

AGENDA ITEM	20
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th May 2022
SUBJECT	To consider request from Develop Outdoors for use of Chatsworth Park as an interactive game site

1. INTRODUCTION

I was recently contacted by Develop Outdoors as they, in collaboration with Cate Grundy of Friendly Fox (outdoor game designers who base their work on PhD research into the benefits of nature for wellbeing), want to use Chatsworth Park as a site for a state-of-the-art digital trail.

2. INFORMATION

Cate has provided the following information regarding their proposals:-

'I have arrived at a way to do a pilot style project that will be of benefit to the community but at a cheaper price.

1. First phase: pilot study and simplified trail: Approx £10-15K which we will attempt to raise from grant applications

- Co-design content and ideas for a nature trail with children (and stakeholders)
- Add signage to a chosen trail in Chatsworth Park that will allow residents to learn facts about nature but also produce animated characters with a free App called ARTIVIVE that introduce activities for children.
- Example enclosed – *see attached appendix A*
- We will need permission from the Council but also any financial contribution would be supportive in getting the grant.

2. Second phase: create a gamified version of the trail with 3D characters in a 'Pokemon Go' Style.

This will be very popular and include an interesting sculptural trail to draw attention. Approx £100K including promotional costs. This was the original proposal which we know will have considerable impact due to research at the University of Brighton, however the pilot study will also help to validate the ideas.

- Co-design the sculptural aspects of the trail
- Carve old trees to make the sculptures
- Add the gamified version of the interactive trail with the help of local games company who will also promote this widely as they have large corporate contacts.'



Cllr Selby has kindly carried out an evaluation of the proposals and his findings are in appendix B attached. It would appear that we need more information before we can consider whether to agree to this project.

3. RECOMMENDATION

It is recommended that the Committee decide whether to give this project further consideration.

4. ENVIRONMENTAL IMPACT

The game would encourage young people to use the park and develop their social, emotional & physical development.

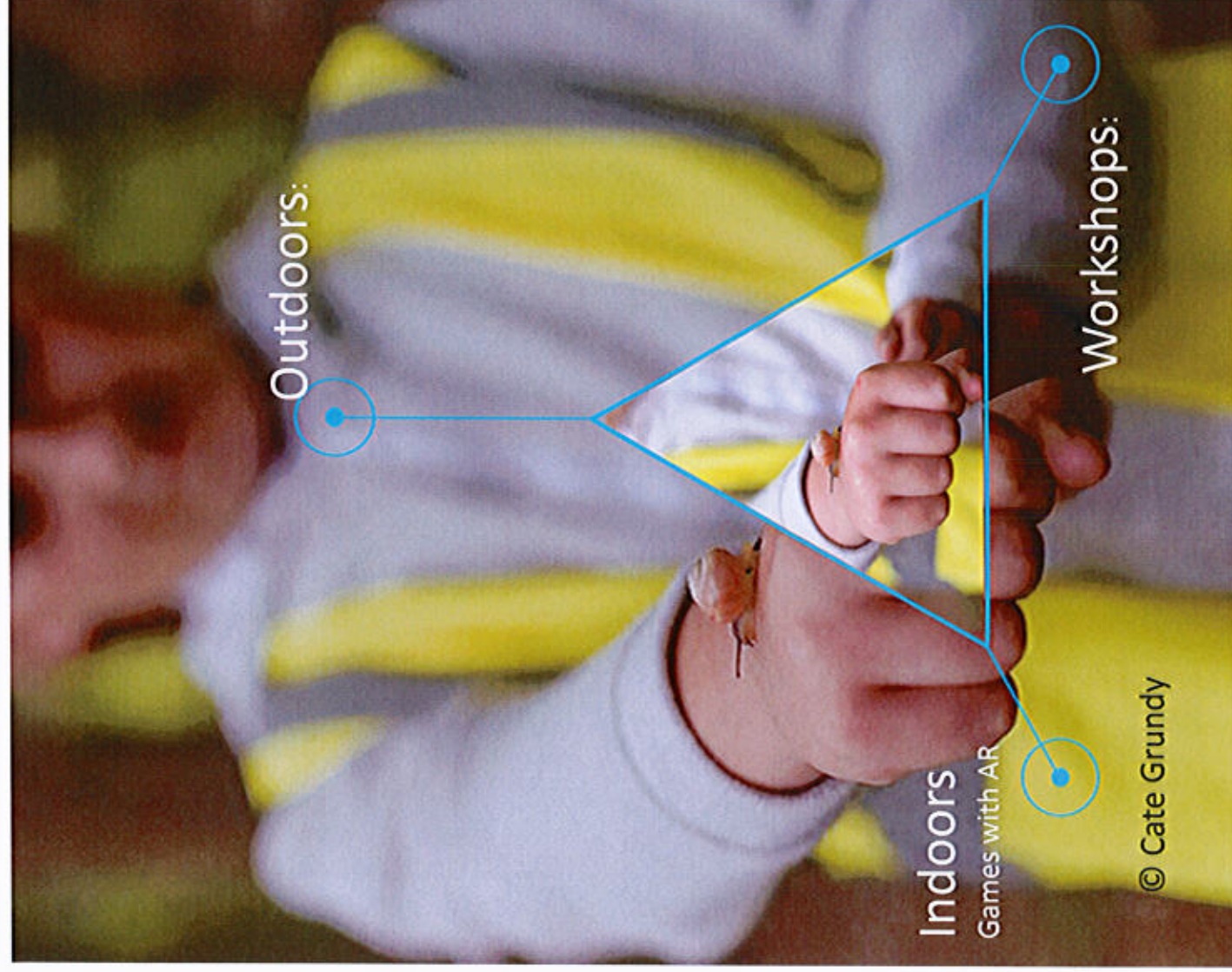
5. FINANCIAL IMPLICATIONS

Develop Outdoors/Friendly Fox require funding from ourselves, although at this stage it is not clear how much.

APPENDIX A

Connecting young
people with
nature through
digital games and
AR





Three ways to engage



- **Outdoor trails:** learning and playing with mobile Apps and Augmented Reality (AR).
- **Workshops** for young people to create their own games and learn IT skills
- **3D products:** Physical card and board games with AR to support learning.

Indoors
Games with AR

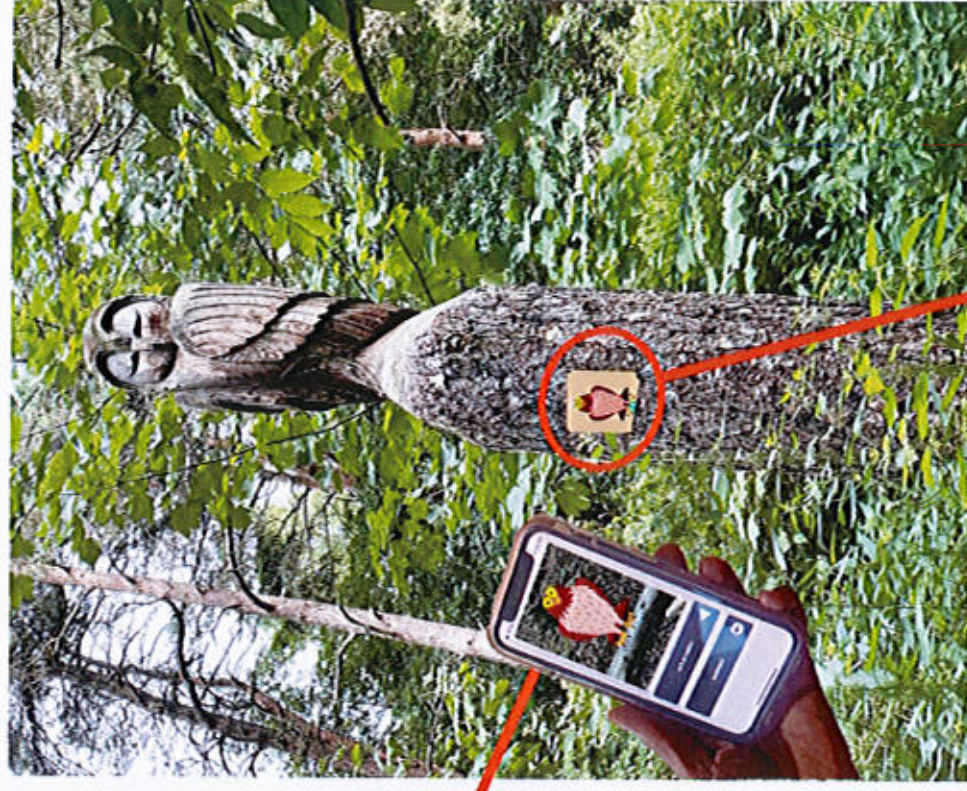
© Cate Grundy



How does the trail work?

Markers along a trail indicate activity locations.

- Using a mobile phone, animated characters come to life and introduce tasks in the physical world.





Characters & Stories



Characters are part of a game sequence that promotes exercise, introduces learning about nature and makes the experience enjoyable.





Game content

Players have to look away from the screen and engage with the landscape to succeed

- Safety instructions and the country code are introduced

© Cate Grundy





Aims

- To support the wellbeing and development of young people.
- To encourage empathy and responsibility towards nature and green spaces
- To encourage visitors and support the local economy





Who may be interested?



- Anyone responsible for green spaces, with a concern for people and nature.
- Organizations who wish to support their visitor economy.
- Families of young people who want to improve their wellbeing and development

Who might play ?



FRIENDLY FOX GAMES

Older children of 7 years + who lack outdoor play facilities

Teachers & their classes, to support creative, natural science and IT learning

Families and young people from urban areas who are busy and lack motivation to get outdoors

© Cate Grundy



Persona: Ruby

Ruby is 10. She loves hanging out with her friends and is keen to 'fit in'. She has just had her ears pierced, she thinks it makes her look older.

X What do you think of...
strawpoll.com



Habits around nature:

- Will go on walks if parents make her.
- Enjoys countryside once there, but thinks it 'uncool' and boring.
- Hates nettles, getting dirty and is afraid of insects and snakes.



Co-designed with
children

Stories motivate
through key
emotional needs

- Gain superpowers
from nature
- Make a powerful
potion from plants
- Defeat the baddy who
is destroying the
environment.



© Cate Grundy





Workshops: Creating games



MORFO



© Cate Grundy



Making their own
games for their local
green space.

Run in parallel with
playing on a digital trail.

Supports:

- IT learning and confidence.
- Creativity and artistic skills
- Natural science learning



3D products

Augmented reality
for themed
merchandise
including:

T-Shirts
Collectable Cards
Board Games





- Created by Friendly Fox Design Ltd.
after research with the University of
Brighton
- Partnered with Develop Outdoors
Community Interest Company



© Cate Grundy

Evaluation of the Interactive Trail grant application from Cate Grundy by Cllr Selby

Phase 1 Proposal

Phase 1 is credible in principle.

Co-designing the interactive nature trails with local schools appears to be something that 'Develop Outdoors' would do, so that's great. I'm not clear if that requires funding from us and how much.

The free Augmented Reality app Artivive has a cost structure based on the number of times in a month an interactive sign is accessed.

If 100 phones scan an interactive sign each month it's free. If between a hundred and one and a thousand scanned it, it would be \$10 a month. This appears to be a reasonable cost and they'd no doubt contact the app developers to negotiate a reduction as this is a non-profit.

I can't see a scenario where a sign in Chatsworth Park would be accessed more than a thousand times a month. I presume Cate Grundy/University would be billed directly, though we could no doubt support this cost directly at these levels. Confirmation of the costs would of course be required.

I imagine the rest of the costs relate to the creation of the signage and the content that the Artivive app supports as the interface between that content and the sign itself.

Cate Grundy is suggesting we could support Phase 1 financially, but aside from being able to shoulder the licensing for the Artivive app's usage on signs in Chatsworth Park, we should request further information and get a clear understanding of what the items of expenditure are.

Cate references National Lottery funding for the larger proposal (Phase 2), perhaps this could help cover Phase 1?

Phase 2 Proposal

They quote £5k for installation of the wooden sculptures to support the interactive trail. These, on their own, would be interesting additions to our park(s) that could be utilised educationally independently of their app (i.e. along similar lines to the bee hotels). Cate's proposal promotes this approach and they could make use of the trail 'as is'.

The rest of the money, £95k would be split according to promotional activity and the development of what I imagine would be interactive minigames relating to each sculpture in the park. This would require a local developer, probably an independent studio, to work with her on designing the games.

It's not credible to suggest that the developer would promote the game widely because it's not clear they do have large corporate contacts, nor clear that those contacts would be interested in promoting widely what is a local initiative. It is credible to consider that large corporates, e.g. companies like mine, Warner Bros, and American Express, might have initiatives for investing in the communities of which they're a part, e.g. match funding. (I don't believe WB has, but I can check).

I can't judge the credibility of the costs involved, as it must vary according to the ambition of the interactive games and their number. There's too little information to go on.

Given the proposal mentions that adaptation of an existing application for particular parks and outdoor spaces would be cheaper, and assuming there are many local Councils in East Sussex that might benefit, our contributing to the cost of the app with other local bodies, and then benefitting from interactive games that only have to be adapted, would be an interesting avenue to explore.

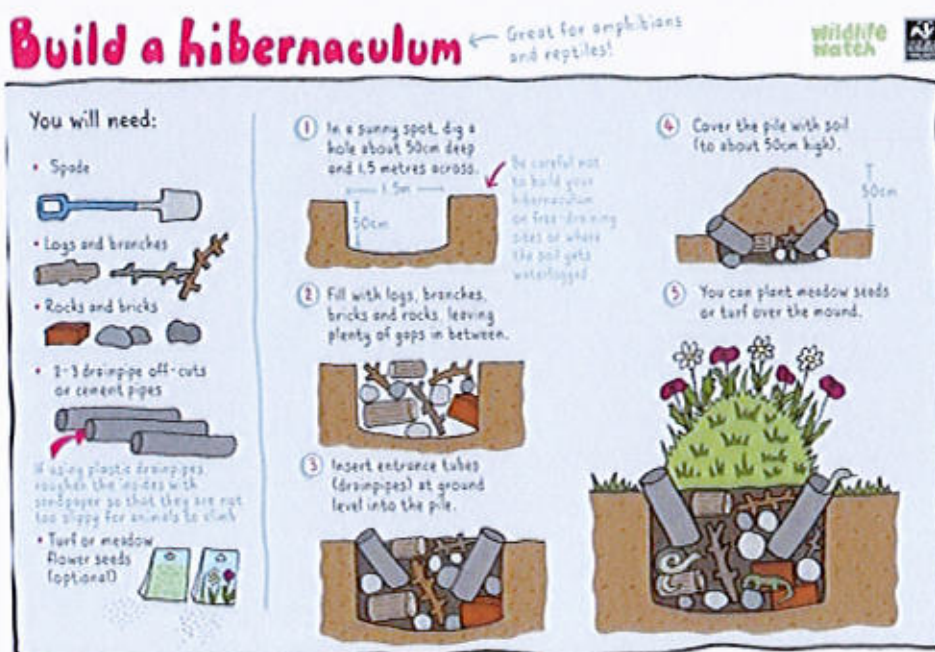
AGENDA ITEM	21
REPORT TO	Amenities & Civic Centre Committee – Projects working group
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To ratify decision to build a hibernaculum in Chatsworth Park and to consider building a second

1. INTRODUCTION

At the last Amenities & Civic Centre meeting Cllr Clarkson asked the Committee if they would consider building a hibernaculum in Chatsworth Park and leave the grass above to return to meadow, providing protection for amphibians and reptiles. The building of the hibernaculum would be undertaken by volunteers so there would be no cost to the Town Council. The Committee agreed for this project to be taken forward and for it to be approved at the next Committee meeting.

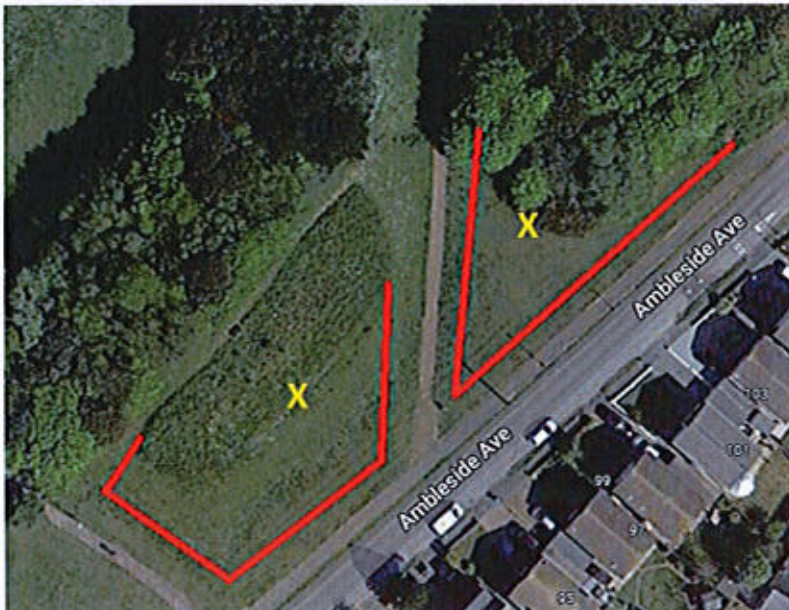
2. INFORMATION

An information poster on how to build a hibernaculum is shown below:



The poster also suggests planting meadow seeds or turf over the mound. Cllr Clarkson has suggested that we leave the grass to return to meadow. We would need to mark the areas out with pegs and rope to prevent the contractors from cutting these areas, except for a boundary of 1m along the footpaths. This would also reduce the risk of residents walking on the hibernaculum.

At the projects working group meeting, Cllr Clarkson asked for permission to add a second hibernaculum located next to the first. A map of both hibernacula is shown below with the first location to the right and the proposed second location on the left.



The ecological survey undertaken in 2021 recommends that areas of amenity grassland should be converted into species-rich grassland where feasible. The existing grassland could either be left to grow in areas naturally with an infrequent management regime and/or be scarified and over seeded with a wildflower seed mix.

3. RECOMMENDATION

It is recommended that the Committee ratify the decision to build a hibernaculum in Chatsworth Park and to consider adding a second.

4. ENVIRONMENTAL IMPACT

Hibernacula provide protection for amphibians and reptiles as they hibernate through the winter, as well as providing important compensation for habitat impacted development.

5. FINANCIAL IMPLICATIONS

The building of the hibernacula can be carried out at no additional cost to the Town Council by volunteers using their own equipment. There will be a cost for purchasing the stakes and rope and planting of any wildflower seeds. The grass can be cut and collected by the volunteers to avoid additional charges.

AGENDA ITEM	22
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider registering Chatsworth Park & the Civic Centre as filming locations

1. INTRODUCTION

At the projects working group meeting, Cllr Clarkson asked the group to consider registering Chatsworth Park as a filming location. This was agreed by the Councillors in attendance and it was suggested that the Civic Centre and The Tye also be added.

2. INFORMATION

In recent years, film and TV production along this area of coast has increased with shooting taking place in Saltdean and Peacehaven. Chatsworth Park is a fantastic amenity to residents and any additional revenue generated from use as a filming location could be put towards the upkeep and improvement of the park.

There are two websites we can register with; www.ukfilmlocation.com and www.film-locations.co.uk

Film, media and video companies use their databases to choose the right location and the area will also be promoted through their social media channels.

3. RECOMMENDATION

That the Committee approve registering Chatsworth Park and the Civic Centre as a filming location. The decision to register the Tye can be made by the Policy & Resources Committee.

4. ENVIRONMENTAL IMPACT

We must consider the restrictions as highlighted in the ecological report before any filming can take place in Chatsworth Park.

5. FINANCIAL IMPLICATIONS

Registration is free and will provide us with an additional income.

AGENDA ITEM	23
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider a wildlife pond being added in Chatsworth Park

1. INTRODUCTION

At the projects working group meeting, Cllr Clarkson asked the group to consider his request for a wildlife pond to be added in Chatsworth Park and it was agreed to take to this Committee meeting for consideration.

2. INFORMATION

Cllr Clarkson drafted the below report:

Chatsworth Park's recent ecology survey has highlighted the park as a habitat, however it noted that the best way to improve the parks biodiversity is with a pond. I think it is possible to construct a pond that will require minimal upkeep and should last a minimum of 40 years.

A pond is an incredibly rich habitat. Water brings small mammals like hedgehogs. It attracts birds but is also a habitat for Dragonflies, Damselflies, Water Boatman, Newts, Frogs and Toads. The surrounding plants will draw bees and butterflies.

A pond measuring 2m by 2.5m with a maximum depth of 60cms is the right size. That amount of water has a reduced risk of freezing in winter and will allow wintering Toads to survive at the bottom. An organic shape like an oval or a kidney will provide micro habitats in nooks. The shallow edges with a minimal gradient to the water will ensure small mammals can drink from the water without risk of getting stuck. A wide pebbled area will allow birds to drink and bathe as well as provide cover for newts.

The pond construction would only require hand tools like spades, pickaxes and shovels and would take approximately 2 men, 3 days to complete. The construction would have a fleece material like underlay at the bottom to protect the liner. Then a liner. On top of the liner would be more fleece material and finally subsoil. This method protects the liner from UV light which causes the liner to breakdown over time. This method not only creates a more natural looking pond it also protects the liner, extending its life past the 40 year guarantee.

The pond will be mostly shallow with a small well in the middle with the largest depth of 60cms. This will be lined with large stones creating complex habitats. There would be pieces of semi submerged rotten wood along the bank which are the perfect home for Dragonfly larvae and to be used as hunting perches. Once constructed the pond would be planted with Hard Rush and Small Iris for Dragonflies. Water Plantain which

has white flowers. Water Mint and Brook Lime for Smooth Newts. Cuckoo Flower for Butterflies and Purple Loosestrife, Water Forget Me Not, Greater Birds Foot Trefoil and Figwort for Bees. On the water would be Broad Leaf Pond Weed and Fringed Water Lily. Horn Wort would oxygenate the pond keeping the water clear and healthy. The gaps of the bank would be seeded with wet loving wildflower seed.

The location of a pond needs to be considered. Chatsworth Park is much loved by dog walkers and excited dogs in the pond could damage it as a habitat. Equally we wouldn't want to create a risk to anyone accidentally falling in the pond. An ideal location has lots of light and limited tree coverage as falling leaves can clog the pond killing animals living there. I have suggested 3 potential spots along Ambleside Avenue. Dogs are not frequently off the leash in these areas due to the proximity of the road. The areas are underused for foot traffic. One is by the first hibernacula, one next to the fencing to the south of the Chatsworth Park South playground and one to the left of the Pigs Hill pathway.

I have sought estimates for the cost of this work. Assuming volunteer labour to construct and perform any necessary upkeep a pond is a remarkably cheap way to significantly improve the park for residents and wildlife.

Pond liner 5mx4m, underlay 2x 10mx2m = £100

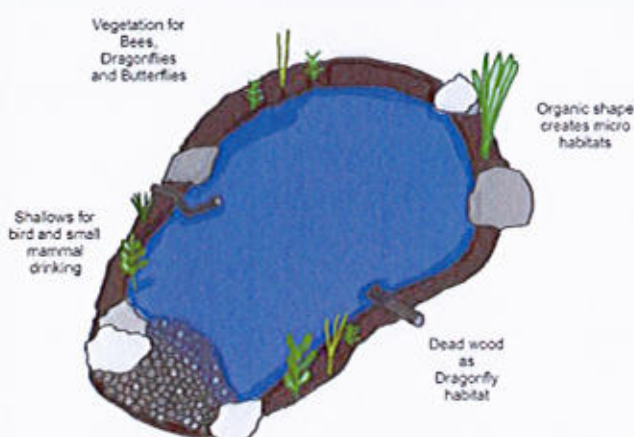
<https://www.swelluk.com/pond-liner-calculator>

Plants £200
Boulders £50

<https://www.ebay.co.uk/itm/294886155897?hash=item44a895a679:g:7MkAAOSwghZiPyps>

Pebbles = £30

www.wickes.co.uk/Wickes-Decorative-Beach-Pebbles---Major-Bag/p/220131



3. RECOMMENDATION

It is recommended that the Committee consider progressing this project further and if agreed, that it be taken back to the projects working group to discuss this in further detail.

4. ENVIRONMENTAL IMPACT

In a very short period of time this would create a very rich wildlife habitat. The ecological report recommends that a wildlife pond is created in Chatsworth Park.

5. FINANCIAL IMPLICATIONS

The estimated cost is approximately £380 plus volunteer support to put together.

AGENDA ITEM	24
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider two wildflower meadow locations in Chatsworth Park

1. INTRODUCTION

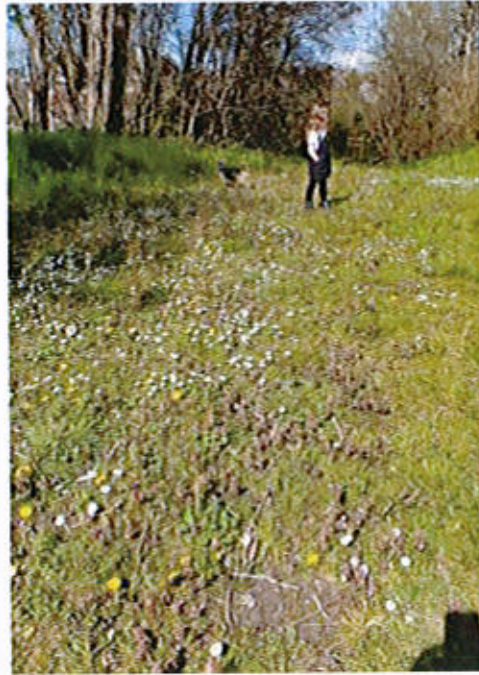
At the projects working group meeting, Cllr Clarkson asked the group to consider his request for two wildflower meadows in Chatsworth Park be taken to the next Amenities & Civic Centre Committee meeting for consideration which was agreed.

2. INFORMATION

Cllr Clarkson drafted the report below:-

Site 1 is the old car park. The area is underutilised with the gate on Kirby drive rarely used. There is a path eroded by walkers coming down the steps and heading back into the main park. There is a line of trees bordering Kirby Drive. These have brambles and weeds forming a thick habitat at their base. Due to lack of use and upkeep, this undergrowth has extended into the old car park. The area being considered is approx. 5m deep and 12m wide tapering to a point in a triangle. This would still allow a space for vehicles to use the gate and path if necessary. This site is also being considered for housing apiaries.





Site 2 is the northwest bank of the park. The area is underutilised. The accessibility survey highlighted this area for a footpath to allow flat ground access to the playground on Kirby Drive, however, this is not likely to be an imminent project. There is a single bench in this area and nothing else. This area is not used for picnics or football and as an entryway to the park it is not a principal dog walking site. It is, however, used by contractors to access the playground to cut the grass etc, so it is suggested for a strip along the hedge line only for a wildflower meadow.

A footpath leads from Kirby drive to the memory garden bordering the area on its west with Zoned Bed 4 at the end. Zoned Bed 4 is a small grouping of trees. There is a hedge on Kirby Drive bordering it to the east and at the south is the path and steps leading to the Kirby Drive play park.

The hedgerow is an important habitat used by small mammals, birds and insects. It also acts as an access corridor into the park or north towards the Downs. Expanding this pre-existing habitat and connecting it to Zoned Bed 4 with wildflower would provide food and habitat for insects and small mammals who in turn support other animals like bats and foxes. It would create a larger access corridor and it would also create an impressive entrance to the park both visually, audibly with insect noise and through floral smells.



3. RECOMMENDATION

It is recommended that the Committee consider wildflower meadows in both locations. For site 1, we have not had a response to date from Brighton & Lewes Beekeepers division who are struggling to obtain a manager for a potential apiary in this location.

4. ENVIRONMENTAL IMPACT

Wildlife meadows improve the biodiversity of the local area and the habitat for bees and butterflies.

5. FINANCIAL IMPLICATIONS

There will be a cost for cutting and clearing the meadows in the autumn. Any planting seeds and cutting back brambles could be undertaken by volunteers but this will be at a cost to the Town Council if we are unable to recruit any volunteers.

AGENDA ITEM	25
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider adding a tree lined path in Chatsworth Park

1. INTRODUCTION

At the projects working group meeting, Cllr Clarkson asked the group to consider his request for a tree lined path in Chatsworth Park and it was agreed that it be taken to the next Amenities & Civic Centre Committee meeting for consideration.

2. INFORMATION

Cllr Clarkson drafted the following report:

'The South field of Chatsworth Park is an underutilised area. The field can be accessed via Ambleside Avenue down an uneven slope which is slick in the wet or from the footpath adjacent to the car park, however, the ground is boggy when wet.

If a path was constructed from Ambleside Avenue to the car park footpath, it would provide stable all year round access as well as improving access for wheelchairs, pushchairs and those with limited movement. The path should be lined with a staggered selection of native trees including some blossoms like apple. Trees absorb greenhouse gases and flowering trees are excellent for pollinators.'

Please note pictures of the proposed site below:



Ambleside entrance



View back to Ambleside





A similar project was discussed at the Amenities & Civic Centre Committee meeting in September 2021. Cllr Gallagher's report at that meeting stated that the Saltdean Community Association (SCA) had commissioned a report to cover improvements to the southern section of Chatsworth Park. The report (re-attached), which had been produced by Aspen Treecare, concentrated on possible planting and creating a pathway, introducing new trees, flowers and bushes and to introduce colour, blossoms and planning for growth for the future. The SCA Charity paid for the report and set aside funds to pay for labour and plants to make a start to enhance Chatsworth Park. It was agreed for initial works to be undertaken to clear the nettles to the bottom corner of the field next to Pigs Hill. This has now been undertaken and paid for by the SCA. The Committee may therefore wish to consider both these projects together.

3. RECOMMENDATION

I propose we consider the two projects to build a tree lined path with hard surface to this location in Chatsworth Park. Fully planted trees do not need to be part of the initial project but trees can be planted along the path in accordance with the tree felling and replanting policy.

4. ENVIRONMENTAL IMPACT

The proposed location of the pathway is situated within the amber zone of the ecological report and will need to be undertaken under the supervision or guidance of the Ecological Clerk of Works.

5. FINANCIAL IMPLICATIONS

Not known at this stage. We do not have any available budget for this work and it would need to be funded via grants.



Preliminary Planting Recommendations

Chatsworth Park, Telscombe Cliffs

Client details:	Saltdean Community Charity
Site:	Chatsworth Park, Ambleside Avenue, Telscombe Cliffs, Peacehaven, BN10 7LN
Date	01.07.2021
Report Author	Duncan Armstrong L4Arb, Tech ArborA, BSc Hons

T: 07789 557787
E: duncan@aspentreecare.co.uk

3 Heath Stables, Spital Rd
Lewes, East Sussex
BN7 1LS

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1 Introduction

1.1 Saltdean Community Charity have expressed an interest in enhancing the amenity of the park.

1.2 The focus in this report is solely on a planting brief for the southern third of the park.

1.3 This report looks to generate ideas and give a clear outline of objectives for planting, species and location. Methodology for planting, timing, landscaping such as paving, seating and beds will not be covered in detail.

1.4 Ongoing maintenance, tree and shrub removal will be mentioned but not comprehensively examined – further assessment of this may be required.

2 Objectives

2.1 The charity has commissioned access and ecology reports which make several recommendations, specifically to:

- Provide more seating.
- Generate more volunteering opportunities.
- Improve biodiversity through planting an understory in wooded areas, creating meadows, connecting hedgerows and planting bulbs.

2.2 This report will look to synthesise these goals within an overall design looking to:

1. Improve amenity, biodiversity, access, and community involvement.
2. Create a series of botanical features; possibly forming part of a local arboretum.
3. Create an avenue of blossoming trees, with seating areas set within a walkway.
4. Prairie style walkway of scented perennials, selected for low water requirements.
5. Designing the re-stocking of existing hedges to include species which enhance biodiversity, but are also simple to plant, so community groups can get involved with the planting process.

2.3 Plants have been selected for specific characteristics:

2.3.1 Native species have been selected for:

- Visual interest and appropriateness within the landscape.
- Appropriate size for location.
- Able to thrive within native soil.
- Where possible, will provide flowers and fruit for wildlife.
- Will attempt to include all species recommended within ecologist's report.

2.3.2 Non-native species have been selected for:

- Visual interest and appropriateness within the landscape.
- Able to thrive within native soil.
- Flowers and fruit for wildlife
- Can form an interesting group as start of a local arboretum.

3. Blossom Avenue.

3.1 An avenue of several species of trees, selected for spring blossom, autumn colour and moderately small size is suggested as a strong feature to run centrally adjacent to and protected by the existing wooded area to the east.

3.2 This should work as a draw to the park, for its visual amenity; encourage and sustain bird and insect biodiversity; and provide a natural framework through which a low impact footpath with seating every 50-100m can be set.

3.3 Below the trees, hardy, drought tolerant perennials, grasses, and native bulbs to be planted alongside a new path.

3.4 This feature can also be tailored to be easily accessible for the disabled.

3.5 Blossoming Tree species selected for:

- Visual impact and appropriateness within the landscape – will the group look good together?
- Will the flowering and autumn colour progression work visually?
- Flower shape, size, longevity.
- Soil type.
- Species diversity.

3.5.1 Where an avenue is planted, there are two problems which can damage its visual impact and amenity.

1 – A tree dies, creating a gap.

2 – A pest or disease affects the primary species within the group.

Building in a diversity of species mitigates for these potential problems.

3.6 Selected Species suggested as follows:

Prunus Padus watererii – vigorous, very long white flowers.

Prunus sargentii - abundant single, pink flowers. Orange and crimson autumn colour. Less likely to be affected by birds stripping blossom.

Prunus shimidsu Sakura – Moonlight cherry. Small with wide crown – great shade tree. Double pink then white flowers on long stalked clusters. Good autumn colour orange/yellow/red.

Malus Evereste. Red buds, profuse white flowers. Fruit excellent winter food for birds. Extended autumn foliage of orange/yellow.

Pyrus calleryana Red spire – Columnar pear, excellent hardiness, white flowers in spring, vibrant rich red autumn colour, with long autumn leaf period due to glossy leaves.

Sorbus acuparia *Asplenifolia* – cut leaf version of native rowan.

Sorbus acuparia *Vilmorinii* – small rowan, with fern like leaf, turning purple in autumn.

3.6.1 Consultation with stake holders on relative numbers and positions of these species is advised, before a final plan is presented.

4 Blossom Avenue under planting with herbaceous plants and native bulbs.

4.1 Species to be selected for

- Visual impact and appropriateness within the landscape
- Hardiness.
- Drought tolerance.
- Persistence. Species which produce profuse, viable seeds and or resilient rooting to be favoured.
- Tolerance to native soils.
- Flowering season, colour and longevity.

4.2.1 Further consultation with stake holders will be required before a final species choice is put together for this area, as there are several variables which need to be discussed, namely:

- Colour palate
- Which trees, in which pattern are to be planted, dictating degree of shading.
- Budget.
- Dimensions of the walk – how long, how wide.

5 Native Bulbs:

5.1 Three distinct areas along the western edge of the park grassland are identified as suitable for creating shaded seating areas, surrounded by flowering trees and native bulbs. See Sketch Map 1.

Bulbs would also be planted through the blossom avenue.

Species selection, as recommended in the ecologist's report:

Snowdrop

Native bluebells

Ransoms

Wood anemone

Wild daffodil

Lesser Celandine

6 Re-profile and re-stock western hedge.

6.1 A 2-4m wide privet hedge runs north-south along the western boundary of the park. Indicated on Sketch Map 1 as 'A'. This provides screening and habitat for birds and privet moths amongst other natives.

6.2 However, it has not established well in areas to the south, where it is dying back and thinning. Where it has established, in parts it is causing a nuisance to residents neighbouring the park, where it overhangs and shades.

It also requires maintaining or will reach a height where it will start to naturally split out and create gaps.

6.3 Recommendation would be to reduce this hedge, or replant where dead/dying and re-stocking with a mix of species to achieve a dense, flowering, native hedge which sustains a more biodiverse range of species. Also, an excellent planting project for local community groups.

6.4 Re-stocking species:

Euonymus europaea 'Spindle'. Native ancient woodland indicator species. Flowering.

Acer campestre. Hardy deciduous hedgerow tree. Excellent winter colour.

Viburnum opulus. Gelder Rose. Fabulous white flower, native to downs.

Viburnum Lantana 'Wayfaring tree'. White flowers, red berries. Local to downs. Excellent food source for birds.

Prunus Spinosa 'Blackthorn'. Profuse white flowers late winter. Sloes in summer. Excellent shelter for birds as dense and thorny, with food in summer.

7 Preparatory vegetation removal and plants in specific park areas.

7.1 To implement this plan, various sections of the park will require trees and vegetation to be cut back or removed. Park sections referred to below, e.g., D6 or D7 correspond to Sketch Map 1, below.

7.2 Section E5.

7.2.1 Fell Thorn. Plant Ginkgo. Thorn is ivy clad, unsuitable for position adjacent to path. Visual amenity would be significantly improved.

7.2.2 Plant *Amalanchia*, *Crataegus* and *Euonymus* as flowering, native trees within existing gorse. Gorse to be cut back as necessary to include these trees.

7.2.3 Plant *Cornus kousa*, *Davidia involucrata*, *Parrotica Persica* as non-natives, with exceptional flowering interest and/or autumn colour. To form part of the arboretum. Again, vegetation to be cut back as necessary to include these trees.

7.3 Section D6 – E6.

7.3.1 The area straddling D6-E6 is a flat, roughly triangular section of thorn, grass and scrub which would make an excellent, wide, potentially shaded seating area adjacent to the main pedestrian through route across the centre of the park.

7.3.2 This would be the northern end of the blossom walk, and should a café become a feature, a great place to install seating for public to enjoy the café fare.

7.4 Recommend stripping out and scarifying the existing grassed area. Some persistent perennials and scrub may need treating with targeted applications of herbicide. This can be optional if herbicides against local authority policy. Seeding with a summer meadow mix of grasses and perennials. Installing seating, running the blossom path through this, with the perennials running from here south.

7.5 Section E7.

7.5.1 Fell dead/dying Elder. Allow to regenerate.

7.5.2 This area has lost a large ash and has potential to host a large amenity tree, as part of a group.

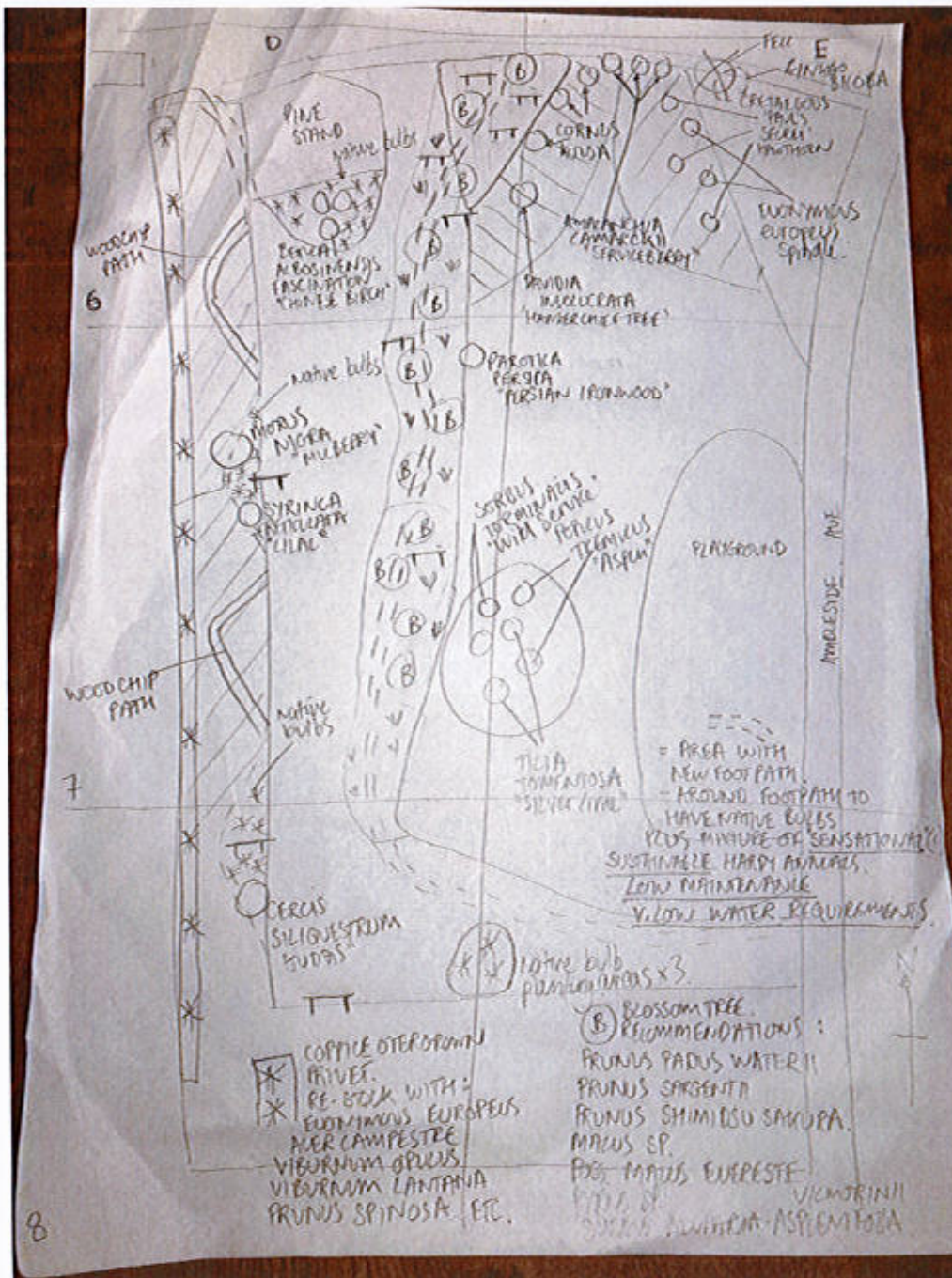
7.5.3 Incorporating large trees should be encouraged, to provide visual interest and as important element in sustaining/increasing the volume of photosynthetic canopy within the region.

7.5.4 In this respect, *Tilia Tomentosa* 'Silver Lime' is suggested. Will reach 20m+. Drought and aphid tolerant. Silver undersides of leaves visually interesting, with excellent autumn colour.

7.5.4 For the remainder of the group, suggest:

- *Sorbus Torminalis* 'Wild Service Tree'. This is a native, of interest, profuse berries for birds.
- *Populus tremulous* 'Aspen'. Fast growth. Bark and foliage provide visual interest.

8 Sketch Map 1.



9 Pictures



Pic 1: Section straddling D/E. Proposed location for a shaded seating area adjacent to the main pedestrian through route across the centre of the park. This would be the northern end of the blossom walk, and should a café become a feature, a great place to install seating for public to enjoy the café fare.



Picture 2: Looking South, from proposed seating area, along proposed route of blossom walk.



Picture 3: Looking south, continued view of area for proposed walkway, along left side of park, adjacent to the existing woodland, which would help protect trees during establishment.



Picture 4: Section 7E. Proposed area for new tree group, including Silver Lime.



Picture 5: Section 8D, proposed area for planting *Cercis siliquastrum* with seating, surrounded by native bulbs.



Picture 6: Section 7D. Proposed area for Mulberry – *Morus nigra*, and Lilac, surrounding seating, underplanted with native bulbs.

AGENDA ITEM	26
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider replacing the fence bordering the Copse at Telscombe Cliffs Way with a hedgerow

1. INTRODUCTION

At the projects working group meeting, Cllr Gallagher asked the group to consider replacing the fence bordering the Copse at Telscombe Cliffs Way with a hedgerow.

2. INFORMATION

Cllr Gallagher advised that the current fence had fallen in places and the hedgerow is scrappy and dead. I have attached some pictures below for the Committee to note:



The border measures approximately 24 metres from the southern border to the pathway and approximately 27 metres from pathway to the northern border.

3. RECOMMENDATION

That the Committee consider obtaining estimates to remove the current fencing and hedges to the border of the Copse with Telscombe Cliffs Way and that prices are taken to a future Committee meeting.

4. ENVIRONMENTAL IMPACT

The border of the Copse is highlighted as a red zone in the ecological report, which means that no works can be undertaken without prior consultation from an ecologist.

5. FINANCIAL IMPLICATIONS

We have a grounds maintenance budget for the year of £10,000 and an earmarked reserve of £9,000. However, tree works are due to be carried out in the park which will be paid for from these funds.

Also Middlemarch's report totalling almost £4,500 will have to be taken from the ER, leaving little funds available.

There may also be a cost for consultation from an ecologist.

AGENDA ITEM	27
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider replacing the steps in the Copse

1. INTRODUCTION

The steps located in the Copse on the border with Bush Close are rotting and need replacing.

2. INFORMATION

One step was dangerous and a temporary repair has been undertaken by our caretaker. However, all the steps need replacing. Recommendations were provided in the Access Report regarding these steps and handrails. It was suggested we rebuild the steps with longer treads so they meet the current access guidance, highlight the nosings of the steps so they are easily visible and lastly replace the handrails with a higher and lower rail that meet the current guidance.

I initially contacted five companies to quote but none responded. I therefore contacted a further six companies and two have responded as follows (see attached specification documents:-

ID Verde - £1,600 plus VAT

EH Treecare - £2,880 plus VAT

3. RECOMMENDATION

It is recommended that the quotation from ID Verde be accepted.

4. ENVIRONMENTAL IMPACT

The pathway in the Copse is located within the green zone of the ecological report, which states that we can proceed with works without supervision by the Ecological Clerk of Works providing ecological best practice is adhered to at all times.

5. FINANCIAL IMPLICATIONS

We have a grounds maintenance budget for the year of £10,000 and an earmarked reserve of £9,000. However, tree works are due to be carried out in the park which will be paid for from these funds, as well as Middlemarch's report totalling almost £4,500. Available funds are therefore extremely limited.

Specification for replacement of steps in The Copse BN10 7DQ May 2022

Replace the 10 steps from Bush Close, going into The Copse – *steps must meet current guidance on the Approved Document Part M of the Building Regulations 2015 edition Volume 2: Access to and use of Buildings*

Price to remove current steps and to re-build with new non-slip treated timber panels. Step riser should be a maximum of 150mm, step tread should be a minimum of 280mm and width 1220mm	£598.50
Price to paint the nosings yellow – 55mm deep and extend the full length of the step	£50.00



Step handrails – *steps must meet current guidance on the Approved Document Part M of the Building Regulations 2015 edition Volume 2: Access to and use of Buildings*

Price to remove current top and bottom rails either side from bottom step up.	£598.50
Replace top handrails either side in timber at 900mm – 1000mm from the pitch line of the steps and lower handrails either side in timber at 600mm from the pitch line of the steps (for children)	



Top of the steps

Price to re-tarmac area from the edge of the top step 2570mm x 1220mm wide	£ 353.00
TOTAL	£1600
ID Verde	



Please provide a copy of your appropriate current Public liability insurance certificate(s) with your quotation.

Specification for replacement of steps in The Copse BN10 7DQ May 2022

Replace the 10 steps from Bush Close, going into The Copse – *steps must meet current guidance on the Approved Document Part M of the Building Regulations 2015 edition Volume 2: Access to and use of Buildings*

Price to remove current steps and to re-build with new non-slip treated timber panels. Step riser should be a maximum of 150mm, step tread should be a minimum of 280mm and width 1220mm	£1740
Price to paint the nosings yellow – 55mm deep and extend the full length of the step	£150



Step handrails – *steps must meet current guidance on the Approved Document Part M of the Building Regulations 2015 edition Volume 2: Access to and use of Buildings*

Price to remove current top and bottom rails either side from bottom step up.	£ 550
Replace top handrails either side in timber at 900mm – 1000mm from the pitch line of the steps and lower handrails either side in timber at 600mm from the pitch line of the steps (for children)	



Top of the steps

Price to re-tarmac area from the edge of the top step 2570mm x 1220mm wide	£440
TOTAL	£2880
EH Treecare	



Please provide a copy of your appropriate current Public liability insurance certificate(s) with your quotation. ALL PRICES PLUS VAT

AGENDA ITEM	28
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th May 2022
SUBJECT	To consider quotes for café feasibility study

1. INTRODUCTION

Following a recommendation from the Café Concession Working Group, it was agreed at full Council in November 2021 to obtain quotes for a feasibility study for a café in Chatsworth Park.

2. INFORMATION

A specification was subsequently drafted and agreed by the Working Group and sent out for quotations. Two companies advised they did not have the capacity to quote at present, but 3 prices have been received as follows:-

Stickland Wright £ 2,500 plus VAT – *see details in appendix A attached*

Ecotects £7,870 plus VAT – *see details in Appendix B*

Footprint Architects £8,550 plus VAT – *see details in Appendix C attached*

3. RECOMMENDATION

It is recommended that consideration be given to the 3 quotations. The Committee can only agree expenditure up to £5,000 so, depending on the decision made, this may need to be taken to full Council for approval.

4. ENVIRONMENTAL IMPACT

The proposals in the feasibility study specification are for the use of sustainable materials (cladding), external landscaping to provide raised beds and a natural surface pathway to lead off the current pathway to the unit and seating area.

5. FINANCIAL IMPLICATIONS

The funds for the feasibility study would have to be taken from the park/playground refurbishment earmarked reserve which currently stands at £103,000. This amount is being built up to cover a future major refurbishment of playground equipment.

Subject: FW: Cafe Kiosk at Chatsworth Park, Telscombe Cliffs

From: Nick Stickland <nick@sticklandwright.co.uk>
Sent: 16 May 2022 15:39
To: Stella Newman <Stella.newman@telscombetowncouncil.gov.uk>
Cc: Sophie Law-Smith <sophie@sticklandwright.co.uk>
Subject: Cafe Kiosk at Chatsworth Park, Telscombe Cliffs

Good Afternoon Stella,

Many thanks for asking us to quote our services, for your new café concept. Here is our proposal to you:

Stickland Wright are Architects & Interior Designers, based in Brighton. We are experienced at working with low energy design, on hospitality projects and modular construction solutions. Please see our website for an illustrative spectrum of our work. Specifically, we have recently worked on the design and delivery of The Sidings, in Newhaven, which offers the most relevant precedent for your proposal. www.sticklandwright.co.uk

Here is our broad understanding of your requirements:

You would like to create a modest café facility in the park, to help encourage greater use of its amenity. The proposed siting of the café is fairly discreet, being concealed to view, from most of the surrounding areas. However, it will be prominent within the largest central clearing, within the park. As a result of its position, the café will need to be well secured, overnight. *We do question the currently suggested siting and should we be successful, would like to discuss an alternate possible location.*

Sustainability and use of low embodied carbon materials will be a key consideration, and you have also mentioned the re-use of old site cabins or containers which can play into this same narrative (circular use of products).

Should you obtain the funding, then this café will be created for lease. The lessee will have a certain degree of freedom to build the business, therefore this proposal must represent a viable commercial offering.

We understand that there is a limited budget and therefore cost consultancy advice is also required. We have reached out to a local Quantity Surveyor and have allowed for some of their time, in our proposal.

We have read and understood the requirements listed in your document 'Specification for Feasibility Study for a Café Kiosk final'. We will deliver the schedule of works and document provision, described therein. We have also allowed for liaison with the council and working group and for attending up to two site meetings.

A full topographical survey would be useful, to ascertain site levels and tree locations. However, this will be quite a significant investment at the feasibility stage. We have therefore based our proposals upon using OS survey information, augmented through site inspection.

To keep our fees down, we have not allowed for design options, other than the two requested within the brief. This said, we welcome client collaboration and our design process will be iterative, allowing you to comment on our very first sketch concepts, to feed in to the process.

Our proposed fee for this service, at RIBA Stages 0-2, is **£2500 + VAT**.

(This fee includes £600 + VAT fee for Quantity Surveyor's time)

Our standard terms and conditions apply to this proposal. These are attached for your careful consideration.

We do hope that this proposal is of interest and we look forward to hearing from you in due course. Of course, please do come back to us if you should have any queries.

Kind Regards

Nick Stickland
Architecture Director



Read about [Stickland Wright's Story](#)

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[@sticklandwright](#)

www.sticklandwright.co.uk

Company registered in England No. 11222477

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bradford & thomas llp & ecotects
chartered architects

Appendix B.



10 May 2022
Ref: 0/WT/AB

Stella Newman
Town Clerk & RFO
Telscombe Town Council

Dear Stella Newman:

QUOTE FOR FEASIBILITY STUDY FOR A CAFÉ KIOSK

Thank you inviting us to provide a quotation for a feasibility study for the above project. We now have pleasure in setting out below our proposal for your consideration. This is based on your specification which includes:

- RIBA stage 1 Feasibility Study (*Stage 1 - Preparation and Brief to include feasibility study, survey of the existing site and initial cost appraisals.*)
- RIBA stage 2 Concept Design (*Stage 2 - Concept Design to include the first visualisations or drawings of the design ideas developed from the project details/scope.*)
- A high level budget cost prepared by a quantity surveyor
- Costs for the build/building, materials, labour, project management and services hook-up
- Architectural illustration/mock-up
- Floor plan or layout including estimated footprint size
- Map of planned work in situ
- Highlighted site considerations
- Building option A and B, i.e., container, site/sales office, building
- Suggested materials
- Building security suggestions • Sustainability and accessibility suggestions

Our fee would be on a lump sum basis and consist of the following:

Quantity Surveyor	£1,100.00 + VAT £220.00 = £1,320.00
Land Surveyor	£ 545.00 + VAT £109.00 = £654.00
CGIs	£ 450.00 + VAT £90.00 = £540.00 minimum (please see attached quotation from Whitechalk)
Structural Engineer	£2,125.00 + £425.00 = £2550.00 minimum + additional works if required (please see attached quotation from Stephen Wilson Partnership Ltd.)
M & E Engineer	£1,250.00 + VAT £250.00 = £1,500.00
Architect	<u>£2,400.00 + VAT £480.00 = £2,880</u>
TOTAL FEES	<u>£7,870.00 Plus VAT = £9,444.00</u>

... cont/

31 vernon terrace · brighton · e sussex bn1 3jh
tel: 07539 887 775
e: ecotects@aol.com web: www.ecotects.com

partners: wendy thomas ba dip arch riba · tara thomas ma dip arch riba
consultants: david bradford dip arch riba · david thomas dip arch riba

limited liability partnership no. OC336354 registered in england & wales
vat reg. no. 475 6605 19



bradford & thomas llp & ecotects
chartered architects

ecotects
ecological architects

- 2 -

10.05.2022

If the extent of work changes such that our involvement increases, or we incur abortive work, then we would expect to amend our fee accordingly. Any part stages, amendments, further meetings, site visits or other services would be on a time basis of £70.00 per hour. Normal expenses and VAT would be charged in addition.

Attached for your further information is are copies of our *Conditions of Engagement and Fees and Charges*.

We also attach some information about our consultants and our practice. As you will see, we all have extensive experience, particularly in the local area.

We hope this provides you with sufficient information, but if you have any queries or would like to discuss anything in more detail, please do let us know. We also hope that we may look forward to working with Telscombe Town Council and the community on this very worthwhile project.

Yours sincerely

Wendy Thomas

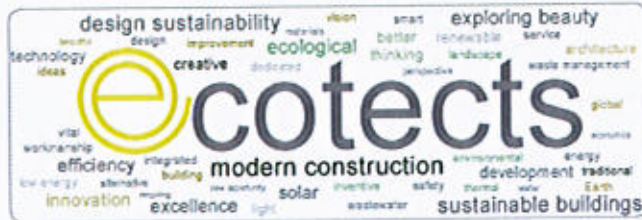
Wendy Thomas

Encls.

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Experience & Knowledge

The café kiosk idea for Chatsworth Park in Telscombe is going to be really interesting and just the sort of project that we enjoy doing. We have successfully completed many projects in your area and are consequently well versed with the local planning authority.

We have many years' experience (this is our 35th year in practice) with a whole range of projects including for the local community, such as the new civilian war memorial and garden at Eastbourne Wish Tower, which we completed in 2019 and various competition entries. Please see attached a few examples of our work. We are dedicated to providing excellence in design, sustainability and service and are used to engaging local communities with our designs. We have a strong track record in both traditional and modern forms of construction and technology, contract law and economics.

Our architectural practice specialises in low energy and sustainable buildings that inventively use readily available local materials and workmanship. We believe that sustainability is a vital part of building and the landscape and should be integrated from the very start of a project. We can also offer a full range of consultancy services by linking up with a team of local consultants we have known and worked successfully with over many years. We have asked several of these to provide fee quotations for this project (see attached).

We are a small practice and feel this can greatly benefit our clients as we can provide a very personal service where the client's needs and views are of the utmost importance. A partner will always see the project through from inception to completion.



The Architects

If you chose us for this project you would be working with one or both of the two partners.

Tara Thomas

MA Dip Arch RIBA

Tara started her working life in the USA, gaining experience of a variety of projects. She returned to the UK to work in London and researched an MA before joining ecotects. A creative designer, Tara also specialises in watercolour perspectives and graphic presentations and is totally committed to the practice's philosophy on sustainability and design excellence. Tara acted as an Expert Advice Consultant at the Grand Designs Show for a number of years.



Wendy Thomas

BA Dip Arch RIBA

Wendy has gained many years' experience of both traditional and modern forms of construction on a wide range of projects and has been active within the Royal Institute of British Architects both locally and nationally. She was a member of the Brighton & Hove Architects Panel for ten years and sat on Lewes District Council's Planning Users Group committee for many years. Her particular interest focuses on sustainability within the built environment, combined with a very high standard of design. Wendy also acted as an Expert Advice Consultant at the Grand Designs Show for a number of years.



David Bradford

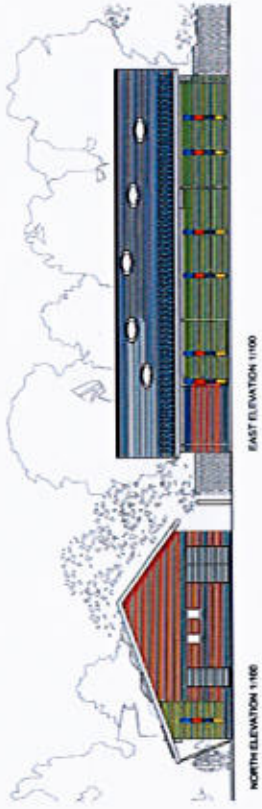
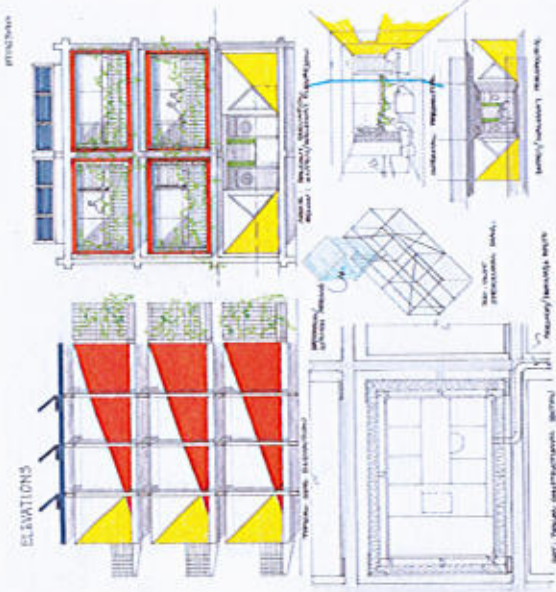
Dip Arch RIBA (Consultant)

Qualified since 1967, David worked for a number of well-known architects in London, gaining a wide experience. In 1969 he moved to Lewes and worked for a local practice for 18 years, during which time was Project Architect for a large variety of education and other projects. He rose to the position of Director in the firm before leaving to set up his own practice with Wendy Thomas. A talented designer in every respect, David's particular interest has always been very much focused towards the sustainability aspect of the built environment.



ecotects

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creative sustainable design



4th May 2022

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Town Clerk and RFO
Telscombe Town Council

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enquiries@footprintarchitects.co.uk
www.footprintarchitects.co.uk

7000/1/1

Dear Stella

**RE: Chatsworth Park Cafe, Peacehaven
Architectural Fee Proposal for Feasibility and Concept Design Study**

Thank you for the invitation to tender for the proposed new cafe building within Chatsworth Park. I enclose our tender response document including a bit more information about us; our values, relevant experience and how we work.

Below I outline our proposal to support the development of a feasibility study and the concept design stage.

Services

We offer full architectural services from inception through to completion (RIBA work stages 0-7) and I enclose the RIBA Plan of Work for your information.

Our services for the initial design stages are outlined below and subject to the attached standard terms and conditions. Please note that our services are architectural only and exclude structural and civil engineering, drainage/sewer connections, acoustics, M+E or environmental design (SAP) calculations, and landscape design.

Outside of our scope are also all surveys such as utilities capacity, drainage surveys including public sewers/easements or a below ground services all of which may well be required for the development.

Fee Proposal | £8550.00+VAT

Our fee is in accordance with your briefing email and specification for the feasibility study received on the 28th March will include RIBA Stage 1 feasibility study and RIBA Stage 2 Concept Design as well as a high level budget cost prepared by a quantity surveyor.

The above fee is broken down into the following 3 elements and services:-

1. Architectural Feasibility Study and Concept design | **£5800.00+VAT.**
2. Feasibility or Concept stage cost appraisal based on SQM rates. | **£1500.00+VAT**
Note: Costs appraisal completed by Currie and Brown who are currently working with us on our project at Bistro on the Beach in Bournemouth.
3. Site Topographical survey | **£1250.00+VAT.** This will enable us to develop an accurate plan and layout of the existing site and context and is based on using our preferred supplier who are currently on a 7 week lead in period. The extent of the site survey includes the car park and up to the paths to the north and south and not the entire park. This is required prior to starting our Stage 2 concept design work.

The scope and activities included within this proposal are outlined on the enclosed schedule of activities and are summarised as follows:-

Stage 1 Feasibility Study

The feasibility study will include an initial site visit and contextual analysis of the site, setting and surroundings and a review of the existing cafe operations and future requirements in order that the brief can be finalised. It includes an initial layout to test the size of the cafe.

Stage 2 Concept Design

The concept design stage will further test the size, massing, form, materials and appearance of the proposal on the site. We will develop a scheme that reflects your brief, the opportunities and constraints of the site and considers the requirements and opportunities that the facility will have for the local community. It may be beneficial to have the early appointment of other consultants including structural/civils and environmental/M+E and acoustic consultants for this stage and we will assist you in procuring these as and when needed.

A high level feasibility stage cost appraisal will be provided based on floor areas. This will be a desktop exercise and will make assumptions with regards to infrastructure and services.

The stage 2 drawings and report can be used for a pre-planning application submission to enable feedback prior to the commencement of RIBA Stage 3.

On completion of a costed stage 2 design we will provide a further proposal for ongoing services once the size, scope and complexity of the project is ascertained at this stage.

Additional Services

Principle Designer | TBC

The Construction Design and Management Regulations 2015 (CDM) came in to effect in April 2015 and you have legal obligations as a Client as defined by the Regulations. This services are only offered if we are appointed for the architectural services for the relevant work stage and a fee can be provided if you would like us to perform these services.

I hope the above meets your requirements but if you have any queries or require clarification on any of the above, please do not hesitate to contact me.

Kind Regards

Yours sincerely



Peter Ward architect | ba(hons) dip arch arb rba
footprintarchitects

encl. Terms of business
Detailed Fee Schedule Scope
Tender Response Document

Fee Schedule Summary

Client:	Stella Newman
Project:	Chatsworth Park Cafe
Date:	05/05/2022

Architectural services

Approximate Budget/Construction Cost	150000
RIBA WORKSTAGES	
Stage 0-2 - Feasibility and Brief	£2,000.00
Stage 02 - Initial Concept Proposals	£3,800.00
Stage 03 - Developed Design	-
Stage 04 - Technical Design	-
Pre-construction	-
Stage 05 - Construction	-
Stage 06 - Handover and Close Out	-
Stage 07 - In Use	-
TOTAL	£5,800.00
ADDITIONAL OPTIONAL ROLES	
Design Guardian (construction stage)	-
Topographical survey	£1250.00
Principle Designer (CDM 2015)	-
Feasibility Stage Cost Plan	£1500.00
OVERALL TOTAL	£8,550.00

Notes:

- 1) All fees indicated plus VAT
- 2) Stage 3,4,5,6 fee level and PD service excluded.

Stage 0-2 Feasibility and Brief		
	Service	Additional Service
ACTIVITIES		
Fee for Stage	Included	
Number of Meetings - Site Visit	1	
1.01 Strategic Brief	✓	
1.02 Develop project objectives	✓	
1.03 Establish a project programme	✓	
1.04 Feasibility Study - spatial requirements and site appraisal	✓	
1.05 Assemble the project team and assist client with the procurement of surveys	✓	
1.06 Determine the budget	✓	

Stage 2 Concept Design		
	Service	Additional Service
ACTIVITIES		
Fee for Stage		
Number of Meetings	3	MS Teams Mtgs
2.01 Preparing Concept Design and including outline specification	✓	
2.02 Option Appraisal of alternative	-	
2.03 Site and context analysis	✓	
2.04 Develop sustainability strategy	✓	
2.05 Develop a project programme	✓	
2.06 Review of costs assessment with quantity surveyor (if appointed)	✓	
2.07 Written brief and project response	✓	
2.08 Pre-application planning consultation	✓	If required but excl meeting
2.09 Revised concept design following pre-application consultation	-	
2.10 Prepare special presentation drawings, brochures, models or technical information for use of the client or others.	-	
2.11 Consider the health and safety implications arising from the nature of the site, the Initial Project Brief and the design proposals in accordance with the designer's duties under the CDM regulations	✓	
2.12 Develop a 3d 'sketchup' model to test the concept form	✓	
2.13 Develop a 3d 'sketchup' model to develop the design for the external form and materials	✓	
2.14 Develop a 3d 'sketchup' model to include internal modelling	-	Additional service
2.15 Develop photorealistic style render showing design proposal	-	Additional service
2.16 Use of photogrammetry to test the 3d form in the context	-	Additional service
2.17 Virtual reality walkthrough	-	Additional Service

Relevant Projects



Durley Chine, Visitor Centre | Bournemouth

Downton Primary School - Listed Building Setting

'At the heart of Footprint's service lies unwavering attention to detail. By matching creative flair with thoughtful consideration of our needs and a sympathetic understanding of our local environment, Footprint Architects have delivered for us buildings of the highest quality design and functionality.' Mr Richard Fishlock, Chair of Governors, Downton Primary School



Chestnut Nursery, Poole Park



Stages	0	1	2	3	4	5	6	7
Tasks	Strategic Definition	Preparation and Brief	Concept Design	Developed Design	Technical Design	Construction	Handover and Close Out	In Use
Core Objectives	Identify client's Business Case and Strategic Brief and other core project requirements.	Develop Project Objectives, including Quality Objectives and Project Outcomes, Sustainability Aspirations, Project Budget, other parameters or constraints and develop Initial Project Brief. Undertake Feasibility Studies and review of Site Information.	Prepare Concept Design, including outline proposals for structural design, building services systems, outline specifications and preliminary relevant Project Strategies in accordance with Design Programme. Agree alterations to brief and issue Final Project Brief.	Prepare Developed Design, including coordinated and integrated proposals for structural design, building services systems, outline specifications, Cost Information and Project Strategies in accordance with Design Programme.	Prepare Technical Design in accordance with Design Responsibility Matrix and Project Strategies to include architectural, structural and building services information, specialist subcontractor design and specifications, in accordance with Design Programme.	Offsite manufacturing and onsite Construction in accordance with Design Programme and resolution of Design Queries from site as they arise.	Handover of building and conclusion of Building Contract.	Undertake In Use services in accordance with Schedule of Services.
Procurement *Variable task bar	Initial considerations for assembling the project team.	Prepare Project Roles Table and Contractual Tree and continue assembling the project team.	The procurement strategy does not fundamentally alter the progression of the design or the level of detail prepared at a given stage. However, Information Exchanges will vary depending on the selected procurement route and Building Contract. A bespoke RIBA Plan of Work 2013 will set out the specific tendering and procurement activities that will occur at each stage in relation to the chosen procurement route.		Administration of Building Contract, including regular site inspections and review of progress.	Administration of Building Contract.		
Programme *Variable task bar	Establish Project Programme.	Review Project Programme.	Review Project Programme.	The procurement route may dictate the Project Programme and may result in certain stages overlapping or being undertaken concurrently. A bespoke RIBA Plan of Work 2013 will clarify the stage overlaps. The Project Programme will set out the specific stage dates and detailed programme durations.				
(Town) Planning *Variable task bar	Pre-application discussions.	Pre-application discussions.	Pre-application discussions.	Pre-application discussions are typically made using the Stage 3 output. A bespoke RIBA Plan of Work 2013 will identify when the planning application is to be made.				
Suggested Key Support Tasks	Review Feedback from previous projects.	Prepare Handover Strategy and Risk Assessments, Agree Schedule of Services, Design Responsibility Matrix and Information Exchanges and prepare Project Execution Plan including Technology and Communication Strategies and consideration of Common Standards to be used.	Prepare Sustainability Strategy, Maintenance and Operational Strategy and review Handover Strategy and Risk Assessments. Undertake third party consultations as required and carry out Research and Development aspects. Review and update Project Execution Plan. Consider Construction Strategy, including offsite fabrication, and develop Health and Safety Strategy.	Review and update Sustainability, Maintenance and Operational and Handover Strategies and Risk Assessments. Undertake third party consultations as required and conclude Research and Development aspects. Review and update Project Execution Plan, including Change Control Procedures. Review and update Construction and Health and Safety Strategies.	Review and update Sustainability, Maintenance and Operational and Handover Strategies and Risk Assessments. Prepare and submit Building Regulations submission and any other third party submissions requiring consent. Review and update Project Execution Plan. Review Construction Strategy, including sequencing, and update Health and Safety Strategy.	Review and update Sustainability Strategy and implement Handover Strategy, including agreement of information required for commissioning, training, handover, asset management, future monitoring and ongoing maintenance and ongoing completion of 'As-constructed' information. Update Construction and Health and Safety Strategies.	Carry out activities listed in Handover Strategy including Feedback for use during the future life of the building or on future projects. Updating of Project Information as required.	Conclude activities listed in Handover Strategy including Post-occupancy Evaluation, review of Project Performance, Project Outcomes and Research and Development aspects. Updating of Project Information, as required, in response to ongoing client Feedback until the end of the building's life.
Sustainability Checkpoints	Sustainability Checkpoint - 0	Sustainability Checkpoint - 1	Sustainability Checkpoint - 2	Sustainability Checkpoint - 3	Sustainability Checkpoint - 4	Sustainability Checkpoint - 5	Sustainability Checkpoint - 6	Sustainability Checkpoint - 7
Information Exchanges (at stage completion)	Strategic Brief.	Initial Project Brief.	Concept Design including outline structural and building services design, associated Project Strategies, preliminary Cost Information and Final Project Brief.	Developed Design, including the coordinated architectural, structural and building services design and updated Cost Information.	Completed Technical Design of the project.	'As-constructed' Information.	Updated 'As-constructed' Information.	'As-constructed' Information updated in response to ongoing client Feedback and ongoing maintenance or operational developments.
UK Government Information Exchanges	Not required.	Required.	Required.	Required.	Not required.	Not required.	Required.	As required.

*Variable task bar - if creating a bespoke project or practice specific RIBA Plan of Work 2013 via www.ribaplanoftwork.com an asterisk bar is selected from a number of options.

A few things about Footprint Architects

Footprint Architects was established in 2009 and have been driven to become a progressive and evolving collective of excited, informed and focused individuals.

We design clever and inspiring solutions that enhance the experience of those who work and live in the spaces we create. We love what we do and keep our clients happy by delivering the best possible service.

By harnessing the team's specialist experiences and passions we work collaboratively to explore the full possibility of every brief to ensure a project maximises its design potential achieves the brief.

Whether we are commissioned for a full or tailored service our commitment to providing a quality and professional service is fundamental to what we do.

We strive for excellence in finding environmentally conscious, creative solutions that work within project constraints and budget.

When we set up Footprint Architects our ambition was to outperform our competitors in terms of value for money, our service and our architecture. We developed a simple premise which was:-

- To ensure that every project is considered with the same level of creativity and detail.
- To provide the highest level of professional service: to be attentive, responsive and deliver quality documentation.
- To ensure the impact of 'our footprint' is engaging, brings delight, and has longevity.

Footprint Architects architectural expertise have been recognised by winning a number of industry awards including the Salisbury civic trust award 2012, Dorset Excellence Awards 2018 and most recently the New Forest National Park Building Design Award 2019.

A description of our Services, Company Policies and Business Continuity Plan can be seen on our company website and provided in full on request:
<https://www.footprintarchitects.co.uk>

Cafe Kiosk _ Chatsworth Park | Telscombe Cliffs

Tender Submission for the Provision of Architectural Services | Feasibility and Concept Stage

May 2022

footprintarchitects

T: 01202 585526 | enquiries@footprintarchitects.co.uk
W: www.footprintarchitects.co.uk | © All Rights Reserved



Our Approach

Footprint Architects is an RIBA Chartered Architectural practice, based in Bournemouth made up of a team of eight talented professionals. We have an extensive portfolio of projects across a range of sectors. We are a design-led commercial practice specialising in public sector and regeneration projects.

Footprint Architects strive to develop creative, exciting and dynamic architecture. We are in the unique position of being small enough to be flexible and personable, but have the capacity and resources to efficiently deliver a high quality professional service. As a small, agile and responsive, business you will have direct interface with the director and a senior team member who, supported by other members of the team, will deliver the services for your project.

Our Values

The practice is founded on the premise of a robust exploration of historical and site context, environmental strategies, community, and materials to ensure our work has a positive and lasting legacy for current and future generations.

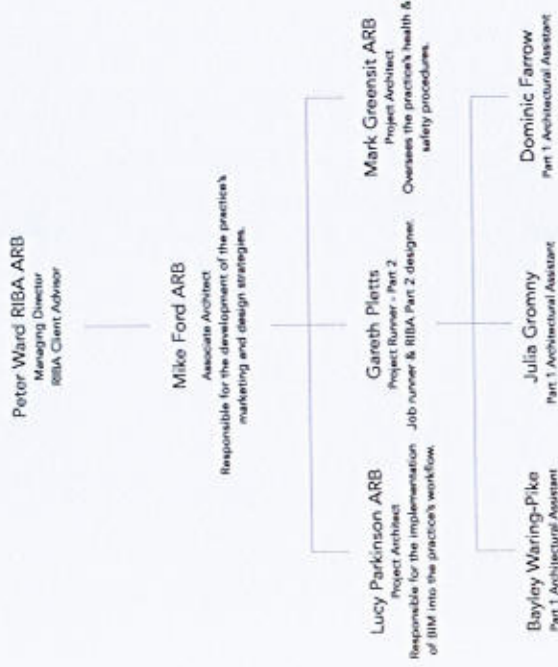
The practice's ethos is to create sustainable architecture, the 'footprint' and legacy we leave within our communities is a fundamental consideration for the practice. We believe in recycling wherever possible and reducing the use of virgin building materials to minimise the impact of any building project on the earth's resources.

Practice Roles

Peter Ward, the director, will be involved from the project from the outset, leading stakeholder meetings and ensuring our team and the wider design team understand the objectives and vision of the development. He will be supported by a project architect who will manage the day-to-day interfaces with the design team and deliver both the concept, planning and technical design stages. These core members of the team will be supported by architects as well as junior architectural assistants and the principle team's Cvs are on page 11.

Health and Safety

Since the implementation of CDM 2015 the personnel within Footprint Architects have undergone internal and external training in order that we can deliver Principle Designer services. This is not a service that we 'outsource' and it is integral to our consideration and conceptualisation of architecture and construction. We are therefore able to take an integrated approach to health and safety and this will be considered from the earliest design stages.



Practice Values

Our Commitment - People

Sustainable Communities

Whilst sustainability is often considered in terms of environmental impact, at Footprint we recognise that a building's social value is a major factor to ensuring social sustainability. People are at the heart of our projects.

We believe in creating extraordinary spaces that foster positive experiences and improve mental wellbeing, support communities in meeting their social needs,

At Bournemouth War Memorial Homes we provided communal front gardens with adjacent allotments, to encourage social interaction and community, reducing isolation for war veterans, many of whom live alone.

Healthy Environments

We strive to develop healthy spaces, that are flooded with natural daylight and have good ventilation. We aim to specify natural, non-polluting materials that have low VOCs and improve air quality.

We maximise ceiling heights and carefully consider ergonomics to create uplifting environments that improve mental well-being. We are committed to not overdeveloping and to maximising green spaces to create courtyards.

At the LUSH Design Office in Poole we created an inspiring workspace, filled with plants, and a meditation space for people to unwind.

Inclusivity and Diversity

Our work promotes inclusivity and diversity. We seek to exceed statutory requirements, providing environments that are welcoming for everyone and meet the needs of all who use them.



Our Commitment - Place

Contextual

We can turn even the most challenging sites into amazing opportunities. By carefully analysing the site and understanding the local context, we create buildings that make the most of their location, while respecting and celebrating their surroundings. This context-driven approach can help in gaining planning permission on potentially contentious sites.

Localism

We will seek to develop an appropriate site specific response rooted in the history and context of a place and its community.

We are committed to working with community organisations and stakeholders, championing diversity, mixed use and place making.

We seek to:

- Emphasise the existing character of an area in a contemporary way to enhance local distinctiveness.
- Carefully consider the surrounding layout, density, scale and materials of an area when designing.
- Provide a high standard of amenity to meet the current and future needs of the users.
- Respond positively to the movement patterns, appearance, environmental characteristics and biodiversity of the local area.
- Develop an 'appropriate' response based on the site and budget - we are currently utilising shipping containers to form cost effective 'pop ups' for 3 sites in Bournemouth.



Top Left: Pop Up Scheme - BCP Council Summer 2022
Top Right: BH Live | Stokewood Leisure Centre
Bottom: Chestnut Nursery, Poole Park | SWOP Charity

Our Commitment - Planet

The effects of climate change and extremes of weather are having a major impact on our everyday lives. We are committed to responding to the climate emergency by developing buildings that are environmentally sensitive.

Low Energy, Fabric First

Footprint Architects adopt a fabric-first approach to all buildings that we design. We advocate implementing the simplest low energy, passive design decisions, as the baseline in order that fuel consumption and carbon emissions are reduced. Enhancing the thermal envelope and airtightness beyond Building Regulations is a simple but highly effective measure in reducing energy consumption and fuel poverty. This low-tech approach ensures that the buildings we create are easy to operate, have low running costs, simple maintenance and make healthy and comfortable environments to inhabit.

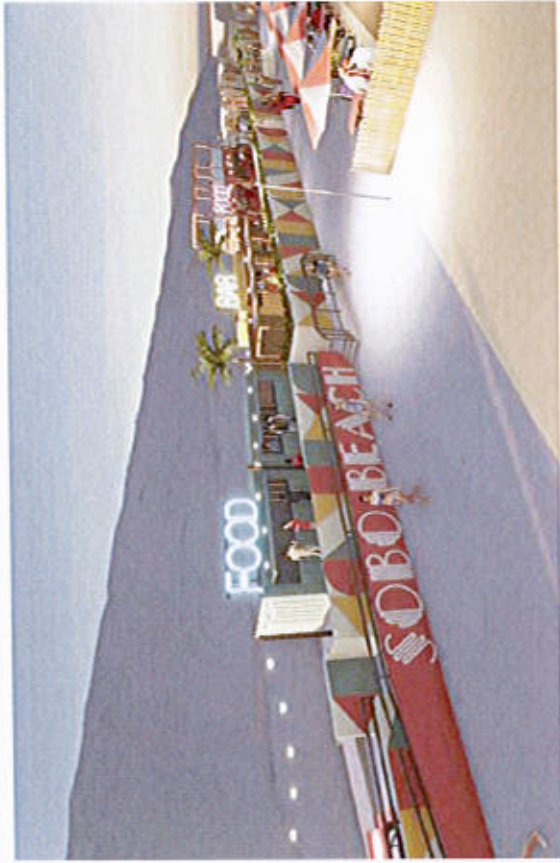
Reduce, Re-use, Recycle

We always look to challenge the brief and assumptions. Our recent project at the Environmental Innovation Visitor Centre (opposite) we reduced the size of the building briefed. Instead of a 2 story exhibition, office and education building we reduced the new build area by providing a covered, external community space enabling passers by to engage with the building's climate based exhibits. We developed a concept around the use of re-using materials found on the beach and recycled old groynes timber to form the structure and cladding of the new building.

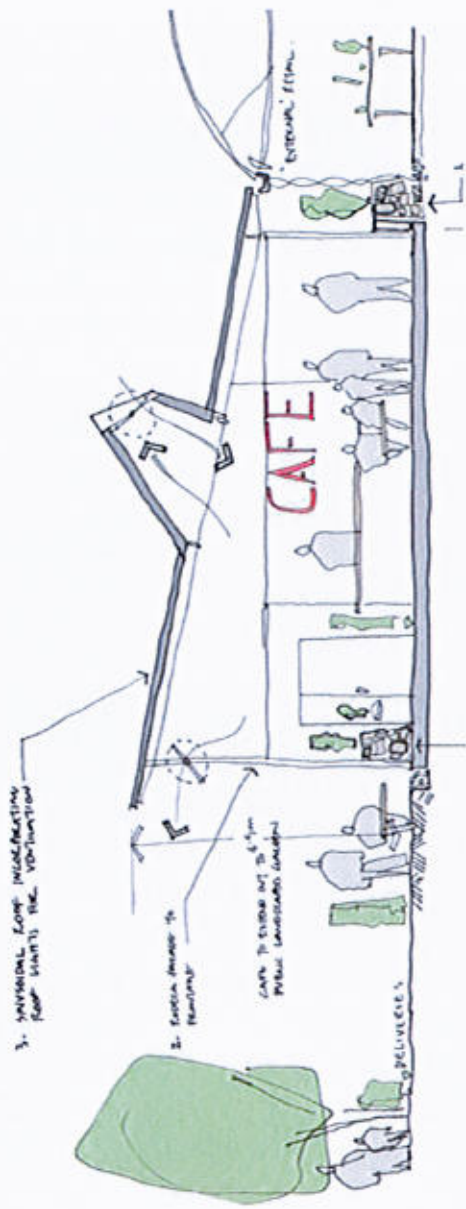
The main new building is served by a significant array of solar panels and is constructed to passivehaus standards with minimal heating demand. Low carbon concrete with cement replacement ash, triple glazing, blown recycled newspaper insulation and sheep's wool insulation are all used to minimise the use of virgin materials and the specification avoided the use of (single-use) plastic as far as practical.

We specified shipping containers to act as the main storage vessels enhancing efficiency and reducing our build areas.





Container Village Pop Up | Bourne-mouth



Cafe concept for Chestnut Nursery



Boscombe Pier Feasibility Study (April 2022)



LUSH Design Office | Green House Canteen | Footprint Architects

Our Experience | Chatsworth Park Cafe

Relevant Experience

Footprint Architects have completed and currently working on a number of 'pop ups' and community projects. These have similarities to some of the aspects of the proposed scheme.

We have experience of working with a number of charities and community groups. We would value the opportunity to work with Teiscombe Town Council, the current provider and local residents to explore the accommodation requirements and provide a facility fitting of the park and local community.

Feasibility Study

We will seek to develop a concept for your development that addresses the site constraints and opportunities, enhances the park setting for local users and that meets your accommodation requirements. Your project budget will be extremely challenging and this may lend itself to a container style offer. We would review this and work to standard module sizes to ensure an efficient and deliverable scheme. Our initial appraisal will include the feasibility of cladding and insulating structures, where needed, to ensure a bespoke offering.

Developing a robust and viable concept from the earliest design stage is integral to how we work as a business. For this project we would.

- Complete a robust site analysis to consider site constraints and opportunities – include contextual analysis, massing, requirement for landscape visual impact assessment, and identification of key planning constraints.
- Take time to understand the users, their needs and their requirements in private and social areas.
- Develop a concept design with a narrative embedded in the context of place.
- Ensure that the developed concept works hand in hand with the cost constraints as noted above.
- Develop a managed approach to engagement with stakeholders to ensure the requirements are fully explored and captured.



Footprint Architects

Proposed Team | Summary CVs



Peter Ward, Managing Director
RIBA | ARB | BA (Hons) | Dip Arch |
RIBA Client Advisor

Peter Ward formed Footprint Architects in October 2009. Peter has a passion for high quality innovative design and a commitment to its delivery, within budget and on programme. Fundamental to this ambition is to have a personal client focused approach and a commitment to providing a quality and professional service.

As a registered architect for over 20 years Peter has extensive experience collaborating with multiple stakeholder groups from within local authorities, multi academy trusts, charities, statutory consultees and the local community as well as design and construction teams. He has a wealth of experience across a number of sectors including leisure, hotel, residential, commercial and education buildings.

Peter is an accredited RIBA Client Advisor and has delivered client side Design Guardian / Technical advisory consultancy services for a number of projects with a value in-excess of £100m.

Relevant Experience

Bistro on the Beach | High Quality Holiday Accommodation and Restaurant | Ongoing
Bistro on the Beach summer Pop-Up | ongoing
The Bourne Community Hub | £2.1m
Durley Chine Environmental Innovation Hub | £2.2m
Chestnut Nursery Cafe and Garden Centre | £0.7m
Lush Cosmetics | Modular fit-out Evaries
Boscombe Pier Pop Up's | Ongoing



Mike Ford, Associate Architect
ARB | BA (Hons) | MArch | Dip Arch

Mike joined Footprint Architects after working for several years in an award winning design led practice based in Winchester, specialising in high end residential architecture. Since joining the practice he has extended his expertise to include both education and commercial developments and is well experienced in delivering well coordinated, high quality design.

Mike previously worked for practices in Liverpool and Brisbane undertaking large scale education projects. His design ideals lie with developing an architectural language around client requirements and site context, underlined with the principles of proportion and the careful selection and detailing of materials.

Relevant Experience

Bobby & Co. | Commercial | Extension and Renovation of the Former Debenhams, Bournemouth | Ongoing
Durley Chine Environmental Innovation Hub | £2.2m
The Bourne Community Hub, Poole | £2.1m
Stokewood Leisure Centre | Leisure - Extension | £1m
Melksham Oak Community School, New Block | £5m



Lucy Parkinson, Architect
ARB | BA (Hons) | MArch | Dip Arch

Lucy first joined Footprint Architects in 2013 between her degree and masters and then returned in 2020 after fully qualifying as an Architect and now has over 7 years experience in practice. During her time at another award winning Dorset practice Lucy was responsible for leading and delivering a number of residential projects.

Since re-joining the Footprint Architects she has extended her expertise in both the education and commercial sectors and is the project Architect responsible for delivering a new build community centre and new build school block.

In Lucy's previous practice she was BIM coordinator using Revit software and continues to grow BIM designing at Footprint. Her personal passion is delivering public architecture and designing for marginalised communities.

Her design inspirations come from a Japanese / Scandinavian ethos for simple but beautiful materials and detailing that promotes positive wellbeing for the users.

Relevant Experience

Boscombe Pier Pop Up's | Ongoing
The Bourne Community Hub, Poole | £2.1m
Holbrook Primary School | New block | £2.5m
Fitness First | Commercial - Brand Alignment & Refurbishment of 40 Clubs | Completed 2015
Phase 2 Downton Primary School | £0.5m
Bournemouth War Memorial Homes | £0.75m
Library Refurbishment, Brmth and Poole College | £0.75

Fee Proposal

Client:	Stella Newman
Project:	Chatsworth Park Cafe
Date:	05/05/2022

Architectural services

Approximate Budget/Construction Cost	150000
RIBA WORKSTAGES	
Stage 0-2 - Feasibility and Brief	£2,000.00
Stage 02 - Initial Concept Proposals	£3,800.00
Stage 03 - Developed Design	-
Stage 04 - Technical Design	-
Pre-construction	-
Stage 05 - Construction	-
Stage 06 - Handover and Close Out	-
Stage 07 - In Use	-
TOTAL	£5,800.00
ADDITIONAL OPTIONAL ROLES	
Design Guardian (construction stage)	-
Topographical survey	£1250.00
Principle Designer (CDM 2015)	-
Feasibility Stage Cost Plan	£1500.00
OVERALL TOTAL	£8,550.00

Notes:

- 1) All fees indicated plus VAT
- 2) Stage 3,4,5,6 fee level and PD service excluded.

Stage 0-2 Feasibility and Brief		Service	Additional Service
ACTIVITIES			
Fee for Stage			
Number of Meetings - Site Visit			
1.01 Strategic Brief		✓	
1.02 Develop project objectives		✓	
1.03 Establish a project programme		✓	
1.04 Feasibility Study - spatial requirements and site appraisal		✓	
1.05 Assemble the project team and assist client with the procurement of surveys		✓	
1.06 Determine the budget		✓	

Stage 2 Concept Design		Service	Additional Service
ACTIVITIES			
Fee for Stage			
Number of Meetings			
2.01 Preparing Concept Design and including outline specification		✓	MS Teams Migs
2.02 Option Appraisal of alternative		-	
2.03 Site and context analysis		✓	
2.04 Develop sustainability strategy		✓	
2.05 Develop a project programme		✓	
2.06 Review of costs assessment with quantity surveyor (if appointed)		✓	
2.07 Written brief and project response		✓	
2.08 Pre-application planning consultation		✓	If required but exid meeting
2.09 Revised concept design following pre-application consultation		-	
2.10 Prepare special presentation drawings, brochures, models or technical information for use of the client or others.		-	
2.11 Consider the health and safety implications arising from the nature of the site, the initial Project brief and the design proposals in accordance with the designer's duties under the CDM regulations		✓	
2.12 Develop a 3d 'sketchup' model to test the concept form		✓	
2.13 Develop a 3d 'sketchup' model to develop the design for the external form and materials		✓	
2.14 Develop a 3d 'sketchup' model to include internal modelling		-	Additional service
2.15 Develop photorealistic style render showing design proposal		-	Additional service
2.16 Use of photogrammetry to test the 3d form in the context		-	Additional service
2.17 Virtual reality walkthrough		-	Additional Service

AGENDA ITEM	29
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To approve use of a container in Chatsworth Park by Wander Coffee

1. INTRODUCTION

Under Urgent Matters at the last Full Council meeting, the Town Clerk advised that Wander Coffee had asked Councillors to consider if they could rent and place a container in Chatsworth Park for their use.

2. INFORMATION

The Councillors present agreed in principle that a container could be placed in the car park until the end of Wander Coffee's current contract in September. However, due to the length of time it will be there, they asked that a small container be used and a colour that would blend into the surroundings better. It was therefore agreed to add it to this agenda for approval.

3. RECOMMENDATION

That the Committee approve Wander Coffee placing a small container in Chatsworth Park until the end of their current contract in September, being of a colour that would blend into the surroundings.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

None.

AGENDA ITEM	30
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider replacing damaged marquee parts

1. INTRODUCTION

The Town Council ran a 'Welcome Back Fund' event in Chatsworth Park during the weekend of Friday 11th and Saturday 12th March 2022. The marquee that was erected on the Friday was damaged during windy weather.

2. INFORMATION

Following the event, the caretaker undertook an inventory check to ascertain what parts needed replacing. The Finance & Admin Assistant contacted the company we purchased the marquee from to obtain replacement prices and their quotation is attached totalling £281.25 plus VAT.

3. RECOMMENDATION

It is recommended to replace the marquee parts from Midland Marquees at a cost of £281.25 plus VAT.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

It is recommended that payment is taken from the town entertainments budget which currently stands at £1,000, but will reduce following payments regarding the summer fayre.

AGENDA ITEM	31
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	To consider way forward with the Boundary Policy

1. INTRODUCTION

The Boundary Policy, as agreed at Full Council in January, states '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'.

2. INFORMATION

We have been contacted by a resident who borders Chatsworth Park who wishes to replace their fence. They have recently moved into the property and have advised that the boundary is overgrown and various items have been fly tipped over the border prior to them moving in. They have asked that we cut back or alternatively, they can, but will not be able to remove the cuttings.

3. RECOMMENDATION

It is recommended the Committee decide how to go forward with the Boundary Policy; will we carry out a schedule of works or carry out any works if contacted by residents.

4. ENVIRONMENTAL IMPACT

This area is situated within the amber zone of the ecological report and will need to be undertaken under the supervision or guidance of the Ecological Clerk of Works.

5. FINANCIAL IMPLICATIONS

We have a grounds maintenance budget for the year of £10,000 and an earmarked reserve of £9,000. However, tree works are due to be carried out in the park which will be paid for from these funds, as well as Middlemarch's report totalling almost £4,500 and any other works recommended at this meeting.

AGENDA ITEM	32
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th May 2022
SUBJECT	To agree renewal of gas & electricity supplies at the Civic Centre

1. INTRODUCTION

We are currently on an EasyFix for Business 1 year contract with EDF, with the daily standing charge being 50 pence per day and the kWh 20.94 pence. This is due to end on 30th June 2022.

Our contract for gas with SSE is coming to an end on 30th June 2022. The current standing charge is £10 per month and the kwh 3.471p.

2. INFORMATION

EDF have advised if we log into our account, it will give the best deals available to us. However, it says that the information provided is only valid for that day and does not include VAT or the Climate Change Levy fee. They have provided a fixed price renewal offer for a year for electricity with a daily standing charge of 50 pence per day and a kwh price of 47.29 pence – see Appendix A attached.

SSE have provided an offer for renewal for a 2 year period with a standing charge of £58.54 per month and kwh of £10.519p – see Appendix B attached.

I asked Angela to get comparative costs from alternative suppliers and they are provided in the spreadsheet attached based on usage for a 30 day period – see Appendix C attached.

I will try to obtain prices on the day of the meeting to see if they differ.

3. RECOMMENDATION

It is recommended to renew at the best price I can get that is available on the day.

4. ENVIRONMENTAL IMPACT

EDF state that they provide 100% zero carbon nuclear electricity.

5. FINANCIAL IMPLICATIONS

We have set a budget for electricity for 2022/23 of £2,550 and gas of £3,250, however, based on the quotations received, these figures will not be enough to cover the increased costs.

19 April 2022
REN03



Appendix A.

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

315046 007858 0009 E 38500



Business Customer

It's time to renew your energy contract

Your *Easy Fix* contract will end on 30 June 2022. We want to make renewing your business energy as easy as possible, so here are your options:

1. Choose a new **Fixed Term contract**. You'll see a range of competitive new contract options. Go to MyAccount at edfenergy.com/247 or call us on 0333 009 7095.
2. **Do nothing**. You'll automatically renew onto our 12-month Easy Fix tariff. You'll benefit from a fixed energy price with the freedom to change contracts at any time.

For your energy prices and more information please see the next page.

If you do decide to switch suppliers we'll need notice by 31 May 2022. You'll need to give a meter reading and clear any outstanding balance. If you have any questions give us a call.

We hope you'll find another great energy deal with us.

The EDF Energy Business Team

Choose a new contract in MyAccount
edfenergy.com/247 or call 0333 009 7095
Monday to Thursday 9am until 6pm and Friday 9am until 5pm

29 APR 2022

Your fixed price renewal offer

Here are details of your energy supply, current prices and renewal prices.

Easy Fix renewal prices will automatically apply from 1 July 2022 until 30 June 2023.

Account Number	673102770467	Supply Number	1900060515414
Supply Address	Telscombe Civic Centre, 360, South Coast Road, Peacehaven, BN10 7ES, United Kingdom		
Tariff Type	STANDARD	Fuel Type	Electricity
Payment Method	Direct Debit Whole Amount (Quarterly)		
Estimated Annual Consumption (EAC/AQ)**	Day [^] : 6,774 Night/Off Peak [^] : NA Evening/Weekend [^] : NA		

	Your current prices	Your prices if you give notice to end your contract from 1 July 2022 - <i>Extended Supply</i>	Your renewal prices from 1 July 2022- <i>Easy Fix</i>
Standing Charge (pence per day)	50.00	250.00	50.00
Unit Rate (pence per kWh) Day [^]	20.94	51.00	47.29
Night / Off Peak [^]	NA	NA	NA
Evening / Weekend [^]	NA	NA	NA
Your estimated annual bill values**	£1,600.97	£4,367.24	£3,385.92

All prices and bill values exclude VAT and Climate Change Levy (CCL).

Extended Supply prices are variable and subject to change. You can view the most up to date prices at edfenergy.com/esp

The Standing Charge above is applied per meter and used to cover the fixed costs related to maintenance and network charges. All meters carry these costs and form part of the contract you have with us. The Standing Charge is applied for each meter in your premises.

[^]If you're on a multi-rate tariff you can find out what time each rate applies by calling us on 0333 200 5103.

For you to know

If you decide to switch supplier after transferring to Easy Fix, we'll need 30 days' notice. You'll also need to give a meter reading and clear any outstanding balance.

If you're planning to switch suppliers we'll need to know by 30 June 2022. If you miss this date we'll automatically renew you onto Easy Fix for 30 days.

After 30 days, you'll move to our Extended Supply prices (which are higher and variable). You can choose a new tariff with us or leave at any time on Extended Supply. You'll need to clear any outstanding balance.

You can see our most up to date Extended Supply prices at edfenergy.com/esp

You can see more about giving notice and what happens next in your Statement of Renewal Terms.

****Your Estimated Annual Consumption (EAC)**

We worked out your yearly energy use from recent billing information for your meter type.

If you want to estimate your annual bill:

1. Multiply your **EAC** by your **Unit Rate**
2. Do this for each **Unit Rate** and **EAC**, then add them together
3. Add this to your **Standing Charge**, multiplied by 365 (for every day of the year)
4. The answer will be in pence. This does not include any discount from payment by Direct Debit, or additional charges of VAT or CCL. If your **EAC** changes your estimated annual bill will also change.

Calls to UK wide numbers are included in any inclusive call plan you may have. If you don't have an inclusive call plan, calls are charged at a national rate. Please check with your service provider if you're unsure.

A credit check will be undertaken before any contract or additional term is offered. In some circumstances we may ask for a security deposit.

Statement of Renewal Terms

Your current Fixed Term Period will end on 30 June 2022 and we'd like to help you by giving you fixed prices for another year. To take advantage of the new *Easy Fix* prices enclosed with this letter you don't need to do a thing. On 1 July 2022 we'll automatically renew your contract.

Important dates regarding your renewal

Your current Price Review Notice Date: 31 May 2022

Your current Price Review Date: 30 June 2022

If your contract is automatically renewed, your important dates will be:

New *Easy Fix* Start Date: 1 July 2022

New *Easy Fix* Price Review Notice Date: 31 May 2023

Your next Price Review Date: 30 June 2023

More information about the Price Review Notice and Price Review Date can found in the Words and Phrases section of your Terms and Conditions.

What happens if you renew?

If you choose to automatically renew, after your Price Review Date we'll transfer you on to our next *Easy Fix* tariff.

How to change your prices or prevent your renewal

With *Easy Fix*, you're free to agree a new tariff with us or another supplier at any time. To transfer to another supplier you will need to provide 30 days' notice to leave (see "How to give notice" and "What happens if you give notice?" for more information). You will also need to have cleared your account balance and must not have agreed a new contract with EDF Energy. When you give your notice, we'll ask you for a meter reading. We'll then use this to send you an up-to-date bill, which will need to be paid before you can transfer your supply. Please be aware that if you don't provide us with a meter reading, we'll have to send you an estimated bill.

How to give notice

- Online at: edfenergy.com/noticetoleave
- By phone on: 0333 009 7085
- In writing to: FREEPOST: EDF ENERGY – PLYMOUTH. Please include your account number and contact details with your notice. Sending your notice to any alternative address will result in a delay to your notice being received.

Notice received after your Price Review Notice date will be treated as a 30 day notice period. You'll be renewed on to the next *Easy Fix* prices, until the notice period is completed. After that, you'll be free to leave so long as you have cleared any outstanding balance.

What happens if you give notice?

If you haven't agreed another contract to take effect after your 30 day notice period, we'll continue to supply you under your existing EDF Energy Terms and Conditions and charge our *Extended Supply* prices. These are variable and typically more expensive than our Fixed Term prices. You'll continue to be billed on these prices until you either agree a new contract with us or transfer to another supplier. You can view our current *Extended Supply* prices at edfenergy.com/esp

Please note: To transfer your supply to another supplier, you will need to have cleared your account balance and must not have agreed a new contract with EDF Energy. You will also not be free to transfer your supply unless the new supply start date is after your 30 day notice period.

The following Principal Terms are the key provisions of the full Terms and Conditions that will continue to be legally binding if you accept our renewal offer.

THE PRINCIPAL TERMS FOR *EASY FIX*

- We've tried to summarise what we believe to be the key terms, but they're all important and you may have a different view of what is most significant to you. That's why it's important you read our full terms and conditions and let us know if you have any questions.
- The expiry date of your fixed prices is stated on your contract (the Price Review date) along with the prices which will apply.
- As this is a fixed price contract, your prices will not change during the 12 month term with EDF Energy, unless:
 - you have failed to comply with any term of the contract (particularly if any of the non-payment circumstances in your Terms and Conditions apply, in which case EDF Energy may fit a prepayment meter, disconnect your supply, or put you on Extended Supply prices which are available at edfenergy.com/esp); or
 - any cost imposed on EDF Energy in connection with processing, distributing, transporting, selling or supplying energy is increased, or calculated in a different way, or a new cost is introduced, which affects our costs of providing your supply.
- About 10 weeks before your fixed prices end, EDF Energy will write to you and offer new fixed prices for no longer than 12 months. We will automatically renew you on to these prices after your Price Review Date, unless you give us notice by your Price Review Notice date or agree another tariff with EDF Energy. Prices in subsequent periods may be different from those in your first Fixed Term Period.
- If you wish not to renew your contract or leave EDF Energy, you can give your 30 day notice at any time. This can be done by post, phone, or by using EDF Energy's online service.
 - Write: FREEPOST: EDF ENERGY – PLYMOUTH.
 - Phone: 0333 009 7085
 - Online: edfenergy.com/noticetoleave
- If you give notice, clear your balance and have not agreed another contract with EDF Energy, you will be free to transfer your supply to another supplier after your 30 day notice period is complete.
- Notice received after your Price Review Notice date will be treated as a 30 day notice period. You will be renewed on to the next *Easy Fix* prices, until the notice period is completed. After that, you will be free to leave so long as you have cleared any outstanding balance.
- If you give your 30 day notice to end your contract but do not arrange for another supplier to supply your premises with electricity and/ or gas, you will transfer onto our *Extended Supply Prices* when your notice period is complete. These are variable and typically more expensive. *Extended Supply Prices* will apply until you agree another supply contract with EDF Energy or transfer to another supplier.
- EDF Energy may request a Security Deposit at the start of a new contract, at renewal or subject to credit check, if you do not pay your Bills in full or on time.
- A copy of your full Terms and Conditions are available online at edfenergy.com/business/terms
- Your chosen Payment Method will affect pricing. If you change your Payment Method your price may change.
- You are ultimately responsible for payments for any charges incurred in accordance with these terms.
- If you pay your Bill later than the Due Date, or do not comply with your agreed Payment Method, we have the right to charge interest at 8% above the Bank of England rate on the amount you owe and an administration charge of up to £30 per Bill (plus VAT). For more information, please refer to your Terms and Conditions.
- EDF Energy's acceptance of your contract is conditional on EDF Energy obtaining satisfactory results from any credit check.
- By agreeing to enter into this contract, you:
 - Authorise EDF Energy to contact the Local Network Operator to obtain details of the supply numbers for each of the Premises covered by this Agreement.
 - You are confirming that you are authorised to enter into this contract on behalf of the customer and confirm that all information provided to EDF Energy is correct and complete and that you will inform the customer of all the information EDF Energy has provided to you.

Looking after your business energy

MyAccount

You can now select a new tariff online at renewal

We know you're busy so with **MyAccount** you can manage your account at a time that suits you.

- Renew your tariff
- Manage your bills and statements
- Give us meter readings
- Pay your bill
- Go paperless
- 24/7 livechat support

Visit edfenergy.com/247 to login or register (you'll need your business account number handy)



Fancy something else?

You can also choose from a **range of tariffs** to suit your needs – flexible or fixed, for both **Electricity and Gas**.

Login to MyAccount to see your choices and pick your new tariff.

Visit edfenergy.com/247



Easy Fix

Fixed Term customers can choose to automatically renew onto Easy Fix and **get the best of both worlds:**

- Fixed prices
- Flexibility to change tariff at any time in MyAccount

7% Discount on your bills*

for paying monthly by **Direct Debit** (applied to your bill before VAT and Climate Change Levy. Only available on certain products).



Renew online at edfenergy.com/247
Email us at smesales@edfenergy.com
Or call us on **0333 009 7095**[^]

Extended Supply - The Principal Terms

- We've tried to summarise what we believe to be the key terms, but they're all important and you may have a different view of what is most significant to you. That's why it's important you read our full terms and conditions and let us know if you have any questions.
- Extended Supply prices are variable, and we have the right to change your prices at any time.
- The initial prices that will apply to your account are stated on your contract and are also available online at **edfenergy.com/smeterms**
- Extended Supply Prices will apply until you agree another supply contract with EDF, transfer to another supplier, or we terminate this product.
- You can end this contract at any time by agreeing a different contract with EDF or by transferring to another supplier, so long as you have cleared any outstanding balance on your account.
- EDF's acceptance of any contract is conditional on EDF obtaining satisfactory results from any credit check.
- You are not required to provide notice to leave EDF and will not be charged any exit fees.
- Extended Supply customers are not eligible for any discounts associated to Direct Debit payments.
- You are ultimately responsible for payments for any charges incurred in accordance with these terms.
- EDF may request a Security Deposit at the start of a new contract, at renewal or subject to credit check, if you do not pay your Bills in full or on time.
- If you do not pay your Bills on time (or any security deposit EDF have asked for) EDF are also entitled to disconnect your Supply.
- If you pay your bill later than the Due Date, or do not comply with your agreed payment method, we may apply additional charges, including the right to charge interest at 4% above the Bank of England rate on the amount you owe and an administration charge of up to £30 per Bill (plus VAT). For more information, please refer to your Terms and Conditions.
- A copy of the full Terms and Conditions are available online at **edfenergy.com/businessterms**
- By agreeing to enter into this contract, you:
 - Authorise EDF to contact the Local Network Operator to obtain details of the supply numbers for each of the Premises covered by this Agreement.
 - You are confirming that you are authorised to enter into this contract on behalf of the customer and confirm that all information provided to EDF is correct and complete and that you will inform the customer of all the information EDF has provided to you.

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Approved

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

21 APR 2022

SME Direct Sales
No. 1 Forbury Place
43 Forbury Road
Reading
RG1 3JH

Tel: 0800 3894466

14th April 2022

Tender ID: 10897057

Customer ID: 21358732

Dear Customer

Your gas contract is due to expire on 30 June 2022, so we're writing to let you know what to do next

Your gas contract - renewing is easy

We hope you've been happy with the service you've received from us and that you'd like to renew your contract. To help you get started, you'll find an offer with this letter for your consideration: based on our understanding of your business, we think this suits your needs. Please note that this offer is subject to availability and is valid until 23 June 2022. Your contract offer is for a period of 24 months.

How do I renew my contract?

To accept the enclosed contract offer, including our standard terms and conditions, simply sign and return it with a completed direct debit form through one of the below channels:

Email SMEDirectSales@sse.com

Post it to SME Direct Sales
No. 1 Forbury Place
43 Forbury Road
Reading
RG1 3JH

To discuss other options, call us on 0800 3894466

We have other contract options available - simply get in touch with your UK-based team on 0800 3894466 to discuss these. The statement of renewal terms with this letter explains what happens if you choose not to renew your contract. Your options include moving to another supplier and lower tariffs may be available

Ways to pay: direct debit

Your offer will be based on direct debit payment and includes a 0.1p/kWh discount against the standard unit rate. Direct debit reduces your risk of debt as it's paid automatically. If your payment method is fixed/budget direct debit, the set amount will be taken each month on your elected date. If your payment method is variable direct debit, you'll have 5 days after receiving your bill to let us know any issues, before your payment is completed 14 days after billing

Please note that if you renew your contract without a direct debit in place, or later cancel or recall the direct debit, your prices will increase by 0.1p/kWh.

If you don't have a direct debit set up, please return a completed mandate with your acceptance - you can find a form at ssebusinessenergy.co.uk/gas-dd-mandate.pdf.

This offer is subject to our standard terms and conditions which you can read at ssebusinessenergy.co.uk/gas-terms-and-conditions-tc8-v2.pdf. There's also information about our pricing, including our out of contract rates should you decide not to renew, on our website.

This is our SSE Protect contract, where gas unit costs and existing non-energy costs are fixed to help your business budget better. While we do everything we can to avoid any extra costs or changes occurring, factors outside our control, such as a new element of tax coming into place, can happen and we reserve the right to pass that cost on to you. Learn more at ssebusinessenergy.co.uk/sseprotect.

Smart meter installation

We can offer you a new generation SMETS2 smart meter installation at no additional cost from 2020.* It's part of the Government's national roll out which aims to phase out traditional energy meters. Smart meters send your meter readings to us automatically. That means we know exactly how much energy you've used, so we don't need to estimate it.** Plus, smart meters work with our free online energy management platform, Clarity, that can help you cut down on the amount of energy you use. You can find out more about smart meters and find answers to questions you might have at ssebusinessenergy.co.uk/smart-metering.

Your energy needs

To discover more about our electricity and gas solutions for businesses and organisations, including 100% renewable SSE Green, just ask us or visit ssebusinessenergy.co.uk.

We look forward to hearing from you. If you'd like to talk any of this over, please give us a call on 0800 3894466 and we'll be happy to help.

Yours faithfully

SME Direct Sales

Sales

*There's no additional cost for the standard installation of a SMETS2 smart meter. Otherwise, metering costs, including installation and maintenance of your SMETS2 smart meter, are covered in the same way as your present meter.

**We rely on wireless communications technologies to receive your readings. If this should fail for any reason, you may receive an estimated bill or we may recommend alternative communication methods.



Telscombe Town Council

14th April 2022

MPRNs at Site	Site Address	Contract Rates	New Offer Rates	Annual Consumption	EUC Band
8864692404	Telscombe Town Council, 360 South Coast Road, Telscombe Cliffs, Peacehaven, East Sussex, BN10 7ES	10.00 £/q 3.471 p/kWh	58.54 £/m 10.519 p/kWh		1
		S/Charge			
		Unit Rate		47357 kWh	

Statement of renewal terms: micro business customer contracts

The fixed term period for your current contract is due to end on 30/06/2022. If you choose not to renew your contract with us, one of the following three options will apply:

If you decide to move to another supplier, please give us 30 days' notice

If you don't renew your contract with us, and you decide to move to another supplier, please send us written notice of termination at least 30 days before the end of your contract, that is by 30/05/2022. You can email this to sortnotices@sse.com or post to SSE Energy Supply Limited, Business Energy Sales, Contract Administration, No.1 Forbury Place, Reading, RG1 3JH. We'd be sad to see you go - please feel free to tell us why you're choosing to move to another supplier.

We'll then work with your chosen supplier to transfer your supply in time for your new contract start date. If we don't receive a termination notice and the new supplier attempts to register your supply, we reserve the right to object, which will delay your move.

If you take no action, variable business rates (VBR) will apply

If you don't renew your contract with us, and you don't send us a termination notice, we'll continue to supply you on the same contract terms, except that we will place you on our VBR. These rates would apply from 01/07/2022, until you either agree a new contract with us or send us a termination notice and move to another supplier. You'll still be subject to our standard terms and conditions.

Once you're on our VBR, if you decide to move to another supplier, please give us 30 days' notice. VBR offer the flexibility of short-term commitment, but are not as competitively priced as our fixed term contracts, so more cost-effective options are likely to be available.

If you give us notice and don't move supplier, deemed rates will apply

If you don't renew your contract with us, and you send us a termination notice but don't move to another supplier, we'll continue to supply you on the same contract terms, except that we will place you on our deemed rates. These rates would apply from 01/07/2022, until you agree a new contract with either us or another supplier.

Once you're on our deemed rates, you can move to another supplier at any time you choose with no need to send us a termination notice. Deemed rates are the least cost-effective way to buy your energy from us - because there's no commitment, our costs are higher.

For more information on our VBR and deemed rates, please visit our website: ssebusinessenergy.co.uk/help-and-advice/out-of-contract-rates.

Micro business customers

We classify you as a micro business customer. Micro business customers are identified as companies that meet one or more of the following criteria:

- You employ fewer than 10 employees (or their full time equivalent) and have an annual turnover or balance sheet no greater than €2 million; or
- You use no more than 100,000 kWh of electricity per year; or
- You use no more than 293,000 kWh of gas per year

If you're not a micro business, please let us know and we'll amend our records.

For details about how we use your personal data, visit ssebusinessenergy.co.uk/privacy-policy.

**SSE Business Energy | Becoming SSE Energy Solutions
Confirmation Contract (Customer Copy)**

CUSTOMER: Telscombe Town Council
360 South Coast Road
Telscombe Cliffs
Peacehaven
East Sussex
BN10 7ES

GAS Quote Ref 10897057/14546797

Produced Date 14th April 2022

Account Manager : SME Direct Sales

Tel 0800 3894466

Fax

e-mail SMEDirectSales@sse.com

Tel

Fax

Commencement Date 1st July 2022 for a period of 24 months

First Termination Date 30th June 2024

Relevant Date 30th May 2024

Meter Point Reference Numbers 8864692404

Re: Telscombe Town Council, 360 South Coast Road, Telscombe Cliffs, Peacehaven, East Sussex. BN10 7ES

Prices	For the Contract Period	
	Consumption	Estimated Cost £
Standing Charge	68.54 £/Month	24
Unit Rate	10.519 p/kWh	79,390 *
		1,404.96
		8,351.03
		Total kWh 79,390
		Total Cost £9,755.99
Average Price 12.289 p/kWh		

* Based on Normalised annual consumption of 39,694 kWh derived from billed kWh

Prices assume payment will be made by variable direct debit within 14 days or fixed budget direct debit on your elected date. Should alternative arrangements be agreed or the direct debit is cancelled, Prices will be increased by 0.1p/kWh. Prices may be varied if the complete portfolio is not, or cannot, be supplied by Us for the entire Term.

This contract is subject to Our Standard Terms and Conditions ref SEGGLS TCB (which include provisions which limit Our liability to the customer), availability of supply, satisfactory credit status and confirmation from Xoserve or the Gas Transporter of the relevant details including Normalised Annual Consumption for each Supply Point. The actual Commencement Date quoted is subject to Us having confirmed registration as Shipper of each Supply Point and therefore may not be the date indicated. Supply Points are identified in the schedule by the Meter Point Reference Number which Xoserve or the Gas Transporter uses to uniquely identify each Supply Point.

This contract is based on SSE Energy Supply Ltd's understanding of the information, including consumption, given by, or on behalf of, the customer for the Supply Points listed in the schedule. We reserve the right to vary this contract should any relevant information prove to be incomplete, incorrect or change. This contract relates to Prices only, consumption will be as metered. Climate Change Levy and VAT are excluded from the Prices.

This document forms part of the Principal Terms of Contract and/or Statement of Renewal terms applying to Other Business Contracts and/or must be read in conjunction with those statements.

Where Emergency Contacts are required You undertake to provide these to Us with the specified details (via the Emergency Contact Form provided) and to inform Us immediately of any changes.

If you like to receive emails about product offers, services and rewards from SSE companies including SSE Energy Supply Limited, TESGL Limited and SSE Utility Solutions Limited all trading as SSE Energy Solutions.

We'll always treat your data with respect, keep it safe and secure and never sell it to third parties. You can stop receiving these emails at any time by clicking 'unsubscribe' in your email. For further information about the way that we will manage and protect your data, please review our Privacy Policy.

This contract is not complete until accepted by Southern Electric Gas, and we reserve the right to withdraw the prices at any time without notice before our acceptance. Acceptance by Southern Electric Gas is the purchase of Energy by SSE for the supply that this contract applies to. Southern Electric Gas terms and conditions include provisions which limit Southern Electric Gas's liability to the customer. NB: The Supply start date may not be the date proposed on this form, the actual start date will be subject to us having a confirmed registration as supplier for each supply point. By entering into this agreement the customer is entering into the standard connection agreement. Full terms and conditions are available upon request, alternatively you can log onto our business website - www.ssebusiness.co.uk, to view these.

This Contract Form and Schedule confirms the terms of your recent agreement with SME Direct Sales of SSE Energy Supply Ltd. Please complete the Customer acceptance section below and return the SSE copy to SME Direct Sales by fax or by post to Southern Electric Gas, SME Direct Sales, No. 1 Forbury Place, 43 Forbury Road, Reading, RG1 3JH.

-- SSE Protect --

The Customer:

Signed Date

Name (Print) E-Mail

Position Telephone

On Behalf of Fax Number

Company Registration Number

If bills are to be sent to an address other than the above please provide details.

**SSE Business Energy | Becoming SSE Energy Solutions
Confirmation Contract (Customer Copy)**

Loss of Gas Supply

Gas appliances operate safely when they are installed but should be maintained correctly to prevent poisonous fumes being released into the room

In a situation that you can smell gas or suspect a leak phone the Gas Emergency Helpline on **0800 111 999**

Do Remember

1. To open doors and windows to get rid of gas
2. To turn off the gas supply at the meter unless in basement or in a confined space
3. To check that gas has not been left on unlit or that a pilot light is out

Don't

1. Operate any electrical switches even battery powered on or off
2. Smoke or use naked flames

Safety Tips

1. Make sure you have your gas equipment serviced and the flue checked once a year by a registered **Gas Safe** engineer
2. Never block or obstruct any vent and make sure any external grilles are kept clear

Statement of Principal Terms

This Statement of Principal Terms must be read in conjunction with the attached Contract Offer which contains specific site related details, commencement date, and date and prices.

The binding Agreement will include and be subject to the express terms in the enclosed booklet. We draw your attention to the following significant terms below which are additional to those conditions of offer (price and duration) in the attached.

The Agreement will be conditional on you successfully passing our credit checking process and if requested, providing us with a security deposit, bond or guarantee.

Payments are to be made by direct debit: which can be either variable, where the full amount is deducted from your nominated bank account within 14 days of the invoice date, or fixed/budget, where a fixed amount (determined by us) is deducted from your bank account on a monthly basis, unless an alternative payment method has been agreed. If your contract is based on direct debit payment and you later cancel or recall the direct debit, your unit rate will increase by 0.1p/kWh.

You may give us notice of your intention to terminate your Micro Business Customer contract at any time from the Commencement Date up to 30 days prior to the Termination Date, but the contract will run its full term. However, if another supplier registers the supply point before the Termination Date we may be entitled to charge a termination fee in accordance with our express terms and conditions.

We will notify you in writing or via our Business Energy Centre at least 60 days before the expiry of the First Termination Date (being the first anniversary date of your Agreement) of your options for your energy supply.

If you fail to provide a termination notice or renew your Agreement for supply with us as set out in your notice, we will transfer you to our Variable Business Rates, or the appropriate Domestic tariff if applicable, after the First Termination Date. If you are placed onto these rates, you may cancel this Agreement upon providing us with 30 days written notice.

After the Termination Date, and where you have provided us with a termination notice and not renewed your Agreement with us or transferred your supply to another supplier, you will continue to be supplied at our Deemed Contract rates or the appropriate Domestic tariff if applicable. These rates will cease once a new contract is in place with us, or when a new supplier has a confirmed registration for the supply point.

All of our pricing, including our Variable Business and Deemed contract rates, can be viewed on our business website ssebusiness.co.uk

Appendix C.

Supplier	Supplier	Term	Pence	Gas units	Electricity Units
				5041 £	721 £
					x 30 days
Current Renewal quote	EDF EDF	East Fix Easy Fix	50p per day standing charge 50p per day standing charge		
		3 years 2 years	20.94p per kwh 47.29p per kwh		355.96
Current Renewal quote	SSE SSE	3 years 2 years	£10 per month standing charge £58.54 per month standing charge	588.80	
			3.471p per kwh 10.519 per kwh		
Bionic - Business search engine Alternative	EDF Energy Octopus cannot match SSE for Gas	3 years 3 years	25p per day standing charge 54p per day standing charge		265.84 256.29
EDF	Gas	3 years 2 years 1 year	25p per day standing charge 25p per day standing charge 25p per day standing charge	564.03 564.03 616.45	
			11.04 ker kwh 11.04 per kwh 12.08 per kwh		
	Electricity	2 years 1 year	25p per day standing charge 25p per day standing charge	248.31 242.54	
British Gas	Gas Electricity	1 year DD 1 year DD	61p per day standing charge 29.51p per day standing charge	633.30	260.41
E-ON	Gas Electricity		need to call don't recommend switching		
Octopus	Gas Electricity		telling you to stay with current supplier and move to the tariff they offer you at present		
Scottish Power	Gas	3 year 2 year 1 year	25.58p per day standing charge 25.58p per day standing charge 25.58p per day standing charge	643.14 663.05 734.93	
			12.606 per kwh 13.001 per kwh 14.427 per kwh		
	Electricity	3 year 2 year 1 year	44.57p per day standing charge 44.57p per day standing charge 43.52p per day standing charge		249.35 255.55 308.74
Green Energy	Electricity		need to call		

Hi Angela,
Both of these unmetered supplies are currently being managed by EDF Energy. I'm afraid that we only deal with brand new electricity & gas connections here, where no active supplier is yet recorded. You'll need to contact EDF to arrange for meters to be installed.
Kind regards,
Niall
EON Next - Business New Connections

AGENDA ITEM	33
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	30 th May 2022
SUBJECT	To note cancellation of gas service contract and consider options

1. INTRODUCTION

Our gas service contract with British Gas was due to end in February 2023.

2. INFORMATION

I have recently received notification that following a review of commercial services, British Gas will no longer be offering their range of cover plans and that our contract will end on 27th May 2022.

3. RECOMMENDATION

We therefore have the option to seek an alternative company to arrange a service contract with to include call out facilities, or simply arrange an annual service with a local company when required.

4. ENVIRONMENTAL IMPACT

5. FINANCIAL IMPLICATIONS

Unknown at this stage.

AGENDA ITEM	34
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	30 th May 2022
SUBJECT	Future Events

1. INTRODUCTION

The Events working group met on Wednesday 18th May to discuss events for the forthcoming year.

2. INFORMATION

The following events were discussed:

Movie Night: Sing-a-long Encanto was scheduled for Saturday 28th May at 5pm. Limited tickets have been sold to date and an update will be provided at the meeting.

Summer Fayre: The summer fayre will be run between 12 midday and 4pm on Saturday 2nd July, with stall holders arriving from 10am. £370 has been paid for stalls and sponsorship/advertising so far, but payments for first aid, the compere, toilet hire & fire safety amount to £750. A fun dog show will take place in the main arena which will be free of charge to enter. Other arena activities include two dance schools, drummers and a tug of war. There will also be an inflatable assault course on site. Burger and Bird have been asked if they would run the beer tent and we are waiting for their confirmation. We will need approximately 3 volunteers to help mark out the pitches on Friday 1st July and on Saturday 2nd July we will need approximately 10 volunteers starting from 8.30am to set up the beer & hospitality tents, direct people where to go, run the hospitality tent, sell raffle tickets and help pack away once the show has finished.

Bounce at the Park: Brighton Bouncy Castles have contacted the Town Council to seek permission for them to run a 'bounce at the park' session in Chatsworth Park. They bring a large range of inflatables in a netted area to suit most ages up to 12 years old. Everything is run by the company which includes power, staff, first aid, safety signage and they have their own public liability insurance. They will offer us 15% of the total profits. The events working group have agreed this and it has been booked for Tuesday 2nd and Wednesday 3rd August, during the school summer holidays.

3. RECOMMENDATION

I recommend the Committee agree to the 'Bounce at the Park' event and that volunteers are provided for the summer fayre.

4. ENVIRONMENTAL IMPACT

Minimal.

5. FINANCIAL IMPLICATIONS

We have a budget of £1,000 for 2022/23, but we are trying to obtain more sponsorship to cover the summer fayre.