

Clerks Update Report March /April 2019

LIBRARY

Since the decision to fund the library for the three years a few things have changed. On the Friday following the meeting The County Council advised that they were happy to have the lease direct with the volunteer group. This was unexpected, however has many benefits for the Town Council. Things are progressing, but also changing almost daily as the group negotiate with the County Council.

At present the group have made the following decisions:

- To form a CIO (Charitable Incorporated Organisation), in essence this is the modern version of a charity.
- To have the lease direct with The County Council
- To not have the county council computers, thus saving c £6000
- To use mainly their own legal advice, although the lease will be reviewed by the town councils solicitors, this will save the Town Council a significant sum. (final figures are not yet known).

They are currently awaiting details of the lease from ESCC.

COMMONWEALTH TREES

These have now been delivered and planted in the Meadow area with rabbit guards, they are very tiny only around 20cm tall, so the maintenance person will keep an eye on them. However, sadly two have already been taken out/stolen. This has been reported to the police.

TREE AUDIT

All of the Town Council trees have now been audited and the majority of the works completed. There are a few trees to have some works finished in Brightling Road (lopping and crowning). I am currently awaiting a price for one tree at the allotment, which requires a small amount of lopping. The quotation for the reduction in the trees which line the car park at Wannock has now come in and it is £450 +VAT. Unfortunately, this is out of budget and has been added to the financial section as a request to fund this from general reserves. Also, there are some discussions in the buildings and land group about some trees in Brightling which may improve a few areas of the land. There is a request from B&L for this on this agenda.

BANK ACCOUNTS (DEPOSIT)

The first bank account is almost set up some final paperwork needs to be sent back to the town council. There will be more accounts set up in due course, as per the resolution, most are already in hand.

COMMUNITY INTEREST COMPANY POLEGATE WAR MEMORIAL RECREATION GROUND

The company has now been set up and the directors will be meeting shortly to discuss and approve/amend some policies and procedures; set up bank account details and a number of other formalities. The meeting has now taken place to set out the final details of the lease. The working group made the decision to go ahead with the EPC certificates for both buildings following discussions with the solicitor. A disposal will not be necessary, as it remains in the hands of the community (community interest company).

SHEPHAM COMMUNITY BENEFIT FUND WORKING GROUP (FULLY DELEGATED)

Following resolution of the legal issues that arose, the group has now met and allocated this year's (2018/19) funding. A report will be made to the wind farm funders within the next few months in accordance with the agreement. Publicity to the windfarm will be made once photos and details are received back from the beneficiaries. Once the report is finished this will be presented to council for information. The new funding (2019/20) has been received.

HEALTH & SAFETY MANAGEMENT SYSTEM (NEW VERSION)

The new version management system is in place and running alongside the new outlook. This may change in future years to be part of a project management system, but is working well. The draft new Health and safety policy is being tied into the management system to be in compliance with the new standards. Ongoing risk assessments and reviews still continue to be scheduled and merged with the new outlook system. This is working well with staff and is easier to assess. The annual risk assessment (corporate) review (recently approved) is within this system and scheduled annually. However, risk assessments are often reviewed more frequently.

STREET LIGHTING UPDATE

Despite numerous emails, calls and complaints meetings, the latest documentation did not provide the required information. The clerk has now met with another Highways officer and obtained the majority of the paperwork to carry out the contract assessment. The office is in the process of showing the up to date contracts review schedule. It is understood that it is highly unlikely that ESCC would allow the hand back, although nothing has been received in writing. The quotations for the SOX, concrete and metal

replacements were still not sufficient for the town council's purposes. However, further information received mid April may now be enough and the MPAN issues have allegedly now been resolved. (This needs to be checked with USMO). Work is ongoing and these issues will be addressed on the final contract review by Finance.

HIGH STREET TOILETS

Following the lengthy delays, Wealden District Council has agreed to waive the fees for the covenant removal subject to the town council paying the legal costs, which will be kept low. (previously resolved). The District Council has also agreed to keep the clawback to 10% of the sale instead of the 50%, which allows the council to sell prior to October. The contract is already in place for the new toilets. Some legal processes can now go ahead, and the old toilets will shortly be available once the covering letter from Wealden District Council has been received.

IT SYSTEMS

Most of the new systems are now in place, there are a few machines and equipment still to be replaced/adapted, but these have had to wait as it would cause disruption during the end of year accounts, audit and election period. These will continue as soon as practicable.

PLAY AREAS, ENHANCEMENTS AND IMPROVEMENTS

At present the working group is discussing new equipment in the recreation fields. Once the majority has been determined, it is being assessed which should progress under funding PRIOR to the new lease and which would be obtained through grant funding post lease agreement. A plan is being developed for the recreational fields' enhancement alongside a number of different users including youth and adults. The sports groups are involved in their "wish list" which is also being taken into consideration. Some youth groups have been contacted and it is expected that they will have a meet up with the working group in due course. Quotes have been obtained for the potential conversion replacement of the wet pour at Wannock. The basketball backboards have now been replaced and the court is due to be cleaned shortly. The decision is yet to be made on the new location and replacement of the vandalized picnic benches and the police will also be consulted about the best place for these to avoid the same thing happening. The cycle shelter frame has now been removed at Brightling road and the metal panels to replace those vandalized at Brightling Road have now been ordered and received.

OAKLEAF PLAY AREA – NEW PARK

The agreements have now been signed ready for the county council to take back the park in May half term (expected date, but dates may change). The final details are being decided by the county council at present. The play park contractors for the new equipment are waiting for their lead in to manufacture and install the park once the new lease has been issued to the town council.

VANDALISM

There continues to be more vandalism, more notably at present there has been a lot of obscene graffiti in the skate park and the continued destruction of the skate park gate. The most cost-effective solution has been obtained but repair and replacement is time consuming. The sturdier yellow gates that we have at Wannock are good, but would still be subject to the same potential damage but at around £800 each they would not be as cost effective as the current solution. The skate park is on the police area to visit. The younger football club's goals have been vandalized a number of times, they are aware and police reports have been submitted. At Wannock the garage store guttering has been vandalized and the down pipe. A sensor at Wannock was also smashed and destroyed and had to be made safe and repaired.

BULBS – NEW PLANTING

Following the decision to plant bulbs along Pevensey Road these have now been completed. The flower committee has moved the remaining budget to ear marked reserves (delegated) and will be looking at where to plant the next swathe within the licensed areas already obtained.

ITEM 6.

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 25th March 2019 Council Chambers, 49 High Street, Polegate BN26 6AL at 7.30pm

Present: Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, J Portway, D Murray, Mrs M Piper, Mrs S Dobson, S Shing (11)

Not Present: - Mrs C Berry, M Falkner, R Shing, D Shing (4)
3 members of the public

A minutes silence was observed at the beginning of the meeting in respect of CHRISTINE BERRY a previous Town Councillor who died on March 6th after a long illness bravely borne

Minute No.	Subject/Resolution
12646	Opportunity for public comment None
12467	Apologies for absence Mrs C Berry, M Falkner, R Shing, D Shing.
12468	Declarations of interest in any items on the agenda Cllrs S Shing, Ms A Snell, D Murray District Councillors; Cllrs S Shing County Councillor; Cllr D Murray Pevensy & Cuckmere Water Level Management Board (previously given.) Mrs M Piper, D Murray directors of PWMRG CIC.
12469	Mayors Report verbal The Mayor spoke about the civic events that she had attended including You Raise me Up Fundraiser evening on 2 nd March; Bedes Lions Club fundraiser on 3 rd March. She also mentioned that she had given the small grant cheque to PADMEC on 2 nd March which they were most grateful for. The Mayor commented on the Annual town assembly new format and the information would be passed through to the visioning when the new council took their seats. She thanks the staff and councillors who attended.
12470	To approve and adopt the minutes of full council minutes of the meeting on 25th February 2019 and the special full council meeting of 26th January 2019 <u>It was resolved to accept the full council minutes of 25th February 2019 and the minutes for the special full council meeting of 26th February 2019 as a true and accurate record of the meetings. The minutes were signed by the Mayor. VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, J Portway, D Murray, Mrs M Piper, Mrs S Dobson, S Shing.</u>
12471	To adopt the minutes and recommendations of committees a) Personnel Committee minutes of 8th March 2019 <u>It was resolved to adopt the minutes and recommendations of the Personnel committee of 8th March 2019 VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, J Portway, D Murray, Mrs M Piper, Mrs S</u>

	<p><u>Dobson, S Shing</u></p> <p>b) Finance & Policy Committee minutes of 8th March 2019</p> <p><u>It was resolved to adopt the minutes and recommendations of the Finance & Policy committee of 8th March 2019 VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, J Portway, D Murray, Mrs M Piper, Mrs S Dobson, S Shing</u></p>
	<p>Financial Update</p> <p>Councillors commented on the umbrellas from the Mayors fund. The Mayor stated that she had bought them ready for the next year's Remembrance service.</p> <p>a) Approval of payments as presented</p> <p><u>It was resolved to approve the accounts to the value of £ 29,320.66 as presented</u></p> <p>b) Barclaycard Statements – already authorised (delegated) for noting £594.71 (Feb)</p> <p>Noted by all present.</p> <p>c) February Income & expenditure accounts, trial balances, bank reconciliations, Ear Marked Reserves, VAT return, Journals</p> <p><u>Noted by all present and variations approved. VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, J Portway, D Murray, Mrs M Piper, Mrs S Dobson, S Shing</u></p> <p>d) To approve payments from general reserves of any unbudgeted items such as non domestic rates, whilst waiting for the CIC (Community Interest Company) lease to be implemented due to largely the lethargic response from our lawyers dealing with these matters.</p> <p><u>It was resolved to approve payments from general reserves of any unbudgeted items such as non domestic rates, whilst waiting for the CIC (Community Interest Company) lease to be implemented VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, J Portway, D Murray, Mrs M Piper, Mrs S Dobson, S Shing</u></p>
12653	<p>To appoint a council representative for the Polegate Community Library</p> <p><u>It was resolved to appoint Cllr D Watts as representative for the Polegate Community Library VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, J Portway, D Murray, Mrs M Piper, Mrs S Dobson, S Shing</u></p>
12654	<p>Creation of an appeals committee (in compliance with the new complaints procedure)</p> <p><u>It was resolved that the terms of reference (TOR) should include that the councillors will be selected based on whether they have had involvement in the complaint. The TOR should</u></p>

	<p><u>therefore read "any three councillors with no prior involvement in the case." Selection of the tree councillors would be made by the clerk unless the clerk was the object of the complaint and then another member of the office staff would select the councillors based on the above. The clerk would minute the meeting unless the object of the complaint and in that case the committee clerk or other member of office staff would minute the meeting.</u></p> <p><u>The clerk was asked to seek information on SSALC or other training that councillors could attend and ideally only those trained would be able to be on the appeals committee. VOTE All in favour Cllrs Ms A Snell, Mrs W Alexander, B Goodwin, Mrs M Phillips, D Watts, D Dunbar, J Portway, D Murray, Mrs M Piper, Mrs S Dobson, S Shing</u></p>
<p>12655</p>	<p>Dates of the next scheduled meetings</p> <p>The Mayor stated that the 29th April would be the last meeting of tis council before elections.</p> <p>She reminded councillors of the litter pick on 30th and the public information day and how purdah may affect any publicity surrounding the events.</p> <p>Full Council 29th April 2019</p> <p>Full Council 20th May 2019</p> <p>Full Council 24th June 2019</p> <p>Full Council 29th July 2019</p> <p>Full Council 30th September 2019</p> <p>Full Council 28th October 2019</p> <p>Full Council 25th November 2019</p> <p>Full Council 9th December 2019</p> <p>Full Council 13th January 2020 (precept and budget setting)</p>

The meeting closed at 8.09pm

Signed Mayor of Polegate _____

Date _____

Buildings & Land Notes/minutes

22 March 2019 10 am

Present: Cllrs D Murray, Mrs M Piper, Mrs S Dobson, D Watts

1. Apologies for absence – received from Cllrs Ms A Snell; D Dunbar
2. Declarations of interest – Cllrs Mrs M Piper, D Murray directors of the Polegate War Memorial recreation Ground CIC.
3. Moving/replacement of goals – not delegated to the clerk, decision from working group required on whether to accede to the request from cricket and move the goals at the same time as replacing them. (relative scale re moving goals and tennis courts)

Recommendation to full council:

The quotes were discussed and it was agreed to recommend the old goal posts to be removed and disposed of and new ones installed in the new location approximately 10 metres down the field. The quote for £670 was recommended as the best value at half the price of the other two. It was understood that this was due to the fact that the contractor had a set in store.

4. CIC update – CIC set up, lease being redrafted by solicitors expected prior to the meeting, will organise meeting with Roger. (Meanwhile the clerk is taking advice (free) regarding grants, 100% relief of council tax, accounting of the CIC and reports to companies' house).

Noted by all present and that there would be a directors meeting shortly to determine which bank account would be set up and some policies and procedures.

The clerk was asked to contact the solicitors again and arrange a meeting for the following Tuesday.

A quote had been obtained for replacement of the bark chips in Wannock park, replacement with wet pour. This had come in at almost £10,000 and it was agreed that all items would be looked at together, and it was more likely that this could be claimed as a grant under the CIC when the lease was in place.

5. Request from resident to have the old Oakleaf play equipment _delegated to the clerk but would like a discussion with B&L before making a decision. Two main factors to consider
 - a. Free removal but would leave stumps so NOT free
 - b. Issues regarding liability
 - c. No idea of current condition of the wood as has not been checked since the park was closed and it was deteriorating rapidly at that time due to the weather conditions.

It was agreed that there were concerns over the costs involved and the condition of the wooden parts. Some had been repaired as per the schedule and some had been left following the decision

to keep the park closed and not repair/replace any further equipment until the new park was installed. The condition of the equipment now may have deteriorated. The wood was treated and could not be burnt. This item was delegated to the town clerk, and she stated that she would notify the resident that a decision had not yet been made, but that it was unlikely as it would cost the council more to allow them to take it away than if it was cleared by the county council contractor. **Awaiting ESCC. (delegated to town clerk previously in former resolutions)**

6. Basketball courts – recommendation of cleaning the stubborn weeds and assessing the cost. (delegated to clerk, but due to cost would like input/decision from the working group at each stage)

It was agreed that the best way forward would be to have the courts cleaned (the clerk had shown the quotes and the working group agreed that the £350 option was the best quote. The clerk stated that she would go ahead with this, as this had already been delegated to the clerk by full council this could go ahead. Lines would not be replaced and this would allow the clerk to obtain further quotes for the repairs to the court, which at present were estimated to be around £11,500 by one contractor. The backboards had already been purchased and were to be installed the following week. Once the cleaning had been carried out the rest of the repairs could be considered and quotes obtained. (delegated to town clerk from general reserves)¹

7. Brightling Road Youth shelter – repairs options versus replacement or no action due to constant vandalism. (no delegation to clerk, recommendation and decision required by working group)

The clerk presented the costs for a new shelter and the alternatives of Perspex sheeting, metal sheeting and independent Perspex sheeting (non specific manufacturer).

It was agreed that the best vandal proof option would be the metal sheeting. The clerk was asked to look at the prices and replace with the metal sheeting.²

8. Tennis courts – including the relative scale re the goal post move.

The working group looked at the outline area showing the potential locations of the tennis courts. It was agreed that a plan would be made to develop both recreation grounds looking at grant funding and S106 funding.

Other items were discussed such as a new BMX track, new skate park possibly with two areas, one for beginners and one for older and possibly in concrete. Sign posting for the south downs, toilet and cuckoo trail. What each area needed in terms of recreational development. The football (5 a side) consultation was mentioned. Making everyone aware of the areas and the equipment around. A potential new basketball court at Brightling and outdoor gym area. The clerk was asked to find out if there was a BMX association and councillors stated that they would consult with the youth groups that had approached them. The working group discussed a vision for Polegate in particularly recreation and drawing people in who may boost the economy for the shops. There may need to be consultations –

¹ Milhams have been instructed to go ahead at the lower quotation.

² Since the meeting - Metal sheeting has worked out MUCH cheaper. Jason has sourced a couple of options one was much better and under £400. It will be easier to clean graffiti off, less likely to be burnt and damaged and still provide a shelter. Jason has also sourced a rust treating paint suitable.

survey monkey was discussed, meetings at the locations inviting youth and adults to attend. The potential provision of a youth shelter. (purpose built that was vandal resistant. The installation of picnic benches around Brightling road and around the mini railway. Potentially cutting back trees so that it wasn't so "overbearing" Consult with the police on the areas so that it was easy to enforce any anti-social behaviour.

The theft of some of the commonwealth trees was discussed.

A discussion about the possibility of having a composting toilet on the allotments.

a. *Moving of trees to accommodate cricket and tennis?*

As previously resolved the trees had been moved early spring to their new location at the bottom of the field.

Street lighting was also discussed. The clerk had now received an email with some details, but she didn't believe it has the answers to the questions raised. The contract review would be scheduled and the costs to replace some items added on. The clerk stated that she would do a report for ESCC on what had been requested and what had not been provided again.

Buildings & Land Notes/minutes

2 April 2019 10 am

Present: Cllrs D Murray, Mrs M Piper

1. Apologies for absence – received from Cllrs Ms A Snell; D Dunbar, D Watts, Mrs S Dobson, Mrs M Philips
2. Declarations of interest – Cllrs Mrs M Piper, D Murray directors of the Polegate War Memorial recreation Ground CIC.
3. Lease for CIC at Wannock (Polegate War Memorial Recreation Ground.)
4. Mariam Baraki of Hedleys Solicitors attended the meeting. The delays with the lease were discussed and Mariam stated that she would do a new lease and produce that for the town council by the following week and would attempt to get it sent through by Friday 5th April 2019.
 - Fields intrust was discussed and the impact that it would have on the lease – none as it was considered to still be community use.
 - Exclusive rights versus right to use – it was agreed that it would be exclusive but the town council would need to have access rights built in to the lease.
 - Ad hoc rentals were discussed. Mariam stated that this would be easy to accommodate.
 - The income would be going back to the CIC in order that they were self funded. There would be rent and they would also pay the outgoings. As the CIC was establishing a smaller rent would be included and this would increase with a rent review as discussed.
 - Mariam was asked if the granting of a lease was classed as a disposal and would require the appropriate advertisements and legal issues. She stated that it was not as it was a CIC and therefore still community use.
 - The areas to be included in the lease were discussed. The whole buildings but not the garage. The park would be included.
 - Mariam stated that the appropriate insurances, policies, GDPR and procedures would need to be in place and stated that she had examples of these that she would send through to the clerk.
 - Mariam agreed that the lease would include rights for the police and Town Council to use/view the CCTV if required. (although it was more likely that the CIC would do this.
 - Mariam stated that a bank account would need to be set up for the CIC.
 - It was agreed that the lease would include a clause to prevent more than 4 licensed events taking place during the year, although there would be a clause to enable the CIC to apply to the town council for additional ones if considered to be useful to the community.
 - The café would only be able to sell non alcoholic beverages.
 - It was agreed that initially the council may have to store paperwork there but this would be removed in due course.
 - The lease would be for 25 years or 99 with 25 year break clause.
 - The lease would be peppercorn initially to enable the CIC to establish itself.

- It was expected that the CIC would be able to obtain grants to improve the grounds and the clubs to do the same.
- Any changes to the building would need to have prior approval of the town council. (landlords)
- EPC certificates would be obtained and consideration made towards the works that may be required to be carried out prior to the issuing of the lease. Mariam advised that at present this would be for two buildings.
- The CIC and lease would provide that the CIC was responsible for the maintenance of the grounds, field boundaries and buildings, play equipment benches, trees etc.
- It was expected that the CIC apply for rate relief immediately.
- The lease would include the need to provide the outside public toilet there. PTC would fund these initially.
- The garage and public toilets would NOT be included in the lease initially.
- It was advised that PTC/GDPR info ltd could be appointed as the data protection officer for the CIC.
- The rent review would be after 5 years
- Rent would be £1200
- Landlords rights to enter the premises.
- PTC reserves option to maintain CCTV in liaison with the CIC
- Anyone not under the CIC would need to provide public liability insurance

It was agreed (delegated) that the clerk would obtain EPC certificates for both buildings as discussed.
DM, MP (JO)

Mariam left at 10.44am

The working group discussed funding and the need for an enhancement plan for the area. Potentially the trees behind the skate park to be cut back so as not to be so shady¹. Volunteer groups such as woodland trust. Litter pick days.

Items for consideration for Brightling Road and Wannock:

- Fitness trail
- Cricket nets (practice)
- Cricket all weather strip
- Refurb of pavilion and office area
- New BMX provision
- New basketball court
- New tennis court
- Revision/new skate park to include area for beginners – junior area
- BBQ stands
- Picnic benches
- New youth shelter (purpose built to avoid vandalism)

The meeting closed at 11.30am

¹ Clerk to discuss once working group members have looked at the site.

Report for full council 29th April 2019

At the end March wealden District Council contacted the town council with regard to being given £1000 towards litter items. The deadline meant that the clerk had to accept this prior to the year end. The money was then transferred into the PTC bank account.

WDC have requested that the funds be spent on litter and the original campaign was to improve the high street.

Other groups in Polegate were informed by the clerk and representative councillors and a number requested the funds (at short notice) and were also successful.

The funding may be spent on things such as litter picking tools, bags etc as per below:

WDC has also confirmed that this could also be used on bins if required.

I have requested price lists to see if this is more economical to purchase directly with WDC/their suppliers or locally.

The B&L working group has already commissioned a study on bins in the area, along with request and this is also attached for reference. It is important to note that although installation may be covered any bins would incur the additional annual charge.

We already have two separate groups who wish to do further litter picking and both are on town council land.

Full council is requested to make a decision regarding how this funding will be spent as PTC will need to provide a report to WDC by 24th May of council's intention.

There were a couple of suggested options that would be suitable to Polegate town Council

1. Purchase of approximately 50 hoops; 50 HV vests; 100 litter pickers. (one off purchase)

OR

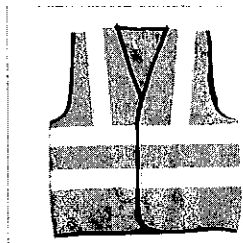
2. Purchase and installation of an additional bin (on going cost per year to be considered)

Community Clean Up Fund

Equipment:



Litter Picker



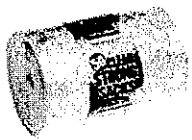
Hi Vis



Gloves (Pair)



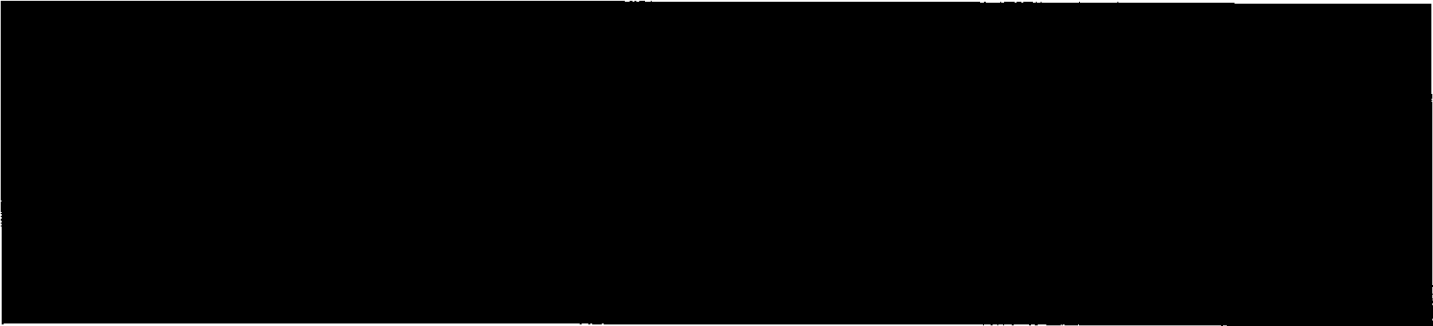
Litter Bag hoop opener



Clear Litter Bags (per roll of 50)



Manual street sweeper (Max 1 per group)



QUOTE

Polegate Town Council
49 High Street
Polegate
East Sussex
BN26 6AL

02/02/2019

Re: Memorial Rec., Wannock Road

The reduction of 6 lime trees within Wannock Road Rec.
Trees reduced in lateral spread by up to 2m.
Crowns raised to 2m.
Crowns thinned by approximately 10%.

*check 2019/20
budget
+ resolution
+ ask for more*

Cost of work:	£ 450.00
VAT @ 20%:	£ 90.00
Total inc. VAT:	£ 540.00

All arising material removed from site.

Need extra budget

*OK
PL*

All work carried out in accordance with BS3998:2010.
Terms and conditions available on request.
Payment due within 30 days of completion.

UTR: 83896 15246
Registered in England: 11340461
VAT Registration No: 297 4663 47

ITEM 9e.

26/03/2019

Polegate Town Council

Page 1

11:04

Journal Detail

User: JO

Date 02/01/2019 Month No: 12 Current Period Journal Ref: 437

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
4059	First Aid	102	Administration	office additional supplies		94.49	
4146	Other Office Equipment	201	Council Offices	office additional supplies	94.49		
Narrative: Bought as additional supplies for events etc (new kits)					Journal Totals	94.49	94.49

Date 02/01/2019 Month No: 12 Current Period

Journal Ref: 436

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
4016	Training Exps Inc course fees	101	Employee costs	Cllrs not staff miscode		120.00
4092	Councillors' training	103	Town Councillors	Cllrs not staff miscode	120.00	
Narrative: Coded to staff instead of councillors training in error.						
Journal Totals					120.00	120.00

ITEM 10.

Jo Ognjanovic

From: [REDACTED]
Sent: 02 April 2019 10:40
To: Jo Ognjanovic
Cc: UK - Project - A27 East of Lewes
Subject: RE: A27 East of Lewes Road Improvement Scheme - Access

Hi Jo,

I have asked around the team and been informed that some of the Polegate drawings were rotated after the first event so that all the drawings were orientated North, however the information presented was exactly the same.

With regards to the survey – the survey team informed that they didn't have time to survey the land in question, so unfortunately cannot provide any survey results.

Apologies for this – please let me know if you need anything else.

Many thanks

[REDACTED]

Tel : 02031165967

WSP House, 70 Chancery Lane, London, WC2A 1AF, UK
wsp.com

[REDACTED]

Jo Ognjanovic

From: [REDACTED]
Sent: 02 April 2019 10:40
To: Jo Ognjanovic
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Subject: RE: A27 East of Lewes Road Improvement Scheme - Access

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[REDACTED]

Tel : 02031165967
WSP House, 70 Chancery Lane, London, WC2A 1AF, UK
wsp.com

[REDACTED]

Jo Ognjanovic

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Many thanks

[REDACTED]

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