

Agenda Item: 8. NOTICEBOARDS
Report to: Community Committee
Date: Wednesday 11th May 2022
Subject: Installation of Noticeboards

Recommendation:

To approve the installation of the five agreed noticeboards.

1. Background

1.1 The Community Committee agreed to fund the installation of five Bexhill-on-Sea town council notice boards to disseminate information to residents. Currently, the town council does not have any formal publication space, although it is attempting to access the board in Devonshire Square following Rother District Council's decision to pass over the key. The committee has discussed that the long term aim is to have a noticeboard in each ward of the parish boundary.

1.2 The first locations agreed:

- a) Penland Wood
- b) Little Common Recreation Ground
- c) Pebsham Recreation Ground
- d) Turkey Rd (Outside the One Stop Supermarket)
- e) The Polegrove

See Appendix 2

2. Ownership

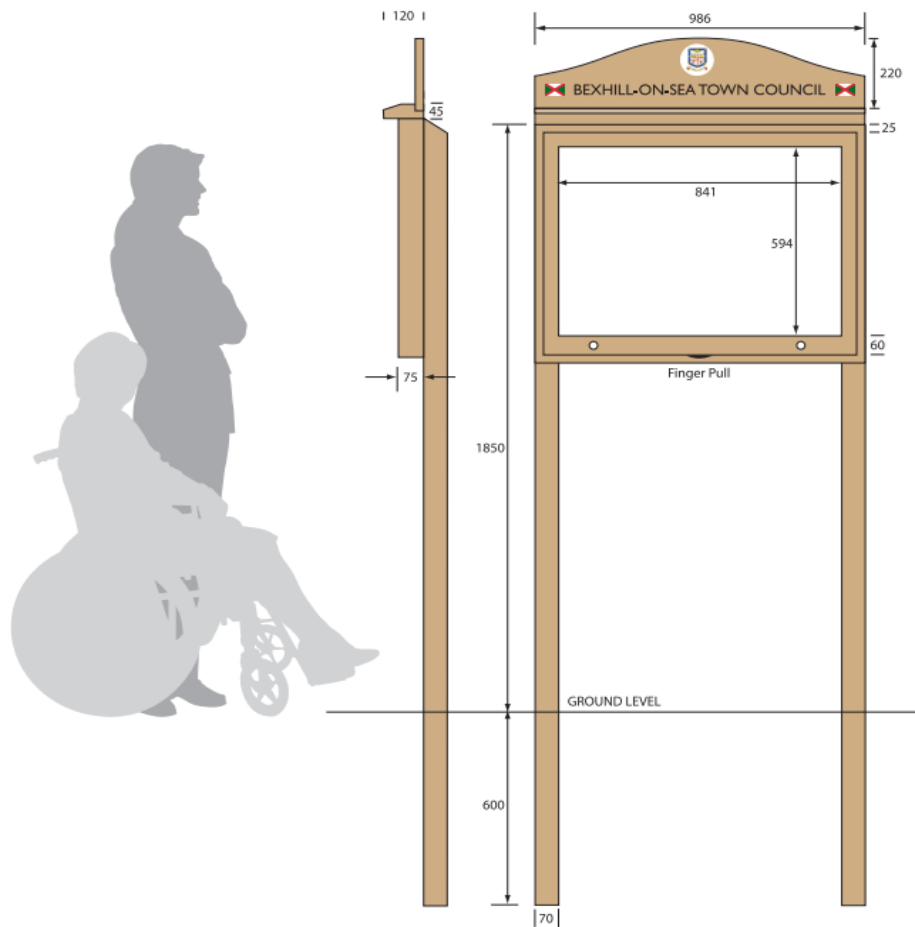
2.1 The land on which the signs are to be located is owned by Rother District Council, except for the land outside One Stop on Turkey Road, which is owned by One Stop.

2.2 Rother District Council has drafted a Memorandum of Understanding (MRU) which lays out the conditions which the town council would need to abide by (See Appendix 3)

2.3 One Stop are responsible for the Turkey road site and, as this is not a franchised store we are awaiting a similar agreement with their Charities and Communities department. The Town Council is responsible for all costs relating to installation of the boards.

3. Board Design

3.1 Following the committee's comments a final design has been prepared for approval. Several quotes have been obtained and the recommended installer design and installation quotation is attached. (Appendix 1). The boards are an 'off the shelf' structure with an option of designing the header piece. Based on members comments a header piece is on the mock-up below.




3.2 Members are minded to note the dimensions of the board at 986mm wide with a display case of 841mm x 594mm.

4. Decisions Required

- a) To approve Memorandum of Understanding with Rother District Council
- b) To approve design and installation of five boards at agreed locations

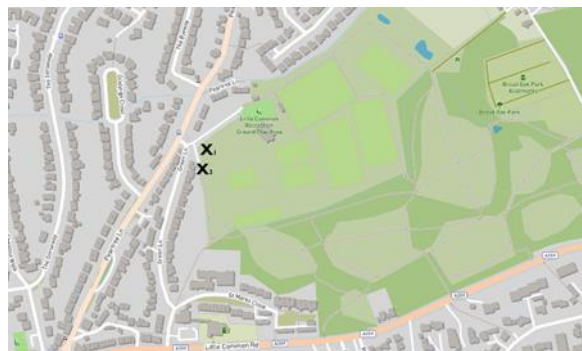
Appendix I

					
Paul Debreczeny Bexhill Town Council TN40		ESTIMATE Ref No. JW18237/2 Dated 03/03/2022 Contact Paul Debreczeny Tel Fax			
Further to your recent enquiry I have pleasure in submitting our estimate as follows:-					
Re : A1 Oak Notice Board					
Item	Qty	Pack	Description	Unit Price	Total
A	5	Unit(s)	Freestanding Notice Board - A1 Single Door - Header Board Ready Window Size: A1 - 841mm x 594mm (8 x A4 sheets) Back board: Magnetic Material: Semi-Seasoned Oak	£1,290.00	£6,450.00
B	5	Unit(s)	Header Board for A1 Single Door Locking Notice Board Size: 986mm in length Font: Gill Sans MT Detail: Full colour printed Insert flags and crest Material: Semi-Seasoned Oak Finish: Light oak stain with single colour infill	£269.00	£1,345.00
C	5	Unit(s)	A1 Anti-Graffiti Laminate to Locking Case window (single door) *Price does not include polycarbonate window	£53.00	£265.00
D	1	Unit(s)	Site Survey of above into hard/soft ground at TN40, price includes risk assessments, method statements and CAT Scanning, further underground service plans may be requested to be supplied by client.	£210.00	£210.00
E	1	Unit(s)	Delivery and installation of above into hard/soft ground at TN40, price is subject to outcome of site survey.	£1,260.00	£1,260.00
					Sub Total £9,530.00
					VAT £1,906.00
					TOTAL £11,436.00

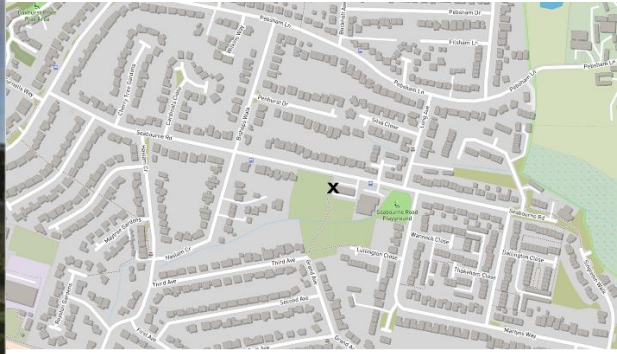
APPENDIX 2 Locations



PENLAND WOOD notice board. Location marked with X



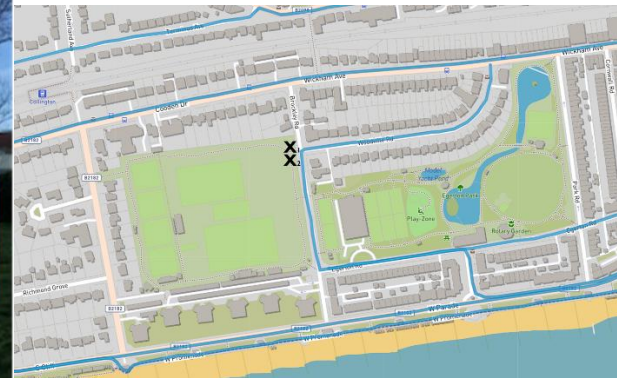
LITTLE COMMON REC notice boards. Location(s) marked with X



PEBSHAM REC notice board. Location marked with X



TURKEY ROAD notice board. Location marked with X



POLEGROVE notice boards. Locations marked with X

APPENDIX 3 Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

INTRODUCTION

This memorandum of understanding establishes a framework for co-operation between Rother District Council and Bexhill on Sea Town Council regarding the installation and maintenance of four noticeboards owned by Bexhill on Sea Town Council but situated on Rother District Council land.

PARTIES TO THE MEMORANDUM

The Memorandum is agreed by the following Councils:

- Rother District Council (RDC)
- Bexhill on Sea Town Council (BoSTC)

KEY POINTS SUMMARY

- BoSTC wish to install four noticeboards on RDC land in the following locations (images highlighting exact locations can be found in Appendix 1):
 - Penland Wood
 - Little Common Recreation Ground
 - Pebsham Recreation Ground
 - Polegrove
- Ownership of the noticeboards will be retained by BoSTC
- BoSTC will liaise with RDC regarding dates for installation to ensure no sports fixtures or community events are impacted
- BoSTC will provide RDC with a risk assessment and method statement prior to installation of the noticeboards
- BoSTC commit to maintaining the noticeboards in good physical condition including but not limited to:
 - Ensuring any paintwork is in good condition
 - Removal of any graffiti in a timely manner
 - Ensuring any rotten timbers are replaced
- Should RDC become aware during routine site inspections that the noticeboards require maintenance, RDC will contact BoSTC to advise
- Should the noticeboards become damaged due to vandalism or poor state of repair, RDC reserve the right to request BoSTC repair, remove, or replace the noticeboards
- Should the noticeboards fall into disrepair and not be repaired, removed, or replaced by BoSTC, RDC reserves the right to remove the noticeboards and bill BoSTC for associated costs

TIMESCALE

The Memorandum of Understanding is intended to run for a five year period from March 2022 but will be reviewed in March 2023 to establish how effective it has been.