

**Polegate Town Council, Council Office, 49 High Street,
Polegate BN26 6AL**

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Minutes of Meeting of the **Buildings and Land** held on **19th September 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:00am.**

PRESENT: Councillors D Murray, D Dunbar, J Keen, S Shing, J Heward, M Piper, A Wood (7)

NOT PRESENT: Councillor D Watts, G Archer (2)

1 member of the public present

MINUTES

13905 Item 1: Opportunity for Public Comment for items on the agenda

The Chair of the Jubilee Nature Reserve (JNR) updated the Councillors on what is happening at the Nature Reserve. They spoke about how the land was overgrown and they have now cleared the front, and the hope is to make it a place where people can meet and that people can have their groups. There has been some new additions to the Jubilee Nature Reserve Group. There is plans to make it more accessible for wheelchair users and hopefully be clear by next April. The Chair of the JNR has had lots of groups interested in going down to the land and is very positive about all the changes that are happening down at the Nature Reserve, they have asked for patience during this time and hoping it will become a thriving Nature Reserve for the people of Polegate.

S Shing suggested they look at the Wealden Councillor Allowance as they'd be eligible for the allowances.

13906 Item 2: Apologies for absence

Apologies from Cllr D Watts and Cllr G Archer

13907 Item 3: Declarations of interest

All Councillors present have an interest in the Jubilee Nature Reserve Land - Item 5, 6, 7 – Non-prejudicial.

13908 Item 4: To approve and adopt the minutes of the Buildings and Land Committee Meetings of 4th June 2025 and 27th June 2025

It was resolved to approved and adopt the Buildings and Land Committee Meeting Minutes of 4th June 2025 and 27th June 2025. VOTE All in favour.

13909 Item 5: To add £2000 to the budget for the Jubilee Nature Reserve Maintenance

It was resolved add £2000 to the budget and cover the extra £3000 from General Reserves for the Jubilee Nature Reserve Maintenance. VOTE all in favour.

13910 Item 6: Motion to create a Jubilee Nature Reserve Working Group

It was resolved to create a Jubilee Nature Reserve Working Group. VOTE all in favour.

13911 Item 7: Jubilee Nature Reserve Update

Standing orders suspended.

The Chair of Friends of the Jubilee Nature Reserve provided an update on the progress of works at the site, noting that a significant area of land has now been cleared. They advised that meeting points have been established, including a designated fire assembly point. The group expressed enthusiasm for the next stages of the project and were pleased with the progress made to date.

It was noted that the aim is to ensure the land is safe before public access is permitted. The group is exploring grant opportunities and plans to improve accessibility to the site in line with the Council's objectives.

Cllr S Shing commented that the work completed so far represents a significant improvement and expressed satisfaction with the progress made.

Cllr M Piper suggested planting woodland daffodils at the entrance, so they flower after the existing snowdrops.

Standing orders reinstated.

The meeting closed at 10:42am

Signed Chair of Meeting _____ Date _____

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Minutes of Meeting of the **Buildings and Land** held on **19th December 2025 in Council Chamber, 49 High Street, Polegate, BN26 6AL at 10:15am.**

PRESENT: Councillors D Murray, D Dunbar, A Wood, J Keen, J Heward, G Archer, S Shing (7)

NOT PRESENT: Councillor M Piper, D Watts (2)

3 members of the public present

MINUTES

13983 Item 1: Opportunity for Public Comment for items on the agenda

A volunteer of the Friends of Jubilee Nature Reserve spoke about Item 5.

The Chair of the Friends of Jubilee Nature Reserve spoke about Item 5.

It was noted by all those present.

13984 Item 2: Apologies for absence

Apologies from Cllr Mrs M Piper, D Watts

13985 Item 3: Declarations of interest

Cllr S Shing – Item 6: Non-prejudicial.

S Shing, J Heward – Item 8 and 11: Non-prejudicial

13986 Item 4: Minutes of the meeting dated 17th October 2025

To resolve that the minutes of the last meeting as circulated on the agenda be confirmed as correct record and signed by the chair.

It was resolved to adopt the minutes of the Buildings and Land Meeting 17th October 2025. VOTE all in favour.

13987 Item 5: Jubilee Nature Reserve

Motion to take the Jubilee Nature Reserve land back under direct Council management and proceed with a structured plan for stewardship, biodiversity enhancement, and public engagement.

It was resolved to take the Jubilee Nature Reserve Land back in house and have a follow up Jubilee Nature Reserve Working Group Meeting to decide on a plan of what the future of the land will be and then bring it back to the Buildings and Land Committee. VOTE all in favour.

13989 Item 6: Grass Cutting for 2026-27:

Motion to decide how many grass cuts Polegate Town Council do a year.

It was resolved that Polegate has 13 cuts in a year including the 2 funded cuts from East Sussex Highways. VOTE 6 for 1 abstention S Shing.

13990 Item 7: Confidential

Buildings and Land Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Land Matters/ Crime and investigations)

It was resolved to go into confidential session as above. VOTE all in favour.

13991 Item 8: Storage Container: Decision on style and contractors

It was resolved to select Company 1 – National Civil Utilities to supply a storage container for the Polegate Community Library book storage and to install it in the car park as discussed at £6,974.20. VOTE all in favour.

13992 Item 9: Brightling Update

Noted by all those present.

13993 Item 10: CCTV Cameras – Upgrade the High Street CCTV Cameras

It was resolved to upgrade the High Street CCTV Cameras and to use £3,528.37 out of general reserves to fund it. VOTE all in favour.

13994 Item 11: Update – Library

Noted by all those present.

The meeting closed at 11:27am

Signed Chair of Meeting _____ Date _____



Long-Term Plan for Polegate Jubilee Nature Reserve

Aim: To place Polegate residents at the heart of the Reserve's development by prioritising community wellbeing, accessibility, and engagement, while supporting nature and biodiversity as an important secondary objective.

1. Constitutional Objectives

1. Support Community Health, Wellbeing and Inclusion (Primary Priority)

Conserve and Enhance Wildlife Habitat

- Provide safe, accessible, and welcoming green space for all residents
- Encourage inclusive participation from people of all ages and backgrounds.
- Prioritise facilities and layouts that improve quality of life and support community connection.

2. Involve Local People in Improvements (Primary Priority)

- Encourage residents to contribute ideas, volunteer, and help shape ongoing improvements.
- Build a strong, active membership and sense of stewardship.
- Ensure the reserve reflects the needs and wishes of local people first.

3. Conserve and Enhance Wildlife Habitat (Secondary Priority)

- Protect and Improve the reserve as a supportive habitat for local wildlife
- Maintain and increase biodiversity through considered management
- Balance nature protection with the needs of Polegate residents

4. Educate the Community

- Raise awareness of local wildlife and environmental issues.
- Promote good conservation practices, especially for young people and community groups.

- Encourage lifelong learning, especially among young people and community groups.

2. Activities That Support These Objectives

A. Publicity & Engagement

- Share information about activities, events, and conservation work.
- Organise nature walks, talks, volunteer sessions, and community events.
- Promote safe and respectful use of the site that puts wildlife first.

B. Practical Conservation Work

- Undertake conservation and land-management tasks with volunteers.
- Work with statutory bodies and partner organisations.
- Collaborate with similar local groups to share knowledge and run joint projects.

C. Operational & Administrative Duties

- Raise funds and manage finances responsibly.
- Maintain transparency around decisions and activities.
- Manage membership and communication effectively.
- Ensure Health & Safety compliance and secure appropriate insurance.
- Take any lawful action needed to fulfil the group's aims.

3. Site Management Approach

The site will be managed as two primary areas: the north, forming the main/front entrance, and the South forming the secondary entrance. The South side will be maintained with minimal intervention to retain its natural, undisturbed character, supporting wildlife and offering residents an opportunity to appreciate a more rural, low-impact landscape.

The South side of the reserve will receive little to no vegetation clearance, ensuring that this area preserves its wildness and ecological value while remaining accessible for quiet enjoyment by residents.

To balance nature conservation with community access, the reserve is managed as three distinct zones:

North – Entrance Area (Community Zone)

- Gathering place for group activities

- Community orchard and potential community garden
- Clear, safe paths
- Rustic seating created from on-site timber

North – Woodland North of Stream (Wildlife-Friendly Zone)

- Retain a natural, wild character
- Defined paths to reduce trampling
- Light-touch management only

South – South of Stream (Protected Zone)

- Minimal intervention
- Single clear path to reduce habitat disturbance

4. Strategic Objectives and Delivery

Objective 1: Conserve the Nature Reserve as a Habitat for Wildlife

Purpose:

To create a sustainable, healthy habitat that supports native species and biodiversity.

The nature reserve will continue to be conserved as a habitat for wildlife, with priority given to supporting local native species and maintaining biodiversity across all management zones.

Ongoing actions include:

- Native tree planting
- Seasonal scrub control
- Maintaining natural nutrient cycles via composting
- Keeping natural materials on site
- Working with wildlife experts on any species-related decisions

5. One-Year Operational Plan (2026)

5.1 Overview of Priorities

Habitat & Site Improvements

- Increase biodiversity through native wildflower planting
- Establish rustic seating and develop the gathering space
- Improve and maintain accessible paths

- Begin a composting system to retain nutrients
- Enhance habitats with minimal disturbance

Community Involvement

- Expand volunteer base and membership
- Begin developing a community garden
- Explore collaboration with PTC allotment waiting list
- Increase public events and educational opportunities

Administration & Funding

- Develop a volunteer plan for each quarter and also one for weekly tasks to allow direction to volunteers
- Secure grants (Shepham, Wealden Cllrs, PTC budget)
- Finalise policies (H&S, Equality & Diversity)
- Obtain insurance
- Strengthen partnership with PTC and other organisations

5.2 Quarterly Plan

Quarter 1 – Jan to Mar

Focus: Foundations, preparation, early site work

Habitat & Site Work

- Identify areas for native wildflower seeding
- Clear gathering-place and agree seating layout
- Begin path marking and light maintenance
- Start compost heap/bin construction

Community & Engagement

- Launch volunteer recruitment
- Meet with PTC to discuss community garden/allotment link
- Plan spring/summer events

Administration & Funding

- Finalise H&S and E&D policies

- Obtain site insurance
- Prepare grant documentation
- Apply for:
 - Shepham Community Fund (£2,000)
 - Wealden District Councillor Fund (£5,000)
 - PTC Maintenance Budget (up to £5,000)

Quarter 2 – Apr to Jun

Focus: Planting, development, early public events**

Habitat & Site Work

- Plant native wildflowers
- Install Seating
- Install bug hotels
- Continue composting and mulching

Community & Engagement

- Early-spring nature walks and species ID sessions
- “Taster” volunteer sessions
- Contact schools for summer visits
- Explore community garden pilot options

Administration & Funding

- Start monitoring biodiversity and footfall
- Follow up grant applications

Quarter 3 – Jul to Sep

Focus: Events, deeper engagement, summer conservation work**

Habitat & Site Work

- Monitor wildflower success and plan autumn reseedling
- Continue path and stream-edge maintenance
- Explore autumn/winter tree planting options

Community & Engagement

- Run summer Open Day and nature activities
- Involve groups: Scouts, art groups, youth groups, learning-disabled groups
- Trial community garden/allotment volunteer system

Administration & Funding

- Mid-year fundraising review
- Prepare groundwork for Grow Wild (Kew Gardens) 2027 grant

Quarter 4 – Oct to Dec

Focus: Review, winter works, preparing for next year**

Habitat & Site Work

- Plant native trees
- Reseed wildflower areas where needed
- Review and improve seating area
- Increase winter work parties

Community & Engagement

- Autumn/Winter wildlife sessions
- Review community garden pilot & plan 2027 rollout
- Prepare AGM and annual report

Administration & Funding

- Plan applications for:
 - Grow Wild 2027 (£2,000)
 - Grow Wild 2028 (£500 follow-up)
- Conduct annual reviews (safety, finance, insurance)
- Set priorities for next year

5.3 Summary Table

Quarter	Key Habitat Work	Community & Education	Administration & Funding
Q1	Prep areas; seating & compost	Volunteer drive; garden talks	Policies, insurance, grants (£2k/£5k/PTC)

Q2	Wildflower planting; seating	Spring events; school links	Monitoring; grant follow-ups
Q3	Habitat monitoring	Open Day; groups; garden trial	Grow Wild 2027 prep
Q4	Tree planting; reseeding	AGM; community garden review	Grow Wild applications

6. Grants Overview

To apply for in 2026

Grant	Amount	Purpose
Shepham Community Fund	£2,000	Tools, wildflowers, materials, seating
Wealden District Councillor Fund	£5,000	Orchard, accessible paths, infrastructure
PTC Maintenance Budget	up to £5,000	Ongoing site maintenance

Future Grants

Grant	Amount	Year	Purpose
Grow Wild – Kew Gardens	£2,000	2027	Wildflowers, signage, creative nature projects
Grow Wild Follow-up	£500	2028	Expansion of previous work

If members wish to create a rose-themed area or undertake rose planting, this would be an appropriate project to fund through a Councillor Ward Budget Grant from Wealden District Council.

7. Ongoing Priorities & Foundations (from Original Plan)

A. Habitat Management

- Keep natural material on site (mulch, compost, dead hedging)
- Reuse cut wood for edging for dead hedge along the culvert
- Manage scrub seasonally
- Introduce native species and some non-native species
- Plant hedging along the metal fence to improve screening and biodiversity. Level uneven ground and redistribute surplus soil to improve wetter areas or help raise the stream bank where appropriate.
- Work with wildlife experts on any sensitive decisions
- Keep a controlled area of nettles
- Clear brambles and overgrowth along the left-hand side to create a larger open space. Once cleared, review whether the current seating arrangement remains suitable. Any new seating or tables should be constructed from concrete or other weather-resistant materials, including a stable base for an umbrella or parasol.
- Clear overgrowth around the two larger trees. If space allows, this area could also accommodate durable seating constructed from concrete or other weather-resistant materials.



Dead Hedge

B. Ecological Monitoring

- Seasonal surveys of flora and fauna
- Tracking habitat condition
- Maintaining simple ecological records

8. Community & Education Priorities

- Quarterly newsletters
- Noticeboard updates
- Collaboration with schools, clubs, scouts, youth groups
- Nature walks, ID sessions, event days

- Participation in Polegate Festival
- Educational signage and speakers
- A small community garden will be developed as a space for quiet contemplation and gentle community activities. Works will include site clearance, grass sowing, hedge planting, installation of appropriate seating, and provision of a secure storage shed to support ongoing care of the space.

9. Collaboration & Joint Working

Key partners include:

SWT, WT, Sacred Earth, Strandliners, ENHAS, local schools, community groups, Polegate Town Council.

Coordinated working parties remain central to site management.

10. Infrastructure & Practical Management

- Maintain tool inventory & apply for equipment grants
- Explore installation of storage shed (with PTC approval)
 - A carpenter should be invited to assess whether the existing metal shed can be repaired or extended. If it is deemed beyond economic repair, the Working group supports removing it and relocating a replacement shed to the area near the railway line.
 - The wooden shed affected by the rot should also be assessed by a carpenter. If repair is not viable, the Working Group supports replacing it and relocating a new shed to the corner area near the stream.
- Regular litter picking & safe disposal
- Continue exploring feasibility of a bridge at the far end
- Maintain good relationships with Southern Water & Environment Agency
- Opening and closing site on daily basis
- Where appropriate, seating and tables in low-intervention or contemplative areas should be constructed from timber to maintain a natural aesthetic in keeping with the landscape.
- The main gate should be re-levelled to ensure safe and accessible for all users.

11. Administrative Strengthening

- Strong committee (up to 10 members)
- Clear policies: Health & Safety, Equality & Diversity, Transparency

- Responsible financial oversight & annual reporting
- Close partnership with PTC as landowner

12. Long-Term Vision

- A thriving, biodiverse reserve with protected zones
- Safe, regular public access
- A flourishing orchard and community garden
- Intergenerational community learning
- Strong ecological corridors
- A respected, well-organised volunteer group
- A balance of public enjoyment and wildlife protection
- Explore a local business sponsorship scheme – allowing supportive Polegate businesses to contribute to conservation work in return for small “Thank you” acknowledgements on site or in group communications. This may include discreet signs on the metal fence, visible to people walking past the reserve.
- Nature information boards



Information Boards

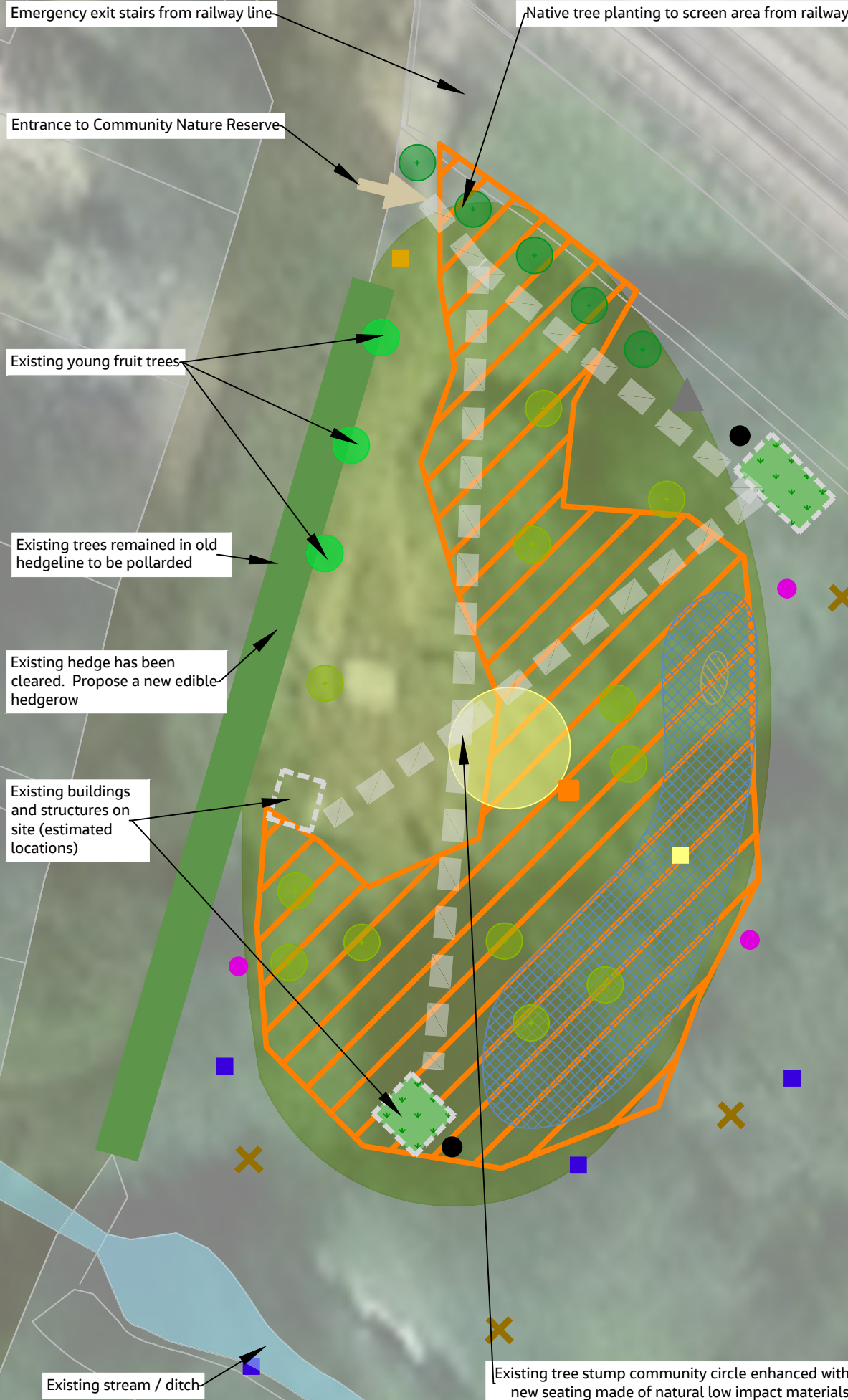
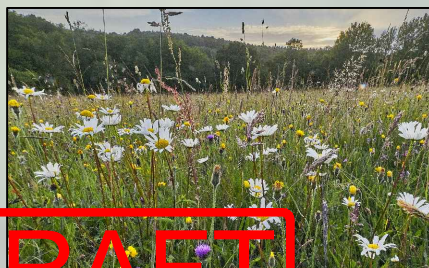
Notes

Clearance of Existing Brambles

Permaculture bramble-clearing focuses on working with natural processes by repeatedly cutting back the top growth, suppressing regrowth with heavy mulching, and gradually shading the area with fast-growing trees, shrubs, and groundcovers so the brambles lose vigour over time. Thick mulch layers (cardboard plus woodchip), chop-and-drop maintenance, and planting competitive species help exhaust the root system without chemicals, while only minimal root-crown removal is used where necessary to avoid damaging soil structure. Over several seasons, the combination of shade, suppression, and ecological succession naturally reduces brambles and transforms the area into a productive, self-maintaining system.

Community and Educational Features

- Improved community circle that is welcoming and low impact environment that supports people and wildlife using natural material designed to encourage communal gathering, education and minimise disturbance. The central space will link the existing paths to provide accessibility through the nature reserve.
- Accessible paths through the nature reserve will be redefined / enhanced with wood chips to create larger areas of habitat.
- Interpretation boards explaining wildlife, habitats, conservation actions.
- Communal edible planting will be implemented.



Notes

Wildlife Habitat Features

- Retained natural features including mature trees
- Improved biodiversity in Area 2 - an area of wildflower seeding and community orchard (diversifying the existing fruit trees on site).
- Bird and bat boxes, insect hotels and habitat piles
- Improved habitats for pollinators including bee banks, bee hives and pollinator friendly planting

Sustainability and Climate_Positive Features

- Green roofs on existing buildings to boost habitat areas
- Composting and soil_improvement stations for community use or wildlife_friendly gardening initiatives.
- Water butts



Existing features

- Areas of overgrown brambles (approx. location)
- Structures
- Access track
- Stream
- Newly planted trees (approx. location)
- Sign

Proposed features

- Area 1
- Area 2
- Edible hedge planting
- Pollinator friendly planting
- Native tree planting
- Fruit trees
- Habitat piles
- Insect / bug hotels
- Bat / bird box
- Bee hives
- Bee bank
- Green roofs
- Water butt
- Compost area / heap
- Realigned paths
- Interpretation board

Rev	Rev. Date	Purpose of revision	Drawn	Checked	Rev'd	Appr'd
P01.1	2026-03-23	First Revision	---	---	---	---

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Client
East Sussex County Council

Project
East Sussex County Council
A22 Corridor Design

Drawing title
**Polgate Jubilee Nature Reserve
Outline Proposals Plan**

Drawing status
50 - Work in progress

Scale	N/A @ N/A	DO NOT SCALE
Jacobs No.	RM616509	
Client no.		

Drawing number	RM616509-JAC-ELS-04_GR-DR-L-0007	Rev	P01.1
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POLEGATE



Item 6: Wannock Noticeboard Replacement:

Members are asked to note the following quotations received for the replacement noticeboard at Wannock:

Timber-effect (recycled composite) noticeboard

A quote has been received for a replacement noticeboard made from a man-made timber, constructed from recycled plastic composite. The expected lifespan of this type of noticeboard is approximately 15–25 years or more.

Re : PD6A4 2-bay 6A4 Man-made Timber Noticeboard for Wall Mounting

Item	Qty	Ref Code	Description	Unit Price	Total
A	1	PD6A4	Two Bay 6 x A4 Landscape Man-Made Timber Noticeboard (O/a size 1624mm wide x 760mm high) Both Bays Poly Glazed/Lockable	£1,214.10	£1,214.10
B	1	PHDA4	Header For Two Bay 6A4 Landscape or 9A4 Portrait Man-Made Timber Noticeboard, Straight Pattern 95mm	£87.26	£87.26
C	1	LOGOP/C	Full Colour Logo for MmT Board printed on White vinyl (from ready to use artwork provided by client)	£61.50	£61.50
D	19	SLP	Signwriting for MmT headers, Cost per character in vinyl lettering. Polegate Town Council Times or Arial font ? White, Black or Gold vinyl ?	£3.50	£66.50
E	1	DELPD6A4	Carriage Two Bay 6A4 MmT Noticeboard	£103.45	£103.45
				Sub Total	£1,532.81
				VAT	£306.56
				TOTAL	£1,839.37

Aluminium noticeboard

A separate quote has been received for an aluminium replacement noticeboard. The expected lifespan is approximately 10–20 years, although this may vary depending on factors such as location, exposure to weather, and level of use.

Please see below for a quote for an aluminium replacement for Wannock – the lifespan would be around 10-20 years although this depends on factors e.g. location, exposure and level of use.

Re : Aluminium AF30/DA1 Noticeboard for Wall Mouunting

Item	Qty	Ref Code	Description	Unit Price	Total
A	1	AF30/DA1/GREEN	AF30 Aluminium Noticeboard Double Bay A1 Portrait Side Hinge O/A size 1400 wide x 1050 high x 30mm, 4mm Plexichoc Glazing (Back Panel White Internal & Light Grey External) Powder-coated RAL6005 Green Supplied with 16 x 20mm Magnetic Discs in White (as MD2/AF)	£691.81	£691.81
B	1	LOGOAF/C	Full Colour Logo for AF Board printed on White vinyl (from ready to use artwork provided by client)	£61.50	£61.50
C	1	ITEM	External Header Panel for AF30/DA1 Noticeboard, Bow pattern (295mm high), Powder-coated RAL6005 Green	£107.64	£107.64
D	1	SLH	Signwriting, Cost per Header in vinyl lettering. Times or Arial font in Gold or White vinyl: Polegate Town Council	£59.81	£59.81
E	1	DELA30/DA1	Carriage AF30/DA1 Noticeboard	£61.25	£61.25
				Sub Total	£982.01
				VAT	£196.40
				TOTAL	£1,178.41

POLEGATE



Item 7: Brightling Road Leisure Ground

Members are asked to consider the installation of a noticeboard at Brightling Road Recreation Ground. It has been suggested that the noticeboard could be shared, with one side used for council information and the other for community notices. Any community use would remain under the control of the Council.

This approach would be similar to the noticeboard at the Cuckoo Trail, which has generated regular interest from residents and local groups wishing to display information about clubs and community activities.

A quotation for the Brightling Road noticeboard is attached for Members' consideration.

The noticeboard would be fitted with flexiglass, which is more resistant to vandalism than standard glazing and in green not blue.

Re : Aluminium AF30MD/D6A4 Decorative Noticeboard (single sided)

Item	Qty	Ref Code	Description	Unit Price	Total
A	1	AF30MD/D6/PC	AF30 Multi-Bay Kit for 2 x AF30/6A4 single sided with Decorative 76mm diameter x 2500mm aluminium posts with Gothic Finial, Base & Collar, Powder-coated RAL6005 Green	£1,617.96	£1,617.96
B	1	HEAF30M/DA6B	External Header for AF30 Multi-Double Bay A6 Noticeboards Bow pattern (200mm high) Powder-coated RAL6005 Green	£137.92	£137.92
C	1	LOGOAF/C	Full Colour Logo for AF Board printed on White vinyl (from ready to use artwork provided by client)	£61.50	£61.50
D	1	SLH	Signwriting, Cost per Header in vinyl lettering. Times or Arial font ? White or Gold vinyl ? Brightling Road Leisure Ground	£59.81	£59.81
E	2	AF30/6A4/GREEN	AF30 Aluminium Noticeboard 6A4 Side Hinge O/A size 750 wide x 750 high x 30mm, 4mm Plexichoc Glazing (Back Panel White Internal & Light Grey External) Powder-coated RAL6005 Green Supplied with 6 x 20mm Magnetic Discs in White (as MD2/AF)	£264.62	£529.24
F	1	DELA30M/D6S	Carriage Multi-Bay 2 x AF30/6A4 single sided with Header & Posts	£103.45	£103.45
				Sub Total	£2,509.88
				VAT	£501.97
				TOTAL	£3,011.85



