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Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 3rd September 2024 at 7:30pm.

Present: Cllr Sharkey (Chair), Cllr Griffiths, Cllr Evans, Cllr Gallagher, Cllr Fabry, Cllr Studd, Cllr Donovan, Cllr Seabrook.

Officers: Kevin Bray (Parks Officer), Zoe Polydorou (Meetings & Projects Officer).

2 members of the public were in attendance.

LA933 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed members, and went through the building fire procedures, asked that phones be put onto silent, and informed everyone that the meeting was being recorded. The Chair then informed the Committee of the following:

- ArtWave Festival beginning this Saturday 7th September at the Friendship Centre, Mayfield Avenue, and then the following 2 weekends both Fridays and Saturdays, finishing on the 21st September.
- Cinema Wednesday 18th September – Fly me to the Moon
- The Mayor’s Quiz Night on Friday 20th September – With proceeds in aid of the Peacehaven Community Supermarket
- That works were taking place at the Dell playground, installing new inclusive play equipment which had been funded by section 106 contributions.

LA934 PUBLIC QUESTIONS.

Members of the public may ask questions on any relevant L&A matter.

There was 1 public question. The resident expressed concern over the state of The Oval due to the lack of grass cutting, which has meant that it has not been used because of the issues with the overgrown grass, including ticks, dog mess, and rats. It was described as being a waste of a community space, and no longer a nice environment, and it was requested for the rewilding decision was reversed.

The Chair thanked the member of public.

LA935 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from Cllr Ashby-Parkin.

LA936 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were 0 declarations of interest.

LA937 TO ADOPT THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 18TH JUNE 2024

Cllr Fabry requested clarification of what the ‘items’ stated were.
The Meetings & Projects Officer agreed to look into this.

Proposed by: Cllr Griffiths Seconded by: Cllr Studd
The Committee **resolved** to **adopt** the minutes.

LA940 TO DECIDE THE OVAL GRASS CUTTING SCHEDULE REVIEW

The Chair introduced the report. There was general discussion and appreciation of the issues that the resident had described during public questions, and there was concern with there being only 2 choices, and suggested leaving some area cut and some not.

The Parks Officer explained it used to be cut around 10-12 times a year, and would be cut in the next couple of weeks.

The report below was then considered in conjunction with this item.

LA 946 TO DISCUSS ACCESSIBILITY TO THE OVAL PARK

Cllr Seabrook introduced the report.

It was proposed to agree to the recommendations in the report.

Proposed by: Cllr Seabrook Seconded by: Cllr Griffiths

The Committee **resolved** to **agree** to this proposal.

The Parks Office confirmed that none of the gates are accessible, and those discussions can take place in the TFG. TFG members were confirmed as: Cllr Griffiths, Cllr Studd, Cllr Evans, the two members of the public, and to invite Cllr Ashby-Parkin, Cllr Alexander and his wife.

LA938 TO NOTE BUDGET UPDATE

Cllr Seabrook queried the changing places cost, whereby the Parks Officer explained the issue with there having been several faulty locks.

The budgetary report was **noted**.

LA939 TO NOTE ACTION PLAN

20:02 – The 2 members of the public left.

Cllr Gallagher suggested the members of the greenspaces infrastructure audit to be inputted as Cllr Fabry, Cllr Ashby-Parkin, Cllr Gallagher, Cllr Sharkey.

Cllr Donovan queried if the OVCA item was now being taken forward, whereby the Parks Officer suggested referring this to the Town Clerk.

Cllr Gallagher expressed that a public consultation needs to be carried out with regards to the Hub.

The Parks Officer explained details of plan for The Hub and that it will go to Full Council, possibly with a TFG set up.

The action plan was **noted**.

LA941 TO DECIDE TREE WORKS REQUEST, FOXHILL

Members discussed possible financial and tree works contributions from residents, and reviewing the current policy.

It was proposed to carry out the tree work as per the report.

Proposed by: Cllr Gallagher Seconded by: Cllr Fabry

The Committee **resolved** to **agree** to this proposal.

5 members voted in **favour** of the proposal.

2 abstained.

LA 942 TO NOTE ALLOTMENT UPDATE

The Chair queried whether this item could fall into Confidential.

The Parks Officer read out the Town Clerk's response with regards to confidential items, which summarised that it would not.

There was general discussion about liaison officers and an allotment complaint.

The verbal update was **noted**.

LA 943 TO NOTE THE COMPLAINTS LOG

Cllr Griffiths explained that LDC would like to contribute to the bench's repair.
The complaints log was noted.

LA 944 TO NOTE OVESCO WORKSHOP UPDATE

Cllr Sharkey explained she did not attend the meeting, but that Cllr Harman did.
Cllr Gallagher introduced the report and expressed it was a major opportunity to carry out decarbonisation of PTC assets (buildings).
The update was **noted**.

LA 945 TO NOTE BUSINESS PLAN

The Chair introduced the report.
Cllr Gallagher explained a lot of this was to do with the NDP and the Green Infrastructure plan.
The business plan was **noted**.

Cllr Fabry mentioned the access measurements in the Appendices for the Oval park were too narrow, and should be looked into.

LA 947 TO AGREE AND APPROVE THE CENTENARY PARK MAIN SIGN

The Meetings & Projects Officer explained the report.
It was proposed that the Meetings & Projects Officer proceed with the signage.

Proposed by: Cllr Evans Seconded by: Cllr Studd
The Committee **resolved** to **agree** to this proposal.

LA 948 TO NOTE REPORT FROM PARKS SIGNAGE TFG

The Meetings & Projects Officer introduced the report.
The report was **noted**.

LA 949 TO NOTE GREEN INFRASTRUCTURE PLAN UPDATE

Cllr Gallagher expressed that it would be good to have a support officer involved so that a future report can be brought to Committee.
The report was **noted**.

LA 950 TO NOTE HOWARD PARK PHASE 2 TFG REPORT

The Meetings & Projects Officer summarised the report.
Cllr Donovan suggested West Ward councillors as weeding volunteers.
The report was **noted**.

LA 951 TO NOTE THE FOOTBALL CLUB 3G PROJECT UPDATE

The Parks Officer summarised the report.

The update was **noted**.

LA 952 VERBAL UPDATES FOR TASK AND FINISH GROUPS

- i. Parks Signage
- ii. Green Spaces Infrastructure
- iii. Howard Park Phase 2
- iv. Car Parking Options at Centenary Park

No further updates.

LA 953 TO CONFIRM DATE OF NEXT MEETING AS THE 29TH OCTOBER 2024

The next meeting was confirmed as 29th October 2024.

There being no further business the meeting ended at 20:55.

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 959
Meeting date:	20 th October 2024	Authors:	Parks officer
Subject:	Budget Update		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

Each year the L&A committee in conjunction with the finance officer and parks officer agree a budget for running the amenity areas owned by PTC, this includes a forecast on the income expected to be paid.

The budget update shows income and expenditure to date against the budget set.

2. Options for Council

If you have any questions that need answering, could you please email them to the financeofficer@peacehaventowncouncil.gov.uk and she will endeavour to do so for you.

3. Reason for recommendation

The committee are expected to keep informed on the usage of the budget.

4. Expected benefits.

- a. The community
- b. The environment
- c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Budget use
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

Detailed Income & Expenditure by Budget Heading 22/10/2024

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 <u>Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	5,950	6,600	650		650	90.2%	
4203 Fuel	3,945	5,500	1,555		1,555	71.7%	
4204 Road Fund License	50	600	550		550	8.3%	
4305 Uniform	637	900	263		263	70.7%	
Grounds Team General Exp :- Indirect Expenditure	10,582	13,600	3,018	0	3,018	77.8%	0
Net Expenditure	(10,582)	(13,600)	(3,018)				
310 <u>Sports Park</u>							
1025 Rent & Service Charge	5,418	3,645	(1,773)			148.6%	
1039 S/P Cats	200	0	(200)			0.0%	
1041 S/P Telephone Masts	6,383	6,383	0			100.0%	
1043 S/P Football Pitches	3,528	3,000	(528)			117.6%	
1060 Water Usage	507	0	(507)			0.0%	
1061 S/P Court Hire	801	2,500	1,700			32.0%	
Sports Park :- Income	16,837	15,528	(1,309)			108.4%	0
4111 Electricity	525	6,500	5,975		5,975	8.1%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	469	500	31		31	93.8%	
4161 Cleaning Costs	7,463	10,800	3,337		3,337	69.1%	
4164 Trade Refuse	1,649	3,000	1,351		1,351	55.0%	
4171 Grounds Maintenance Costs	9,383	10,000	617		617	93.8%	6,512
Sports Park :- Indirect Expenditure	21,585	33,145	11,560	0	11,560	65.1%	6,512
Net Income over Expenditure	(4,748)	(17,617)	(12,869)				
6000 plus Transfer from EMR	6,512						
Movement to/(from) Gen Reserve	1,764						
315 <u>Big Park</u>							
1103 Big Park Repairs	0	0	0			0.0%	32,564
Big Park :- Income	0	0	0				32,564
4101 Repair/Alteration of Premises	3,824	4,000	176		176	95.6%	3,092
4102 Maintenance of Buildings	105	500	395		395	21.0%	
4111 Electricity	472	500	28		28	94.5%	
4112 Gas	137	500	363		363	27.3%	
4121 Rents	11,010	15,000	3,990		3,990	73.4%	
4131 Rates	6,052	5,240	(812)		(812)	115.5%	
4166 Skip Hire	580	1,000	420		420	58.0%	

Detailed Income & Expenditure by Budget Heading 22/10/2024

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4173 Fertilisers & Grass Seed	2,295	4,800	2,505		2,505	47.8%	2,295
4303 Machinery Mtce/Lease	1,751	3,500	1,749		1,749	50.0%	593
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	26,226	35,625	9,399	0	9,399	73.6%	5,981
Net Income over Expenditure	(26,226)	(35,625)	(9,399)				
6000 plus Transfer from EMR	5,981						
6001 less Transfer to EMR	32,564						
Movement to/(from) Gen Reserve	(52,809)						
316 Gateway Cafe							
1025 Rent & Service Charge	4,908	9,179	4,271			53.5%	
1111 Electricity	4,271	10,000	5,729			42.7%	
Gateway Cafe :- Income	9,179	19,179	10,000			47.9%	0
4101 Repair/Alteration of Premises	683	2,500	1,817		1,817	27.3%	
4111 Electricity	2,118	10,000	7,882		7,882	21.2%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	478	1,500	1,022		1,022	31.8%	
4326 Telephones	50	972	922		922	5.1%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	3,329	17,012	13,683	0	13,683	19.6%	0
Net Income over Expenditure	5,850	2,167	(3,683)				
330 Parks & Open Spaces							
1044 Hire of the Dell	3,885	5,500	1,615			70.6%	
1050 Allotment Rent	182	2,600	2,418			7.0%	
1104 Open Spaces Improvements	18,694	0	(18,694)			0.0%	18,694
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	22,861	8,100	(14,761)			282.2%	18,694
4050 Allotment Costs	1	1,000	999		999	0.1%	
4104 Vandalism Repairs	159	1,500	1,341		1,341	10.6%	
4105 Tree Works	0	3,500	3,500		3,500	0.0%	
4106 Signage	(500)	0	500		500	0.0%	
Parks & Open Spaces :- Direct Expenditure	(339)	6,000	6,339	0	6,339	(5.7%)	0
4101 Repair/Alteration of Premises	24,264	5,000	(19,264)		(19,264)	485.3%	24,264
4141 Water Services	2,597	5,000	2,403		2,403	51.9%	
4164 Trade Refuse	234	500	266		266	46.8%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	

Detailed Income & Expenditure by Budget Heading 22/10/2024

Month No: 7

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4171 Grounds Maintenance Costs	1,773	4,000	2,227		2,227	44.3%	
4301 Purchase of Furniture/Equipmen	(79)	2,500	2,579		2,579	(3.2%)	
Parks & Open Spaces :- Indirect Expenditure	28,789	22,000	(6,789)	0	(6,789)	130.9%	24,264
Net Income over Expenditure	(5,589)	(19,900)	(14,311)				
6000 plus Transfer from EMR	24,264						
6001 less Transfer to EMR	18,694						
Movement to/(from) Gen Reserve	(19)						
355 The Hub							
1084 Sports Pavilion	12,278	17,319	5,041			70.9%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	270	270	0			100.0%	
1303 Water Charges	75	150	75			50.0%	
1355 Wifi	88	210	123			41.7%	
The Hub :- Income	12,710	18,219	5,509			69.8%	0
4175 Music Licence	514	500	(14)		(14)	102.8%	
The Hub :- Direct Expenditure	514	500	(14)	0	(14)	102.8%	0
4103 Annual Servicing Costs	323	2,500	2,177		2,177	12.9%	
4111 Electricity	928	3,000	2,072		2,072	30.9%	
4112 Gas	0	3,000	3,000		3,000	0.0%	
4171 Grounds Maintenance Costs	1,178	2,000	822		822	58.9%	
4326 Telephones	68	0	(68)		(68)	0.0%	
4355 Wifi	0	420	420		420	0.0%	
The Hub :- Indirect Expenditure	2,496	10,920	8,424	0	8,424	22.9%	0
Net Income over Expenditure	9,700	6,799	(2,901)				
Grand Totals:- Income	61,587	61,026	(561)			100.9%	
Expenditure	93,180	138,802	45,622	0	45,622	67.1%	
Net Income over Expenditure	(31,593)	(77,776)	(46,183)				
plus Transfer from EMR	36,756						
less Transfer to EMR	51,258						
Movement to/(from) Gen Reserve	(46,095)						

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Community House,
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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 960
Meeting date:	29 th October 2024	Authors:	Finance officer/ Parks officer
Subject:	To discuss the Draft budget for 2025		
Purpose:	To discuss and make recommendations for the 2025/26 budget		

Recommendation(s):

To discuss and make recommendations for the 2025/26 budget

1. Background

Each year all committees are asked to review the Draft budget recommendations sent out by the finance officer after consultation with all chairs of committee and officers.

2. Options for Council

To discuss and make recommendations for the 2025/26 budget, this to include any proposed spending on projects for the next year. This needs to be as accurate as possible to avoid over or under spending.

3. Reason for recommendation

The budget needs to be finalised by December 2024

4. Expected benefits

a. The community

The budgets will help set next year's precept costs for the residents of Peacehaven.

b. The environment

c. Other

5. Implications

5.1 Legal	
5.2 Risks	Setting an incorrect budget will impact the general reserve.
5.3 Financial	To set next years budget
5.4 Time scales	By December 2024
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

LEISURE, AMENITIES & ENVIRONMENT

300 Grounds Team General Exp

4202	Repairs/Maintenance of Vehicle	6,600	7,000	6.1%
4203	Fuel	5,500	5,500	0.0%
4204	Road Fund License	600	600	0.0%
4305	Uniform	900	1,000	11.1%
	Grounds Team: Expenditure	13,600	14,100	3.7%

Net Expenditure over Income

		13,600	14,100	3.7%
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310 Sports Park

4111	Electricity	6,500	3,000	-53.8%
4131	Rates	2,345	2,345	0.0%
4160	Changing Places	500	600	20.0%
4164	Trade Refuse	3,000	3,000	0.0%
4011	Groundsteam Training	0	2,000	#DIV/0!
4171	Grounds Maintenance Costs	10,000	10,000	0.0%

need to re-examine every three years

Sports Park: Expenditure

		22,345	20,945	-6.3%
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1025	Rent & Service Charge	3,645	3,645	0.0%
1041	S/P Telephone Masts	6,383	6,383	0.0%
1043	S/P Football Pitches	3,000	3,000	0.0%
1061	S/P Court and MUGA Hire	2,500	0	-100.0%

Maintenance charges removed due to county pitch being 3G

Sports Park: Income

		15,528	13,028	-16.1%
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Net Expenditure over Income

		6,817	7,917	16.1%
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315 Big Park

4101	Repair/Alteration	4,000	5,000	25.0%
4102	Maintenance of Unit 14	500	500	0.0%

NEED TO LOOK AT THIS WITH ELECTRIC VEHICLE

4111	Electricity (unit 14)	500	1,000	100.0%
4112	Gas (unit 14)	500	1,000	100.0%
4355	Wifi (Unit 14)	585	585	0.0%
4121	Rents	15,000	15,500	3.3%
4131	Rates	5,240	6,052	15.5%
4161	Cleaning Costs	10,800	11,500	6.5%
4166	Skip Hire	1,000	1,000	0.0%
4173	Fertilisers & Grass Seed	4,800	4,800	0.0%
4303	Machinery Mtce/Lease	3,500	4,000	14.3%
	Play Equipment Reserve	5,000	5,000	0.0%
	Big Park: Expenditure	51,425	55,937	8.8%
tbc	Transfer from Big Park EMR	10,000	10,000	0.0%
	Big Park: Income	10,000	10,000	0.0%
	Net Expenditure over Income	41,425	45,937	10.9%
316	Gateway Café			
4101	Repair/Alteration of Premises	2,500	4,000	60.0%
4111	Electricity	10,000	10,000	0.0%
4326	Telephones	972	972	0.0%
4355	Wifi	540	540	0.0%
4115	CCTV Maintenance	1,500	1,500	0.0%
4116	Servicing / Maintenance	1,500	1,500	0.0%
	Gateway Café: Expenditure	17,012	18,512	8.8%
1111	Electricity	10,000	10,000	0.0%
1025	Rent & Service Charge	9,179	10,000	8.9%
	Gateway Café: Income	19,179	20,000	4.3%
	Net Expenditure over Income	-2,167	-1,488	-31.3%

Take into account any min wage changes

330 Parks & Open Spaces

4101	Repairs / Alterations	5,000	5,000	0.0%
4104	Vandalism Repairs	1,500	1,500	0.0%
4141	Water Services	5,000	5,000	0.0%
4164	Trade Refuse	500	500	0.0%
4171	Grounds Maintenance Costs	4,000	4,000	0.0%
4301	Purchase of Furniture/Equipment	2,500	2,500	0.0%
4105	Trees	3,500	3,500	0.0%
4106	Signage	0	5,000	#DIV/0!
4050	Allotment Costs	1,000	1,000	0.0%
	Amenity Area: Expenditure	23,000	28,000	21.7%
1044	Hire of the Dell	5,500	5,500	0.0%
1050	Allotment Rent	2,600	2,650	1.9%
	Amenity Area: Income	8,100	8,150	0.6%
	Net Expenditure over Income	14,900	19,850	33.2%

355 The Hub

4103	Annual Servicing Costs	2,500	2,500	0.0%
4111	Electricity	3,000	3,000	0.0%
4112	Gas	3,000	3,000	0.0%
4355	Wifi	420	420	0.0%
4101	Repairs / Alterations	2,000	2,000	0.0%
4175	Music Licence	500	500	0.0%
	The Hub: Expenditure	11,420	11,420	0.0%
1084	The Hub	17,319	18,185	5.0%
1303	Water	150	160	6.7%
1112	Gas	270	300	11.1%
1111	Electric	270	300	11.1%
1355	Wifi	210	210	0.0%
	The Hub: Income	18,219	19,155	5.1%

Net Expenditure over Income

-6,799	-7,735	13.8%
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LEISURE, AMENITIES & ENV: Total Expenditure

138,802 148,914 7.3%

LEISURE, AMENITIES & ENV: Total Income

71,026 70,333 -1.0%

Net Expenditure over Income

67,776	78,581	15.9%
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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 961
Meeting date:	29 th October 2024	Authors:	Parks Officer
Subject:	Action Plan		
Purpose:	To note		

Recommendation(s):
To note this report

1. Background

The action plan was created to allow Councillors and the public to keep up to date on the current projects under the L, A&E committee.

2. Options for Council

The committee are asked to note the completed projects.

- The new play equipment in the Dell playground

3. Reason for recommendation

The action plan enable the committee to monitor how projects are progressing.

4. Expected benefits.

a. The community

All projects are carried out to make changes to the amenity areas to improve the community's enjoyment of the areas.

b. The environment

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Use of both 106 and Cil monies
5.4 Time scales	
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

Action Plan - Leisure, Amenities and Environment Committee

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Centenary Park - Tackling Dog Faeces LA577 20/07/2021		Projects Officer	TBA	TBA	30/11/22	
DELL playground 106 money inclusive project LA 691 COMPLETE	Inspected independently and adjustments made so it has passed the installation inspection.	Parks officer	£50,000	106 held by LDC	Summer 2023	October 2024
OVCA entrance to the south downs N P project. LA 618	Papers all signed and forwarded on to the relevant persons.	TC/ Parks O/ Finance O	£13,000	National Lottery	TBA	
Signage project in Parks and around PTC land. LA798 30/05/2023	Report on this agenda.	Projects officer	£1000 for entrance sign at Centenary Park.	PTC budget and CIL	2023	
The Hub general improvement plan	Open house and public survey to be carried out	Parks officer/ projects officer/ finance officer	budget to be set		TBA	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
The Hub roof replacement and heating project Business plan item	This project will come under full council approval and engaging expert to create tender documents with Cllr now.	Town Clerk, Parks Officer, Projects Officer, Finance Officer	£350,000 £350,000	50/50 PTC 50/50 Cllr and Cllr and LDC Cllr.		
To carry out a public consultation on possible improvements to sports and leisure facilities in Peacehaven Business plan item	Yet to be discussed		Budget to be set		2026	
Green spaces infrastructure audit including an Inclusivity audit of green spaces. LA817 18/07/2023 LA530 09/02/2021 Business plan item	TFG group to meet and update the spreadsheet.	TFG	Not set	N/A	2030	
To undertake an accessibility audit of parks and open spaces, to develop an action plan to make improvements. Business plan item	Yet to be discussed				2026	

- Key:**
- Green = on target
 - Blue = project partly completed
 - Red = project behind schedule
 - Highlighted text shows an environmentally beneficial project.

Completed projects in 2024.

1. Banner board relocation
2. Replacement gym equipment installation
3. OVCA tree planting gateway to the downs
4. Planting 50 trees donated by a resident used to fill in gaps from original planting in big park
5. Urban tree challenge fund planted 29 trees.
6. Hub Building condition survey
7. Concrete pathway extension from Chalker's Rise estate to Centenary Park 106
8. Build Concrete steps from Thakeham homes to centenary Park. 106
9. Review of the survey results for the Oval and Epinay Parks.
10. Panted 30 small trees in Centenary Park applied for from the woodland trust.
11. Phase 2 of the pathway resurfacing paid for from CIL.
12. Howard Park – Resin bond the path and Accessible picnic bench installed
13. Pop-up shop request policy produced
14. Bowls green pathway re-laying and irrigation tank renewal
15. Overflow car park resurfacing project.
16. Dell playground new equipment using 106 money.

Completed Projects in 2023.

1. Grounds management plans.
2. Cycle hub lease.
3. Carparking management at Centenary Park project.

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 962
Meeting date:	29 th October 2024	Authors:	Parks Officer
Subject:	Allotment		
Purpose:	To note this report		

Recommendation(s):
To note this report

1. Background

PTC took over the ownership and management of the allotments from LDC.

This includes taking in the subscriptions, inspecting the allotments, maintaining the supply of water, and dealing with any issues arising. There are currently 82 plots mostly reduced to a quarter of the size of an original allotment plot, this is due to the excessive demand for allotments in the area.

The parks officer carried out final inspection of the plot which had the formal warning letter sent out to, this plot had still not been worked so a notice to quit was sent out, this plot will be vacant after a further 30 days after which it will be allocated to the next resident on the waiting list.

There is a chain-link fence repair planned in the southeast corner of the allotments backing on to the houses as the Boundary fence is no longer in place, this will take place in November.

The next 6 monthly inspection is due now and will be carried out in the next few weeks.

2. Options for Council

To note this report

3. Reason for recommendation

The parks officer carries out inspections and follows the conditions set out in the terms and conditions, and then reports this to the committee.

4. Expected benefits

a. The community

Allotments are at the heart of most towns and are a benefit to all those who use them

b. The environment

All allotments adhere to the terms and conditions regarding ban on use of chemicals etc.

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Tenants pay a yearly rental fee
5.4 Time scales	
5.5 Stakeholders & Social Value	yes
5.6 Contracts	Terms and conditions are issued yearly to the tenants
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 963
Meeting date:	29 th October 2024	Authors:	Parks Officer
Subject:	Complaints update		
Purpose:	To note		

Recommendation(s):
To note this report

1. Background

All complaints are logged onto the server so we can make sure they are dealt with efficiently.

2. Options for Council

To note this report

3. Reason for recommendation

4. Expected benefits

a. The community

Making sure complaints are dealt with effectively

b. The environment

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	yes
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	yes
5.9 Health & Safety	yes
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

	Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Days taken to close
252	04/09/2024	In Person	The Oval	Misc/Other	groundsman was approached when cutting the long grass and undergrowth down and was told he was murdering the wildlife and it was appalling that the long grass was being cut down.	none	Open	
536	16/09/2024	Email	Centenary Park	Vandalism	kids deliberately breaking fossell stone in childrens playground sand pit	groundsman attended site to check for sharp stone edges, items are to be removed.		
538	17/09/2024	Phone	Misc/ Other	Trees	overhanging tree branches at coney furlong/ crooks dean.	parks officer inspected the trees and agreed to trim back the overhanging branches as they were touching the property.	Closed	1
539	17/09/2024	Email	Centenary Park	Misc/Other	the playgroup emailed to reprot some repairs required at the Hub	passed on to the handyman to look at this week.	Closed	2

Committee:	Leisure, Amenities, & Environment
Start Date:	03/09/2024
End Date:	18/10/2024
Status:	All

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 964
Meeting date:	29 th October 2024	Authors:	Parks Officer
Subject:	Business plan		
Purpose:	To note		

Recommendation(s):
To note this report

1. Background

The business plan has been adopted by council.

The Leisure and Amenities 4 projects are.

- To audit the accessibility of the parks and open spaces owned by the council and develop an action plan. Completion Target **2026**
- To replace the roof and heating system and other improvements in the Hub building. Completion Target **2027**
- To complete the green infrastructure plan. Completion Target **2030**
- To carry out a public consultation on possible improvements to the sports and leisure facilities in Peacehaven. Completion Target **2026**

2. Options for Council

To note this report

3. Reason for recommendation

The committee are asked to note this report, note the dates set for completion of the projects and to look at how to move the projects forward, involving stakeholders and experts where required, with a timescale set on when reports/ costings are due to committee etc. This may include setting up TFG's involving Councillors, officers and representatives from outside bodies who may be able to give advice.

It is also worth noting there are other surveys carried out LDC like the Playing Pitch Strategy Needs Assessment 2020 can be studied to help achieve results (this document is available from the parks officer).

4. Expected benefits

a. The community

Continued improving of the amenities owned and managed by PTC

b. The environment

To implement improvements and fulfil the carbon net zero target of 2030

c. Other

5. Implications

5.1 Legal	
5.2 Risks	Having a future plan reduces the risk of sudden large expenditures
5.3 Financial	Planning for the future expenditure within budgets.
5.4 Time scales	Within targets set.
5.5 Stakeholders & Social Value	Improve the environment of the town's amenities.
5.6 Contracts	
5.7 Climate & Sustainability	To reach targets.
5.8 Crime & Disorder	
5.9 Health & Safety	To be considered.
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 966
Meeting date:	29 th October 2024	Authors:	Parks officer
Subject:	The Hub		
Purpose:	To note this report		

Recommendation(s):
To Note this report

1. Background

The hub building was built in the early 1980's and since then has not really changed much from the original specifications set out.

The Hub has been part of a successful bit to renew the roof and heating system with the installation of solar panels on the new roof. The L&A committee set up as TFG to look at the rest of the hub building and how to improve it, as part of this the TFG have set up a series of open days at the Hub for members of the public to have access to it and to then fill out a questionnaire which is still being finalised by the Town Clerk.

The dates and times for the open days are.

- Tuesday 29th October 11am - 2pm
- Thursday 31st October 4pm - 7pm
- Saturday 2nd November 1pm - 4pm

2. Options for Council

To note this report

3. Reason for recommendation

A full report on the comments and findings will be presented to the committee in the future.

4. Expected benefits

a. The community

Making sure the hub is made ready for the next 40 years of usage

b. The environment

Any changes will need to be environmentally aware and be designed to save energy

c. Other

5. Implications

5.1 Legal	To be considered
5.2 Risks	To be considered
5.3 Financial	Money has to be allocated so surveys and professional fees.
5.4 Time scales	Not set
5.5 Stakeholders & Social Value	Input from all areas of the community
5.6 Contracts	None set
5.7 Climate & Sustainability	To be considered
5.8 Crime & Disorder	To be considered
5.9 Health & Safety	To be considered
5.10 Biodiversity	To be considered
5.11 Privacy Impact	To be considered
5.12 Equality & Diversity	To be considered

6. Appendices



Committee:	LA&E	Agenda Item:	LA 967
Meeting date:	29 th October 2024	Authors:	Meetings & Projects Officer
Subject:	Howard Peace Park Phase 2		
Purpose:	To agree the next step for the ammonite project		

Recommendation(s):

To agree to a public consultation for the ammonite project.

1. Background

The TFG met on 1st October, and the meeting notes are attached at Appendix A.

The Meetings & Projects Officer has since been in contact with an LDC Project Delivery Advisor, who has a suitable artist in mind for the project. For funding purposes, the advice is to initially consult with the public (including children, to tie in with the intergeneration aspect of funding) about the ammonite project.

Depending on the results of the public consultation, a brief would be produced, and then the LDC recommended artist could be commissioned for a 2-day consultation (charged at £250/day), to develop the idea and design, discuss materials, and come up with sketches, whereby all details can then be submitted to funders.

Alongside this, LDC's advisor suggests that for funding purposes there would need to be more than ground plaques. For instance, the plaques could lead to a centre sculpture.

The Meetings & Projects Officer also site visited Howard Park with a Specialist Advisor Green Consultancy from LDC to discuss the possible fauna for the sensory garden and the raised borders. The meeting notes are attached (please see Appendix B).

Options for Council

Agree whether or not a public consultation is carried out, to include children.

2. Reason for recommendation

To ensure that the community is involved in the decision, and to help secure funding.

3. Expected benefits

- a. **The community**
Community Involvement.
- b. **The environment**
Forms the basis for a brief, which will include sustainability measures.
- c. **Other**
Forms the basis for a grant application.

4. Implications

5.1 Legal	
5.2 Risks	If a public consultation is not carried out the project may go ahead even if not wanted by residents.
5.3 Financial	Officer time to prepare and produce a consultation.
5.4 Time scales	Approximately 9 weeks (3 weeks to prepare and 6 weeks consultation).
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	Will form the basis of a brief, which will include sustainability.
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	The consultation will adhere to the Data Protection Policy.
5.12 Equality & Diversity	The public consultation will be open to all.

5. Appendices

Appendix A – TFG meeting notes from 1st October.

Appendix B – Notes from the TFG site visit meeting with LDC on 8th October.

Notes from the Howard Peace Park TFG meeting
held on Tuesday 1st October 2024

In attendance:

Cllr David Seabrook, Cllr Sue Griffiths, Cllr Mary Campbell, Zoe Polydorou,
Kevin Bray

Apologies received from:

Isobel Sharkey

This Task and Finish Group has been created to progress the Phase 2 work in the Howard Park Action Plan which includes the installation of a memorial. Phase 1 was about improving accessibility and is now complete.

1. Call for volunteers for weeding - a group was agreed at the last LA&E meeting. Cllr Donovan, Cllr Studd, Cllr Evans, Cllr Harmen, Cllr Seabrook. Date and time to be confirmed.
2. Hot foam machines for weeding - reported on at the last LA&E meeting. No action at present.
3. Signage - King Charles III path contacted to find out what signage work they're doing - as of yet no response. Two ladder rung sign at entrances - part of Parks Signage project, and dependent on answer from Kings Charles III Path signage.
4. Ammonite project - Brighton University has been contacted - as of yet no response. Bryn Mabey to be contacted regarding Seaford memorial.
5. One or two of the large Phormium (Flax) will need to be removed to make space for ammonite memorial. A plan is required before removing & relocating the large plants. Could they be transplanted to the raised banks around this area.
6. Sensory Plants (location and suitability) - Carl Smith Specialist Advisor Green Consultancy (Open Spaces Contracts) at LDC has been contacted, as he has vast landscaping experience. A site visit to be arranged with Carl Smith. He has asked whether we have considered raised beds.
7. Annual management plan for Howard Park is in place (attached)
8. The pétanque area was seeded after removal.
9. Public sculpture funding options - research in progress. Can CIL money be used / applied for?
10. What is happening about the hand rail down to the beach? A double kerb has been installed. LDC to be contacted about future plans.
11. Interpretation Board. Consider replacement, content to be confirmed and could include photographs of the Italian Gardens and the Hotel, information about local wildlife site adjacent to Howard Park, information on flora and fauna of the coast.

12. Meeting notes to be submitted to Leisure & Amenities meeting on 29th October 2024.

13. The next meeting will be on Tuesday 5th November at 11am

Trees tolerant of full exposure to sea winds

[*Acer pseudoplatanus*](#) (n)
[*Alnus glutinosa*](#) (common alder) (n)
[*Carpinus betulus*](#) AGM (hornbeam) (n)
[*Crataegus*](#) (hawthorn) including [*C. persimilis*](#) '[*Prunifolia*](#)' AGM (n)
[*Cupressus macrocarpa*](#) (e) (v)
[*Fraxinus angustifolia*](#), [*F. excelsior*](#)
[*Juniperus scopulorum*](#) cultivars (e)
[*Pinus mugo*](#) (dwarf mountain pine) (n), [*P. nigra*](#) (European black pine) (n),
[*P. pinaster*](#) (maritime pine), [*P. pinea*](#) AGM (stone pine), [*P. thunbergii*](#) (Japanese black pine),
[*P. radiata*](#) (Monterey pine) (e) all
[*Populus alba*](#) (white poplar) (n), [*P. tremula*](#) (common aspen)
[*Quercus cerris*](#) (Turkey oak), [*Q. ilex*](#) AGM (holm oak) (e), [*Q. petraea*](#) (sessile oak), [*Q. robur*](#)
(common oak)
[*Salix alba*](#) (n), [*S. caprea*](#) (n)
[*Thuja plicata*](#) (e)

Trees for planting slightly back from the sea

[*Acer platanoides*](#) AGM (Norway maple)
[*Arbutus unedo*](#) (e)
[*Betula pendula*](#)
[*Castanea sativa*](#)
[*Cercis siliquastrum*](#)
[*Cordyline australis*](#) (e)
[*Crataegus laevigata*](#) (hawthorn)
[*Elaeagnus*](#) '[Quicksilver](#)'
[*Genista aetnensis*](#) AGM
[*Ginkgo biloba*](#) AGM
[*Gleditsia triacanthos*](#) f. [*inermis*](#) '[Sunburst](#)'
[*Griselinia littoralis*](#) AGM (e)
[*Ilex*](#) × [*altaclerensis*](#), [*I. aquifolium*](#) (e)
Laburnum
[*Laurus nobilis*](#) (bay) (e)
[*Phillyrea latifolia*](#) (e)
[*Picea abies*](#), [*P. omorika*](#) AGM (e)
[*Pinus sylvestris*](#) AGM (Scots pine)
[*Podocarpus lawrencei*](#), [*P. nivalis*](#), [*P. salignus*](#) (e)
[*Prunus cerasifera*](#) '[Nigra](#)' AGM
[*Sorbus aria*](#) (whitebeam) (n), [*S. aucuparia*](#) (rowan) (n)
[*Syringa vulgaris*](#)

Shrubs for exposed situations liable to salt winds

Berberis (n)

Baccharis patagonica (n)

Bupleurum fruticosum (n) (e)

Elaeagnus × ebbingei (n)

Euonymus japonicus (Japanese spindle) (n) (e)

Hippophae rhamnoides AGM (sea buckthorn) (n)

Lonicera nitida (n), L. pileata (n) (e)

Olearia × haastii, *O. ilicifolia*, O. macrodonta AGM, *O. phlogopappa* 'Comber's Blue', *O. traversii* (e) all

Prunus spinosa (n)

Pyracantha (n)

Rhamnus alaternus 'Argenteovariegata' AGM (e) (v)

Rosa rubiginosa, R. rugosa AGM, R. spinosissima (n) all

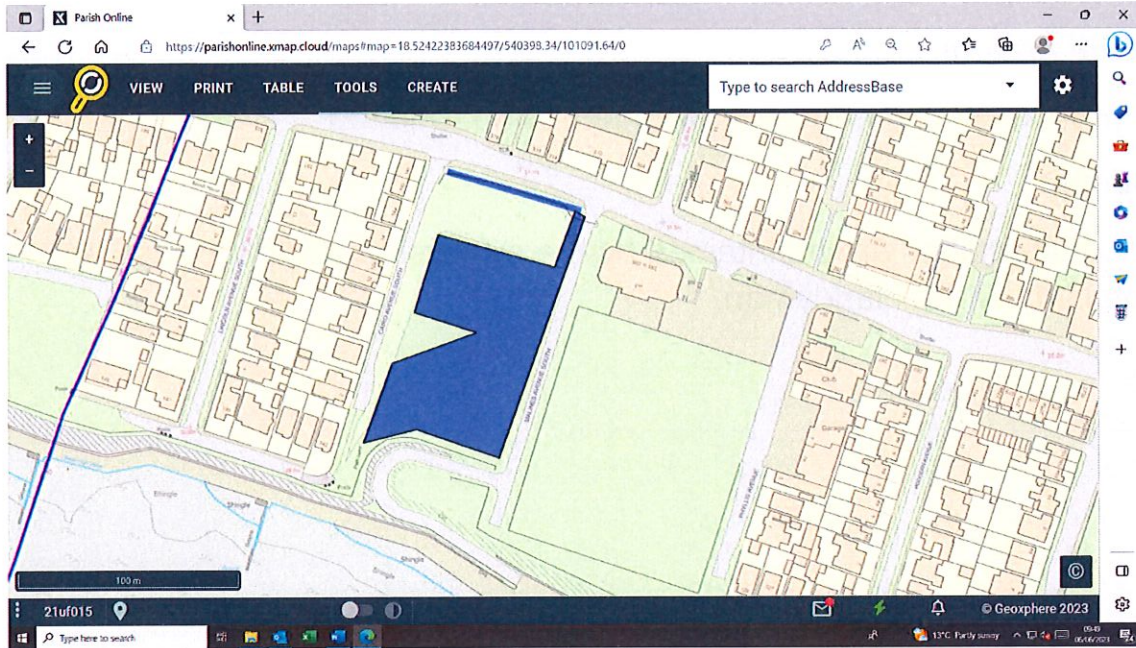
Sambucus nigra (n), S. racemosa (n)

Tamarix tetrandra

Management Plan for Howard Peace Park

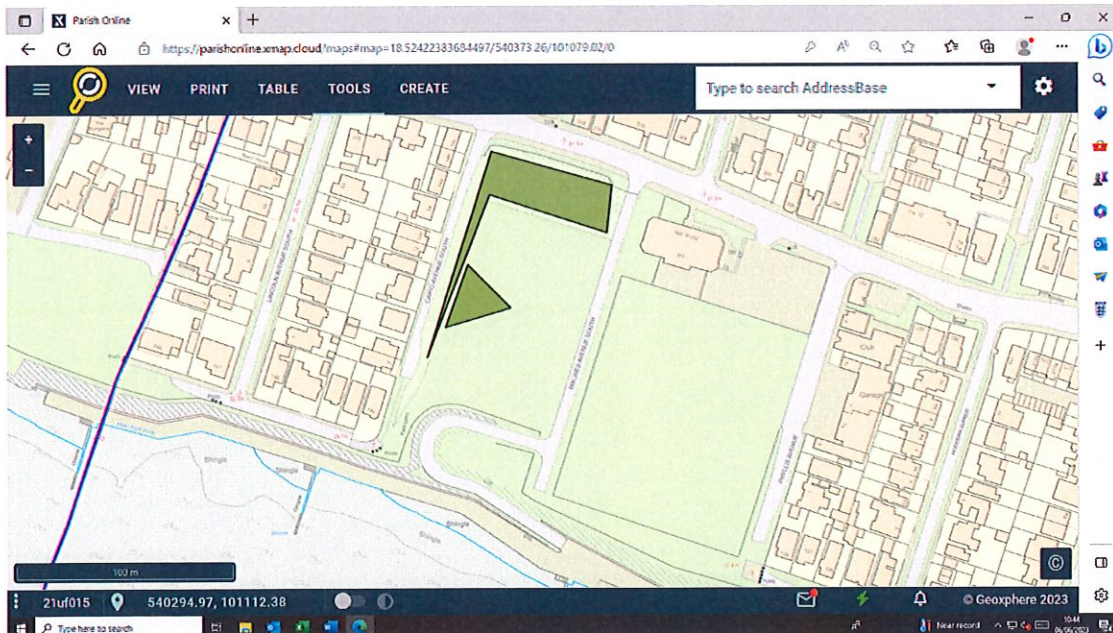
Grass cutting

The grass is cut and strimmed up to 12 times a year.



Wildflower area and scrub area

There is a patch of grass being left to encourage local flora and fauna, the scrub area by the A259 road is left entirely alone as a wild area.



Litter picking and dual waste bin emptying.

Litter picking is carried out lightly on a weekly basis with a more intensive pick every 3 months, bins are checked twice a week and emptied when required.

Planted area and pathway.

This area is checked regularly weeded when required.

Benches

Memorial benches are maintained by the owners all other benches are maintained by the Handyman.

Notes from the Howard Peace Park TFG and LDC meeting
held on 8th October 2024

In attendance:

PTC - Cllr Sue Griffiths, Zoe Polydorou,

LDC - Specialist Advisor Green Consultancy (Open Spaces Contracts), Lewes District and Eastbourne Borough Councils

Location: On site at Howard Peace Park

Apologies received from:

Cllr Seabrook, Cllr Sharkey, Cllr Campbell

Aim 1 – To discuss the types of fauna / native edible fruiting bushes to be planted in the raised borders, which will provide a windbreak for the centre of the memorial area and encourage more wildlife.

Main fauna discussed as being suitable:-

- Tamarix spring and autumn flowering type
- Seabuck thorn
- Elaeagnus 'Quicksilver'
- Genista aetnensis AGM
- Ilex altaclerensis
- Laurus nobilis
- Pampas grass

Unsuitable fauna:-

- Trees

Aim 2 – To discuss the types of plants and their best located location for a sensory garden around the path around the pebbles, colour, sound, touch and smell, maybe taste (edible berries?), bearing in mind some plants will need to be 2 feet high so wheelchair users can access them.

Main sensory shrubs discussed as being suitable:-

- Mint
- Lavender
- Rosemary
- Herbs
- Grasses (for sound) – Carex and Festuca – but be aware grasses have the potential to cut skin due to sharp edges.

Unsuitable sensory shrubs:-

- Anything spikey, toxic or irritant

Location for the sensory garden

Various suggestions were discussed as possible options, as per the photos below.

Photo 1 – along the outer edge of the path



Photo 2 and 3 – At pocket corners of the outer path



Photo 3



Photo 4 – At points along the inside edge of the path (this could possibly be more cost effective since the ground is near prepared and has stones to help suppress weeds).



Further suggestions and information

- Pampas grass can be transplanted from other PTC land to the raised border
- When the time is ready make a call out for herbs and plants
- Have a friends volunteer group
- Help from schools or local scouts or other voluntary organisations (there is a push for gardening to help with mental health so local doctors may have links).
- Plant sensory plants in odd numbers
- Raised beds
- Plant the same types of sensory plants together
- To recontact LDC when the location of plants has been decided

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Committee:	LA&E	Agenda Item:	LA 968
Meeting date:	29 th October 2024	Authors:	Meetings & Projects Officer
Subject:	Parks Signage		
Purpose:	To note progress		

Recommendation(s):

To note progress

1. Background

Centenary Park Sign

The Centenary Park Sign was ordered on 11th July 2024.

Rather than displaying ambiguous stakeholder logos on the Centenary sign, their organisation logo will be displayed (as per the mock up in Appendix A).

The Meetings & Projects Officer is still awaiting the latest proof for sign-off.

The content and copy on the website, which the QR code will link to, is in progress.

Timeline

- Production halted due to company waiting for payment, although PTC had not received an invoice. At the end of July the company confirmed PTC were on account and that an invoice would be released on delivery.
- End of July first proof received. Due to Officer leave throughout August, the proof's amendments were returned to the company in September.
- Beginning of October - 2nd proof received, which the Meetings & Projects Officer has again returned with amendments, and is still awaiting a response from the company.

Parks Signage

The Meetings & Projects Officer is in the process of obtaining quotes for signage for all the entrances to each park, and all signage for each playground, and lecterns.

Options for Council

To note

1. Reason for recommendation

To update Committee on progress to-date.

2. Expected benefits

- a. The community**
Improved signage
- b. The environment**
- c. Other**

3. Appendices

Appendix A – Mock up of the Centenary Park sign

