

George Dyson  
Town Clerk

☎ (01273) 585493  
✉ TownClerk@peacehaventowncouncil.gov.uk



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

**Councillors on this Committee:**

**EX OFFICIO** Cllr D Donovan (Chair of Council), Cllr W Veck (Vice Chair of Council),  
Cllr I Sharkey (Chair of Committee), Cllr Ashby-Parkin, Cllr C Gallagher, Cllr N Evans, Cllr S Studd,  
Cllr S Wood, Cllr N Fabry, Cllr Griffiths,

15<sup>th</sup> January 2025

Dear Committee Member,

You are summoned to **LEISURE, AMENITIES & ENVIRONMENT COMMITTEE** meeting to be held  
in the Anzac Room, Community House, Peacehaven on **Tuesday 21<sup>st</sup> January 2025 at 7:30pm**

A handwritten signature in black ink, appearing to read "G Dyson", is written over a horizontal line.

George Dyson  
Town Clerk

**A G E N D A**

**GENERAL BUSINESS**

- 1 LA 970 CHAIRS ANNOUNCEMENT
- 2 LA 971 PUBLIC QUESTION TIME - *There will be a 15-minute period whereby members of the public may ask questions on any relevant LEISURE, AMENITIES & ENVIRONMENT matter.*
- 3 LA 972 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS
- 4 LA 973 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS
- 5 LA 974 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 29<sup>TH</sup> OCTOBER 2024
- 6 LA 975 TO NOTE BUDGET UPDATE
- 7 LA 976 TO NOTE ACTION PLAN
- 8 LA 977 TO NOTE ALLOTMENTS UPDATE (TWO VACATED)
- 9 LA 978 TO NOTE THE COMPLAINTS LOG
- 10 LA 979 TO NOTE BUSINESS PLAN
- 11 LA 980 TO NOTE TFG UPDATES
- 12 LA 981 TO NOTE MACHINERY UPDATING REPORT

- 13 LA 982 TO NOTE INFO BOARDS FROM ARCHAEOLOGICAL DIG
- 14 LA 983 TO AGREE THE COMMUNITY GARDEN LICENCE
- 15 LA 984 TO AGREE CROWS IN CENTENARY PARK
- 16 LA 985 TO AGREE PARKS SIGNAGE
- 17 LA 986 TO AGREE HOWARD PEACE PARK PHASE 2
- 18 LA 987 TO CONFIRM DATE OF NEXT MEETING AS THE 18<sup>TH</sup> MARCH 2025

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**DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 29<sup>th</sup> October 2024 at 7.30pm**

Present: Cllr Sharkey (Chair), Cllr Ashby-Parkin (Vice-Chair), Cllr Studd, Cllr Griffiths, Cllr Fabry, Cllr Donovan, Cllr Gallagher, Cllr Evans, Cllr Wood.

Officers: George Dyson (Town Clerk).

2 members of the public were present.

**1 LA 954 CHAIRS ANNOUNCEMENT**

The Chair opened the meeting at 19:32, welcomed everyone to the meeting, went through the fire procedure and asked that phones please be put onto silent, and informed the Committee that lots of events are coming up, information of which can be found on social media and the PTC website.

**2 LA 955 PUBLIC QUESTION TIME - *There will be a 15-minute period whereby members of the public may ask questions on any relevant LEISURE, AMENITIES & ENVIRONMENT matter.***

There were no public questions.

**3 LA 956 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were no apologies for absence.

**4 LA 957 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Wood declared an interest as an allotment tenant.

**5 LA 958 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 3<sup>RD</sup> SEPTEMBER 2024**

Proposed by: Cllr Griffiths                      Seconded by: Cllr Evans  
The minutes were **agreed** and **adopted**.

**6 LA 959 TO NOTE BUDGET UPDATE**

Cllr Gallagher asked about the electricity usage at the Gateway Café. The Clerk explained that this has been highlighted and that PTC is working with the Gateway Café and external organisations to look at how to reduce this.

The Committee **noted** the budget update.

## **7 LA 960 TO DISCUSS AND AGREE BUDGET REQUIREMENTS FOR 2025/2026**

The Chair introduced the item and explained that she had met with the RFO to discuss the budgetary requirement. There was a brief discussion around the reduction in electricity costs for the Sport Park due to changes to the MUGA and increases to the budget for signage.

It was proposed that the Committee agree the budgetary requirement.

Proposed by: Cllr Fabry                      Seconded by: Cllr Ashby-Parkin

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

## **8 LA 961 TO NOTE ACTION PLAN**

It was highlighted that some of the target completion dates need revising, the Committee also briefly discussed the progression of business plan items, including that a meeting about the Green Infrastructure plan has recently taken place.

The Committee **noted** the action plan.

## **9 LA 962 TO NOTE ALLOTMENT UPDATE**

Cllr Gallagher informed the Committee that work has been going on at updated the T&Cs and that these will be coming to Committee soon.

The Committee **noted** the allotment update.

## **10 LA 963 TO NOTE THE COMPLAINTS LOG**

The Committee expressed concern around Groundsmen receiving abuse, but otherwise were pleased to see that there were very few complaints.

The Committee **noted** the complaints log.

## **11 LA 964 TO NOTE BUSINESS PLAN**

The Committee **noted** the business plan.

## **12 LA 965 TO NOTE TFG UPDATES**

No further updates received.

## **13 LA 966 TO NOTE THE HUB CONSULTATION AND OPEN DAYS**

It was reported that uptake at the first session was disappointing, and that some more publicity needs to be done for future sessions. It was also commented that the consultation may need to be expanded beyond these sessions.

The Committee **noted** the update.

**14 LA 967 TO AGREE TO A PUBLIC CONSULTATION FOR THE AMMONITE PROJECT. HOWARD PEACE PARK PHASE 2**

There was a brief discussion about needing a plan for the consultation.

It was proposed that the Committee agree to proceed with a public consultation.

Proposed by: Cllr Griffiths                      Seconded by: Cllr Fabry  
The Committee **resolved** to **agree** to this proposal.

It was further proposed that the initial consultation be done in-house, at no cost to PTC other than Officer and Councillor time and printing.

Proposed by: Cllr Donovan                      Seconded by: Cllr Ashby-Parkin  
The Committee **resolved** to **agree** to this proposal.

**15 LA 968 TO NOTE PARKS SIGNAGE PROGRESS REPORT**

The Committee asked that it be minuted that the Meeting and Projects Officer work on the signage project is commended.

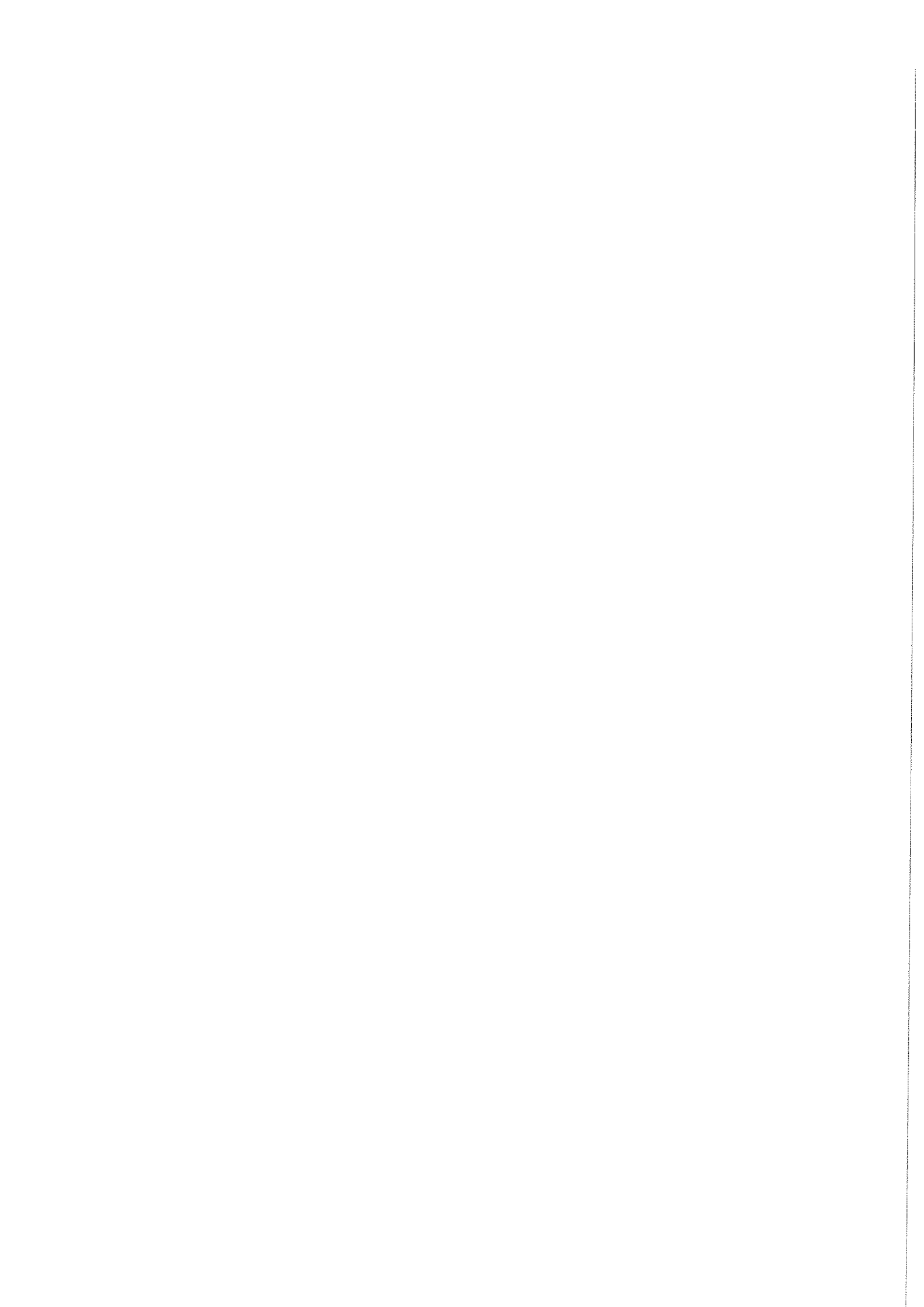
The Committee discussed ensuring that the QR code is as close to the path as possible to make it easily accessible for everyone.

The Committee **noted** the report.

**16 LA 969 TO CONFIRM DATE OF NEXT MEETING AS THE 21<sup>ST</sup> JANUARY 2025**

The next meeting was confirmed as 21<sup>st</sup> January 2025.

*There being no further business, the meeting closed at 19:57.*



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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 975
<b>Meeting date:</b>	21 <sup>st</sup> January 2025	<b>Authors:</b>	Parks officer
<b>Subject:</b>	<b>Budget Update</b>		
<b>Purpose:</b>	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](mailto: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. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input checked="" type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>
<b>6.7 Which business plan item(s) does the recommendation relate to?</b>	

## 7. Appendices



## 08:47 Detailed Income &amp; Expenditure by Budget Heading 14/01/2025

## Month No: 10 Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Grounds Team General Exp</b>							
4202 Repairs/Maintenance of Vehicle	7,142	6,600	(542)		(542)	108.2%	
4203 Fuel	5,225	5,500	275		275	95.0%	
4204 Road Fund License	50	600	550		550	8.3%	
4305 Uniform	1,765	900	(865)		(865)	196.1%	
<b>Grounds Team General Exp :- Indirect Expenditure</b>	<b>14,182</b>	<b>13,600</b>	<b>(582)</b>	<b>0</b>	<b>(582)</b>	<b>104.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(14,182)</b>	<b>(13,600)</b>	<b>582</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	5,699	3,645	(2,054)			156.4%	
1039 S/P Cats	300	0	(300)			0.0%	
1041 S/P Telephone Masts	6,383	6,383	0			100.0%	
1043 S/P Football Pitches	5,931	3,000	(2,931)			197.7%	
1060 Water Usage	707	0	(707)			0.0%	
1061 S/P Court Hire	4,554	2,500	(2,054)			182.2%	
<b>Sports Park :- Income</b>	<b>23,575</b>	<b>15,528</b>	<b>(8,047)</b>			<b>151.8%</b>	<b>0</b>
4111 Electricity	602	6,500	5,898		5,898	9.3%	
4131 Rates	2,096	2,345	249		249	89.4%	
4160 Changing Places Costs	383	500	117		117	76.5%	
4161 Cleaning Costs	9,663	10,800	1,137		1,137	89.5%	
4164 Trade Refuse	1,649	3,000	1,351		1,351	55.0%	
4171 Grounds Maintenance Costs	12,186	10,000	(2,186)		(2,186)	121.9%	6,512
<b>Sports Park :- Indirect Expenditure</b>	<b>26,579</b>	<b>33,145</b>	<b>6,566</b>	<b>0</b>	<b>6,566</b>	<b>80.2%</b>	<b>6,512</b>
<b>Net Income over Expenditure</b>	<b>(3,004)</b>	<b>(17,617)</b>	<b>(14,613)</b>				
6000 plus Transfer from EMR	6,512						
<b>Movement to/(from) Gen Reserve</b>	<b>3,508</b>						
<b>315 Big Park</b>							
1103 Big Park Repairs	0	0	0			0.0%	32,564
<b>Big Park :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>32,564</b>
4101 Repair/Alteration of Premises	3,824	4,000	176		176	95.6%	3,092
4102 Maintenance of Buildings	944	500	(444)		(444)	188.8%	
4111 Electricity	703	500	(203)		(203)	140.5%	
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 &amp; Expenditure by Budget Heading 14/01/2025

Month No: 10

## Cost Centre Report

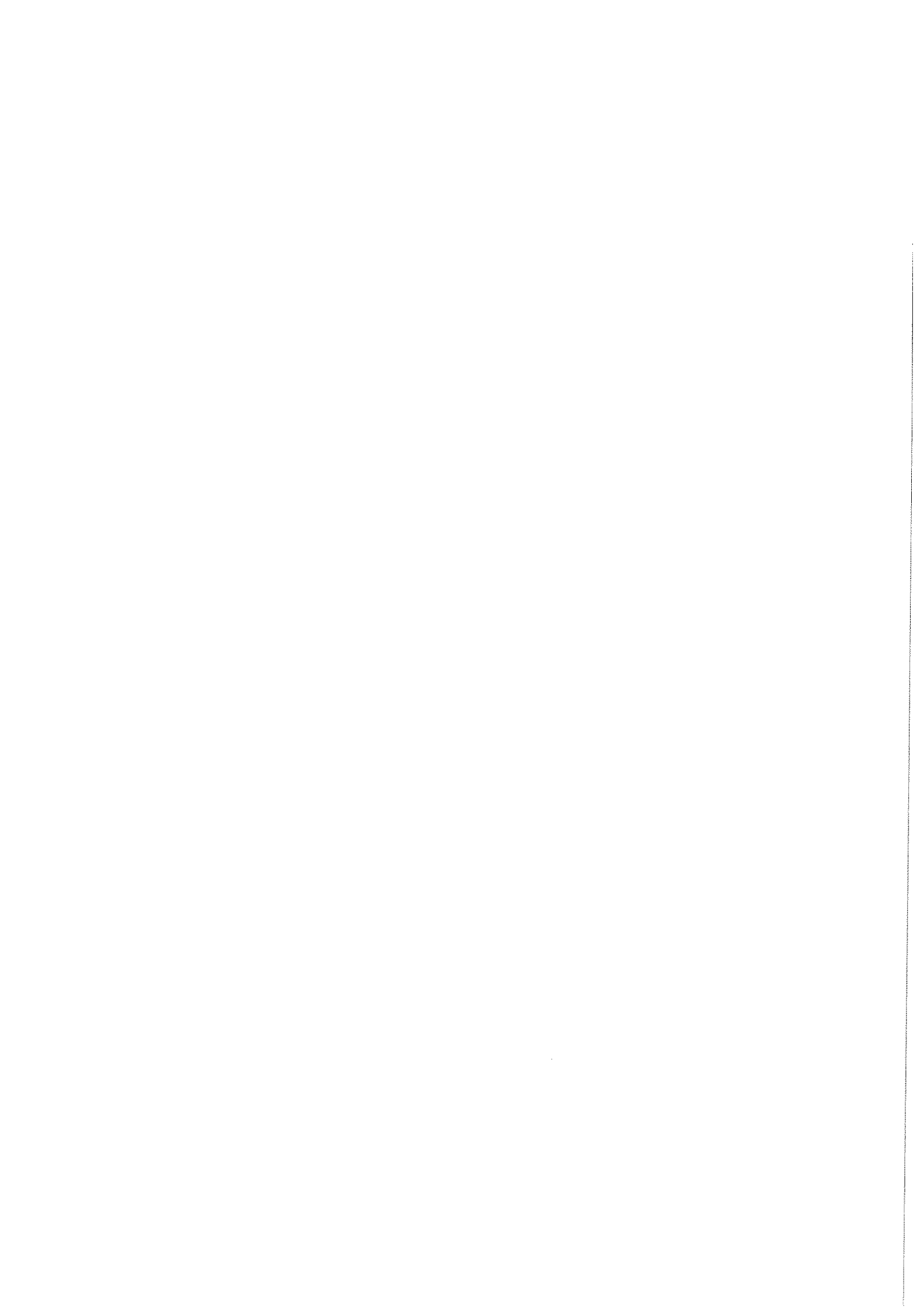
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4173 Fertilisers & Grass Seed	2,295	4,800	2,505		2,505	47.8%	2,295
4303 Machinery Mtce/Lease	2,342	3,500	1,158		1,158	66.9%	593
4355 Wifi	0	585	585		585	0.0%	
<b>Big Park :- Indirect Expenditure</b>	<b>27,886</b>	<b>35,625</b>	<b>7,739</b>	<b>0</b>	<b>7,739</b>	<b>78.3%</b>	<b>5,981</b>
<b>Net Income over Expenditure</b>	<b>(27,886)</b>	<b>(35,625)</b>	<b>(7,739)</b>				
6000 plus Transfer from EMR	5,981						
6001 less Transfer to EMR	32,564						
<b>Movement to/(from) Gen Reserve</b>	<b>(54,469)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	5,609	9,179	3,570			61.1%	
1111 Electricity	4,271	10,000	5,729			42.7%	
<b>Gateway Cafe :- Income</b>	<b>9,880</b>	<b>19,179</b>	<b>9,299</b>			<b>51.5%</b>	<b>0</b>
4101 Repair/Alteration of Premises	6,125	2,500	(3,625)	(3,625)		245.0%	4,951
4111 Electricity	4,271	10,000	5,729	5,729		42.7%	
4115 CCTV Maintenance	270	1,500	1,230	1,230		18.0%	
4116 Servicing / Maintenance	898	1,500	602	602		59.8%	
4326 Telephones	253	972	719	719		26.0%	
4355 Wifi	0	540	540	540		0.0%	
<b>Gateway Cafe :- Indirect Expenditure</b>	<b>11,817</b>	<b>17,012</b>	<b>5,195</b>	<b>0</b>	<b>5,195</b>	<b>69.5%</b>	<b>4,951</b>
<b>Net Income over Expenditure</b>	<b>(1,936)</b>	<b>2,167</b>	<b>4,103</b>				
6000 plus Transfer from EMR	4,951						
<b>Movement to/(from) Gen Reserve</b>	<b>3,014</b>						
<b>330 Parks &amp; Open Spaces</b>							
1044 Hire of the Dell	4,015	5,500	1,485			73.0%	
1050 Allotment Rent	145	2,600	2,455			5.6%	
1104 Open Spaces Improvements	18,694	0	(18,694)			0.0%	18,694
1303 Water Charges	100	0	(100)			0.0%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>22,954</b>	<b>8,100</b>	<b>(14,854)</b>			<b>283.4%</b>	<b>18,694</b>
4050 Allotment Costs	521	1,000	479	479		52.1%	
4104 Vandallism Repairs	159	1,500	1,341	1,341		10.6%	
4105 Tree Works	520	3,500	2,980	2,980		14.9%	
4106 Signage	(500)	0	500	500		0.0%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>700</b>	<b>6,000</b>	<b>5,300</b>	<b>0</b>	<b>5,300</b>	<b>11.7%</b>	<b>0</b>
4101 Repair/Alteration of Premises	24,406	5,000	(19,406)	(19,406)		488.1%	24,264

## Detailed Income &amp; Expenditure by Budget Heading 14/01/2025

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4141 Water Services	4,405	5,000	595		595	88.1%	
4164 Trade Refuse	972	500	(472)		(472)	194.5%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	2,493	4,000	1,507		1,507	62.3%	
4301 Purchase of Furniture/Equipmen	356	2,500	2,144		2,144	14.2%	
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>32,632</b>	<b>22,000</b>	<b>(10,632)</b>	<b>0</b>	<b>(10,632)</b>	<b>148.3%</b>	<b>24,264</b>
<b>Net Income over Expenditure</b>	<b>(10,378)</b>	<b>(19,900)</b>	<b>(9,522)</b>				
6000 plus Transfer from EMR	24,264						
6001 less Transfer to EMR	18,694						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,808)</b>						
<u>355 The Hub</u>							
1084 Sports Pavillion	17,184	17,319	135			99.2%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	360	270	(90)			133.3%	
1303 Water Charges	100	150	50			66.7%	
1355 Wifi	123	210	88			58.3%	
<b>The Hub :- Income</b>	<b>17,767</b>	<b>18,219</b>	<b>452</b>			<b>97.5%</b>	<b>0</b>
4175 Music Licence	514	500	(14)		(14)	102.8%	
<b>The Hub :- Direct Expenditure</b>	<b>514</b>	<b>500</b>	<b>(14)</b>	<b>0</b>	<b>(14)</b>	<b>102.8%</b>	<b>0</b>
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	1,365	3,000	1,635		1,635	45.5%	1,365
4171 Grounds Maintenance Costs	1,752	2,000	248		248	87.6%	
4326 Telephones	93	0	(93)		(93)	0.0%	
4355 Wifi	178	420	242		242	42.3%	
<b>The Hub :- Indirect Expenditure</b>	<b>4,638</b>	<b>10,920</b>	<b>6,282</b>	<b>0</b>	<b>6,282</b>	<b>42.5%</b>	<b>1,365</b>
<b>Net Income over Expenditure</b>	<b>12,615</b>	<b>6,799</b>	<b>(5,816)</b>				
6000 plus Transfer from EMR	1,365						
<b>Movement to/(from) Gen Reserve</b>	<b>13,980</b>						
<b>Grand Totals:- Income</b>	<b>74,176</b>	<b>61,026</b>	<b>(13,150)</b>			<b>121.5%</b>	
<b>Expenditure</b>	<b>118,947</b>	<b>138,802</b>	<b>19,855</b>	<b>0</b>	<b>19,855</b>	<b>85.7%</b>	
<b>Net Income over Expenditure</b>	<b>(44,771)</b>	<b>(77,776)</b>	<b>(33,005)</b>				
plus Transfer from EMR	43,072						
less Transfer to EMR	51,258						
<b>Movement to/(from) Gen Reserve</b>	<b>(52,957)</b>						



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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 976
<b>Meeting date:</b>	21 <sup>st</sup> January 2025	<b>Authors:</b>	Parks Officer
<b>Subject:</b>	Action Plan		
<b>Purpose:</b>	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 current projects, larger projects like the hub roof and heating are under full council.

**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. Values & priorities alignment**

<b>Which of the Core Values does the recommendation demonstrate?</b>	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>
<b>6.7 Which business plan item(s) does the recommendation relate to?</b>	

**7. 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/ Media officer	TBA	TBA	TBA	
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	2025	
Signage project in Parks and around PTC land. LA798 30/05/2023	Report on the agenda	Projects officer	£1000 for entrance sign at Centenary Park.	PTC budget and CIL	2023	
The Hub general improvement plan C1178	Open house and public survey has been carried out	Parks officer/ projects officer/ finance officer	TBA	TBA	TBA	
Car park improvements at Centenary Park. LA924	Preliminary tfg meeting took place Awaiting free survey and quotes from solar lighting experts.	Parks officer	TBA	TBA	TBA	
MUGA court refurbishment C1156, LA866	LDC leading on this project, waiting for a new employee to take on project. LDC contacted in December to request the refurbishment is implemented in spring 2025 as the 3G pitch will be completed in February 2025.	Parks officer/ LDC	£150,000	Centenary Park 106 money	2025	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
The Hub roof replacement and heating project C-1152 Business plan item	This project will come under full council proposal on engaging expert to create tender documents received by full council	Town Clerk, Parks Officer, Projects Officer, Finance Officer	£350,000 £350,000	50/50 PTC 50/50 PTC CIL and CIL and LDC CIL	2025	
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	2020	
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. OVOA 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 80 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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Town Clerk

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Community House,  
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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 977
<b>Meeting date:</b>	21 <sup>st</sup> January 2025	<b>Authors:</b>	Parks officer
<b>Subject:</b>	Allotment update		
<b>Purpose:</b>	To note		

**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 86 small plots and 10 large plots.

The 6 monthly checks were carried out in October and from this 5 plots received an informal warning letter for not tending to their plots as per the terms and conditions, when reinspected one month later 3 of these were sent a formal warning letter as no work had taken place.

We also have had to remind 5 new plot holders that they need to tend to their plots as no works had taken place since they had been allocated to them.

The information officer will be sending out new tenancy agreements this month and we have already had 2 plot being given up so far, these will be re allocated to the next residents on the waiting list

**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. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

#### 7. Appendices

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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 978
<b>Meeting date:</b>	21 <sup>st</sup> January 2025	<b>Authors:</b>	Parks Officer
<b>Subject:</b>	<b>Complaints update</b>		
<b>Purpose:</b>	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. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

## 7. Appendices

	Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status
229	07/11/2024	In Person	Centenary Park	Health & Safety	flower beds along side of cafe. sleeper is missing and what is left	alerted grounds team to check and resolve.	Referred
230	07/11/2024	Phone	Non PTC land	Access	Grass only partly cut, and the remaining grass is very long and a	Added to fix my street	Closed
549	06/11/2024	Email	Misc/ Other	Misc/Other	Hub fire doors stiff to open	Handyman booked to attend the hub on the 7th to assess this	Closed
550	11/11/2024	Email	Non PTC land	Health & Safety	Trip Hazard on Access Ramp at Howard Peace Park	LDC informed, who have since advised they are not aware of this and there was tape around it. We are investigating longer term	Closed
551	14/11/2024	Email	Centenary Park	Misc/Other	changing places toilet has an issue with the door not locking	handyman attended and repaired the lock	Closed
553	03/12/2024	In Person	Centenary Park	Environmental	report of poison on Centenary Park west end which is causing	groundsman walked the area to see if they could find any evidence, none found, social media post put out to warn	Closed
554	03/12/2024	In Person	Centenary Park	Animals	crows attacked a resident re moved their hat and pecked their		Open
555	03/12/2024	In Person	Centenary Park	Animals	a different resident asked if signs could be put out asking not to feed		Open
556	09/12/2024	In Person	Allotments	Antisocial	residents spotted that youths were seen on the allotments removing	nfo officer to contact plot owners to inform them of this and to give them the crime number if they need to report any theft.	Closed
558	10/12/2024	Phone	Misc/ Other	Trees	tree behind 5 abbey close awaying and looks like it will fall down onto	parks officer attended the tree and recommended some works to remove 1 limb which has slight rot but not in immediate	Closed

562 45663 Email Centenary Park Animals Leisure, Amenities, & Environment complaint about crows in intimidating child in centenary park report due to L&A on 21/01/2025 Open

563 45663 Email Centenary Park Animals Leisure, Amenities, & Environment kibble being put out by resident this can harm dogs groundstaff to keep a watch on this when attending the park Closed





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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 979
<b>Meeting date:</b>	21 <sup>st</sup> January 2025	<b>Authors:</b>	Parks Officer
<b>Subject:</b>	<b>Business plan</b>		
<b>Purpose:</b>	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 (on target for completion in 2025) 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.

#### 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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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA981
<b>Meeting date:</b>	21/01/2025	<b>Authors:</b>	Parks Officer
<b>Subject:</b>	Machinery purchase update		
<b>Purpose:</b>	To note		

**Recommendation(s):**

**1. Background**

The council has a small fleet of vehicles and equipment some items are near to the end of practical working life and the climate action working party looked at these with regard to renewing with more environmentally friendly options if possible. After discussions it was decided to give a time scale of how long an item might last before requiring replacement.

Type	Vehicles/ equipment	Year bought	Planned Replacement Year
Ride on Mower	Kubota F3890 rotary mower	2016	2026
Mower	Allet C24 bowling green mower	2008	2026
Vehicle	Kawasaki mule	2016	2026
Vehicle	NEW Kubota tractor	2024	2034
Vehicle	Ford transit	2016	2030
Other	groundsman aerator	2006	Keep using until end of life.
Other	pro Eliet chipper	2021	2028

This year we have experienced many issues with Kubota F3890 rotary mower ride on Mower used to mow the amenity areas which has had over £4000 spent on it to keep it working, this also requires more works as the cutting deck needs 3 new main bearing as well as some welding works, so is getting very costly to keep running.

The Kawasaki mule will require significant cost to replace all the tyres and repair the road lighting as it has failed due to it being kept outside for many years before the groundstaff moved to its current accommodation. (could be £1000)

Note - The P&F committee agreed to move an extra £1000 into the repair/service of equipment budget

Normal practice would be to look at renewing heavy use machines after 5 years, but the council has had a policy of using machines until end of life, this means that a large cost can happen all at once if items fail at the same time.

## 2. Options for Council

The committee are asked to note this report and the costs involved in keeping old machinery in a safe condition to use.

The parks officer and finance officer will investigate the best options for the renewal of the Kubota mower and Kawasaki mule in the next financial year, earlier than the recommendation from the climate change working party if finances can be sourced, these to be electric if possible or a more environmentally friendly option and report back to the committee. Possible sources of funding could be 106 money from Chalker's rise, purchase reserves and climate change budget.

## 3. Reason for recommendation

If the costs to keep these vehicles in a safe condition continues at the current rate it is not financially viable for the council. New machines would give a certain amount of peace of mind regarding maintenance cost as they would be under warranty etc as well as reducing vehicle emissions as we head towards the targets set by the council.

## 4. Expected benefits

Less breakdowns so amenity areas can be kept to the best possible stand

## 5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Use of budget and possible 106 monies
5.4 Time scales	This financial year
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	To be considered
5.8 Crime & Disorder	
5.9 Health & Safety	New equipment would have up to date safety features
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

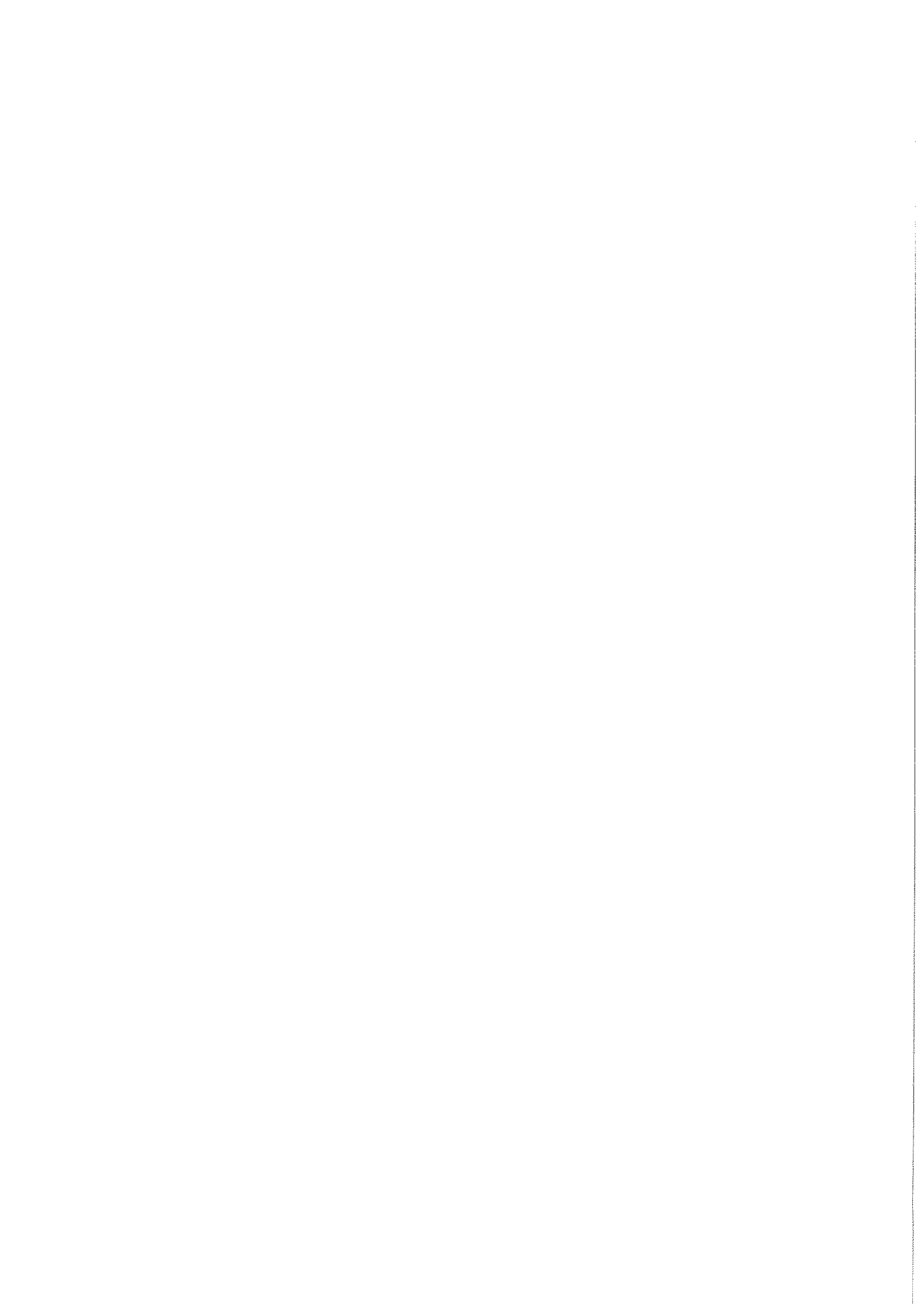
## 6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

### 6.7 Which business plan item(s) does the recommendation relate to?

Policy and finance net zero carbon resolution.

## 7. Appendices



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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 982
<b>Meeting date:</b>	21 January 2025	<b>Authors:</b>	Parks Officer
<b>Subject:</b>	Archaeological information boards for Centenary Park		
<b>Purpose:</b>	To note this report		

**Recommendation(s):**

The committee are asked to note this report

**1. Background**

In September 2024 ESCC carried out an archaeological dig in Centenary Park on behalf of LDC using 106 funds left over from the big parks project.

They plan to produce lectern type information boards similar in design to the current wooden ones within the park which will show information about

1. *Settlement and occupation in the area (with special mention of the Iron Age Houses found around Keymer Avenue area)*
2. *Land division and use (to include the unusual Neolithic Pits at the eastern end of the park)*
3. *Production and industry (looking at the pottery making on site, flint tools and the incredible early evidence of food and farming)*

These boards are planned to be located within Centenary Park adjacent to pathways for park users to read.

**2. Options for Council**

To note this report

**3. Reason for recommendation**

LDC were the lead council in building the park and PTC have a 999-year lease with them to manage the park, the archaeological significance of the land was always a priority when the park was built, these boards will help inform residents of the findings both from the recent dig and from the original excavations when the park was created

**4. Expected benefits**

Improving the park for all to enjoy.

## 5. Implications

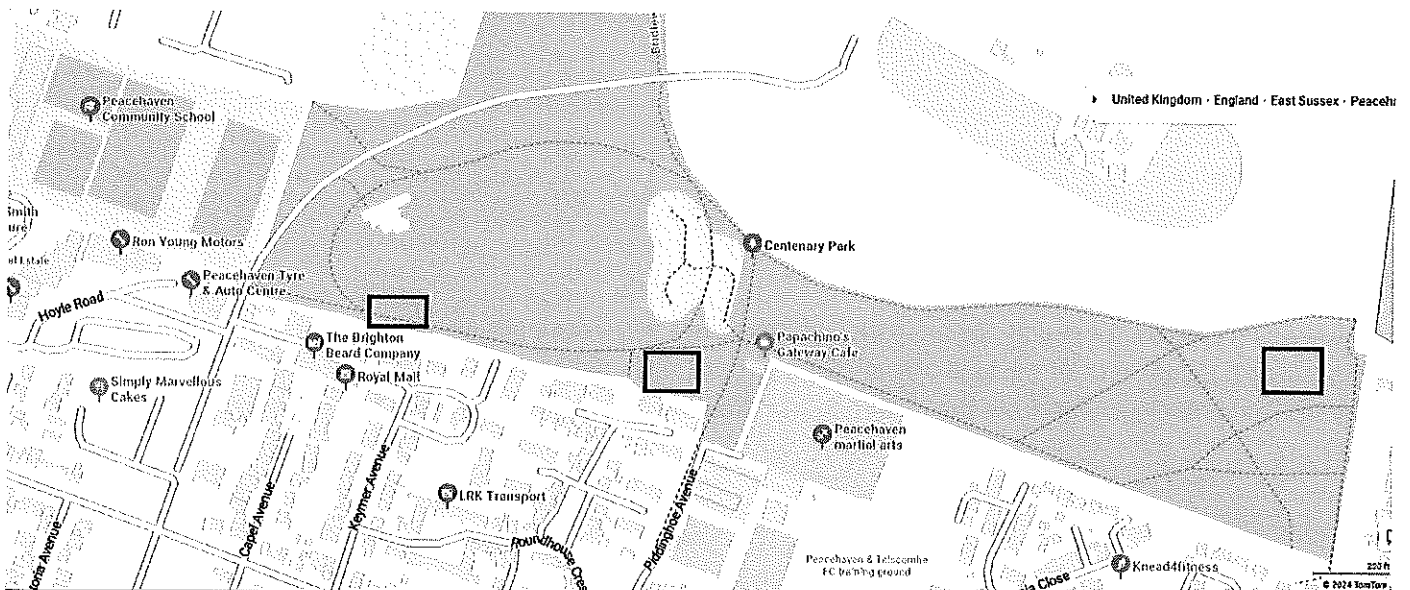
5.1 Legal	
5.2 Risks	
5.3 Financial	Zero cost to PTC
5.4 Time scales	To be installed in Spring 2025
5.5 Stakeholders & Social Value	Yes
5.6 Contracts	
5.7 Climate & Sustainability	Wooden notice boards similar to the current ones used on the site
5.8 Crime & Disorder	
5.9 Health & Safety	To be assessed
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Information boards will be installed to the correct heights for wheelchair access

## 6. Values & priorities alignment

<b>Which of the Core Values does the recommendation demonstrate?</b>	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>
<b>6.7 Which business plan item(s) does the recommendation relate to?</b>	

## 7. Appendices

The suggested locations for lectern information boards is shown on the map below.





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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 983
<b>Meeting date:</b>	21 <sup>st</sup> January 2025	<b>Authors:</b>	Parks officer
<b>Subject:</b>	Community garden licence agreement		
<b>Purpose:</b>	To agree		

**Recommendation(s):**

To agree to the community garden licence

**1. Background**

The community garden is located in The Oval, it was formed several years ago with the support of Peacehaven TC as an ad hoc area for residents to use for an allotment type area. Now users have set up a community group to run the area, officers met with the chair and secretary to discuss what can and cannot be done within the confines of the area and a draft of the licence was shown to them, which they agree to in principle.

The group have already acquired several water butts from southern water to collect the rainwater from their sheds for use in the summer and the area is used by local schools to teach children where their food come from as well as forest schools. They have indicated they want to improve the area by adding some decking next to the shed, which is using recycled plastic decking, so users can have an area which is not muddy to stand, sit and chat.

**2. Options for Council**

The council are asked to approve the licence as this will help the group obtain funding etc in the future.

**3. Reason for recommendation**

The community garden is run by the residents for the residents and is a great place to meet new people and have access to an outside space for people without gardens. They have also reached out to groups who help people with various issues, and they use the garden area to help in their recovery process.

**4. Expected benefits**

The continued usage of the space for residents of Peacehaven to engage in gardening, relaxing and enjoying the fresh air.

Possible future contact with the local doctors to be a source to help people recover from mental health issue as well as physical issues.

## 5. Implications

5.1 Legal	
5.2 Risks	Assessment carried out
5.3 Financial	no
5.4 Time scales	Jan 2024
5.5 Stakeholders & Social Value	yes
5.6 Contracts	
5.7 Climate & Sustainability	To be considered
5.8 Crime & Disorder	
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. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

### 6.7 Which business plan item(s) does the recommendation relate to?

Civic and community events committee - Isolation Project- developing community space.

## 7. Appendices

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**Licence to create and maintain a Community Garden and any related subsidiary activities**

**between**

Peacehaven Community Garden (Hereinafter called "the Licensee")

**and**

Peacehaven Town Council and acting by its Officer who has agreed this document with the Council hereby permit you to create and maintain a Community Garden in The Oval Park on the land outlined in blue on the plan annexed hereto, subject to the following conditions: -

- a) This consent includes the installation by the Licensee of small tool storage containers and tool shed. Any future additional structures to be agreed with the Parks Officer.
  - b) Pedestrian access to the Garden across Peacehaven Town Council land by users of the Garden in accordance with the attached plan.
  - c) Access and use by all persons is to be permitted at all times.
  - d) The Licensee is permitted to have water harvesting systems installed at the site, exact details of which are to be agreed with the Park Officer of Peacehaven Town Council.
  - e) Any tree planting must be agreed in advance with the Parks Officer.
1. Should the Licensee (Peacehaven Community Garden) cease to exist, the Garden will continue to be maintained by Peacehaven Town Council or its managing agents or be returned to its original condition (grass).
  2. The Licensee shall fully and completely release and indemnify and keep indemnified Peacehaven Town Council from and against all actions suits claims costs expenses damages and demands whatsoever arising out of and in connection with the use of the Licence or the granting of this Licence.
  3. The Licensee shall hold insurance in respect of the risks set out above for a minimum of £5,000,000 and to satisfaction of the Town Clerk.
  4. The Licensee shall be responsible for the insurance of the contents and inventories of the Garden.
  5. The Licensee shall not conduct any commercial or for profit activities on the land.
  6. The Licensee agrees to follow all relevant policies of Peacehaven Town Council.

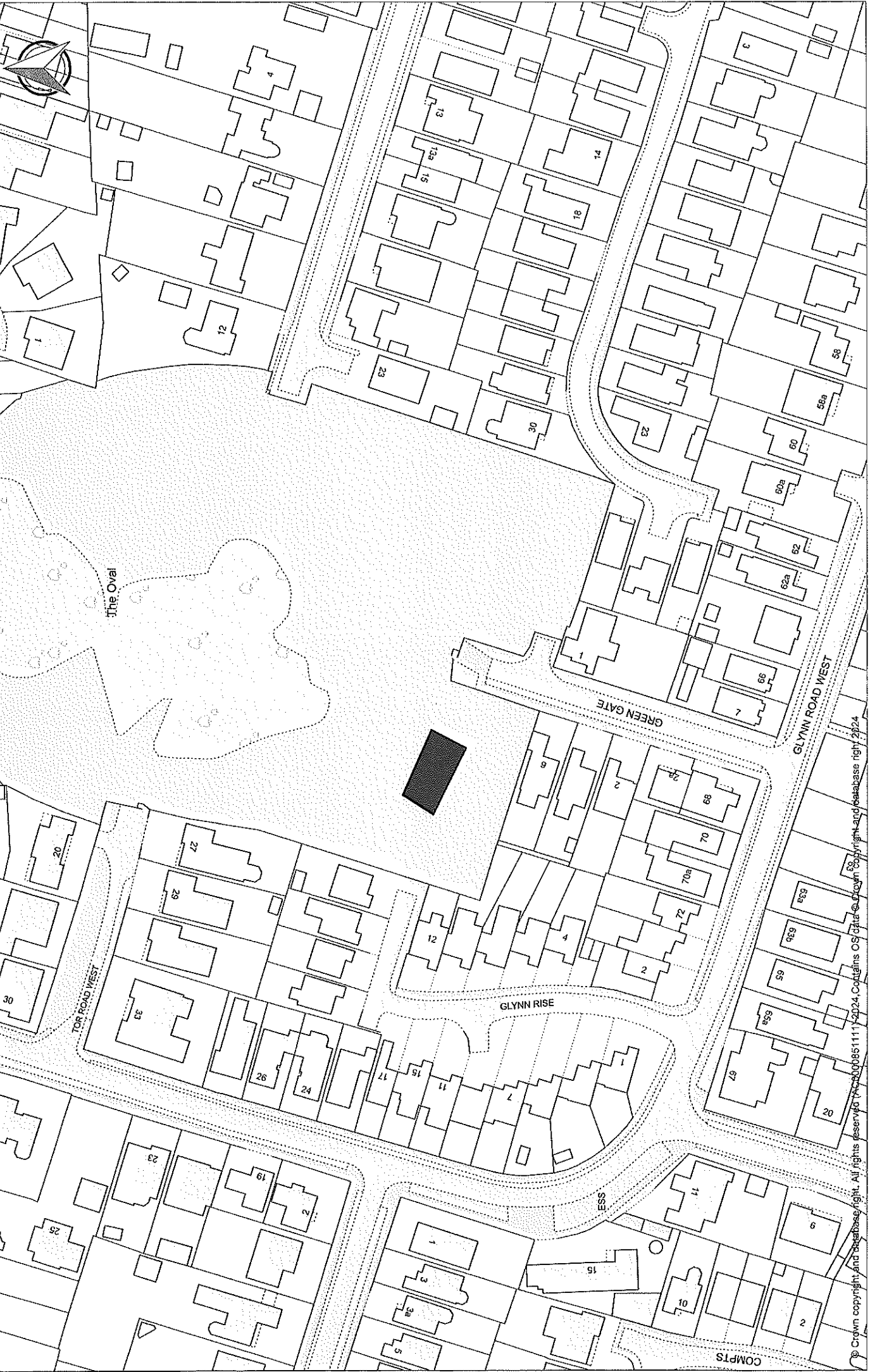
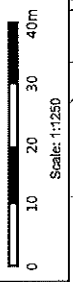
7. This Licence shall be personal to the Licensee and accordingly the Licensee may not assign or grant sub-licences or share possession or occupation of the property or any of the Licensee's rights under this Licence'.
8. The Licensee should use the property only for the authorised purpose.
9. Peacehaven Town Council shall be responsible for the maintenance of all fencing and gates and the cutting of grass paths and the central meadow area.
10. An Administration fee of £25 shall be payable on commencement of this licence with a Licence fee of £25 payable thereafter annually.
11. Peacehaven Town Council reserves the right to terminate this Licence by giving a minimum notice of six months.
12. The Licensee has the right to terminate this Licence by giving a minimum notice of six months (or shorter period by mutual agreement) to Peacehaven Town Council.

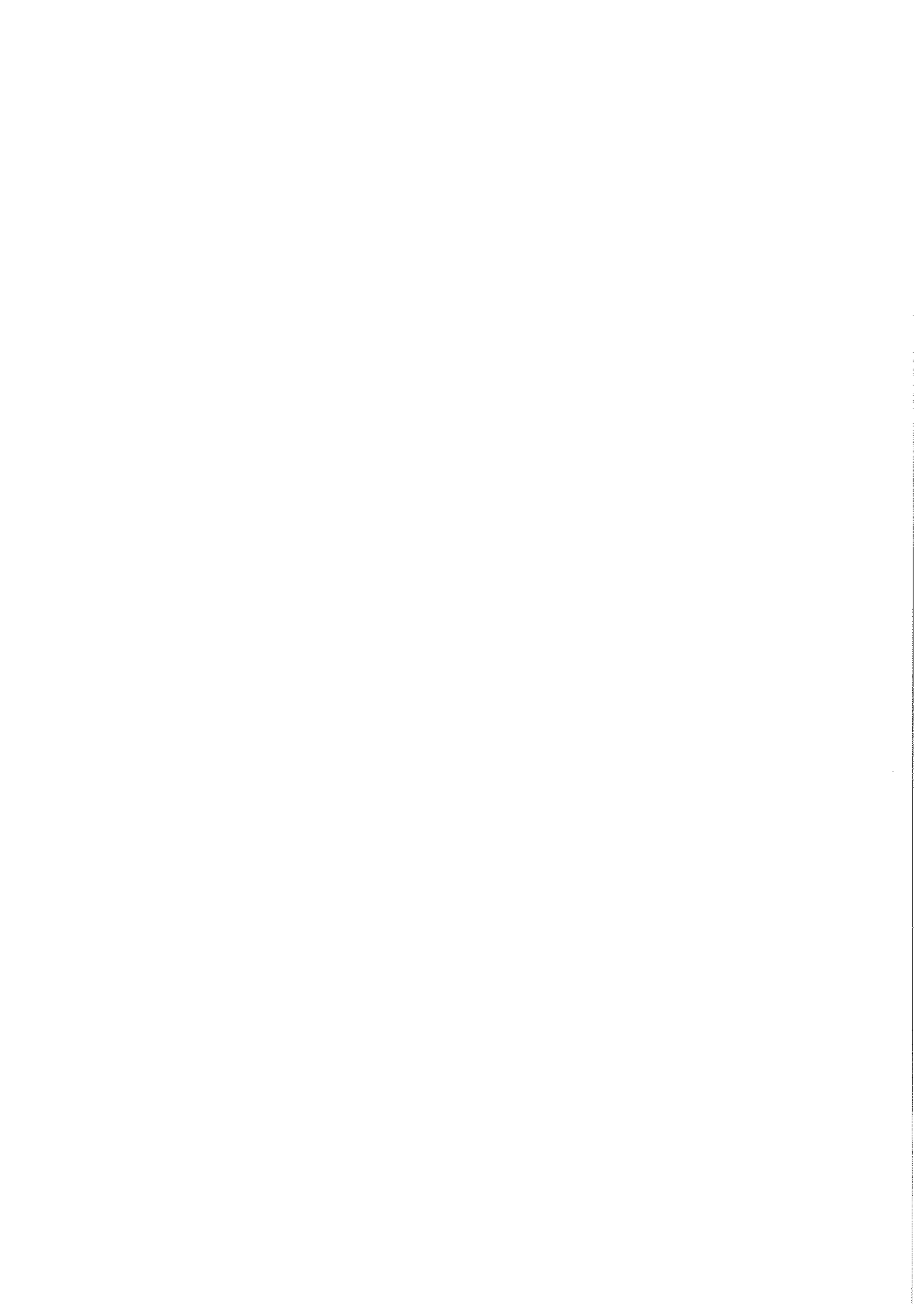
**Dated**

**George Dyson**

**Town Clerk**

**Peacehaven Town Council**





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Town Clerk

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<b>Committee:</b>	Leisure, Amenities and Environment	<b>Agenda Item:</b>	LA 984
<b>Meeting date:</b>	21 <sup>st</sup> January 2025	<b>Authors:</b>	Parks Officer
<b>Subject:</b>	Crows causing a nuisance at Centenary Park		
<b>Purpose:</b>	To agree		

**Recommendation(s):**

To agree to erect signage asking residents to not feed the crows

**1. Background**

Centenary Park has now got a residency of approximately 30 crows that are being fed regularly by residents, these are becoming a hazard to residents and users of the café, they are becoming aggressive when café users have food, scaring children damaging the sports surfaces and even grabbing hats off heads of dog walkers. We have been contacted or stopped on site on various occasions asking us to do something about it.

The abundance of food available to the crows, because of the feeding, has led to the increase in population, the theory is if we can stop the feeding, the crows will not have enough food to stay in the area in the current numbers and they will move away.

We also have had a few incidences of dogs getting ill and we cannot rule out this could be from food being fed to the crows.

**2. Options for Council**

To agree to put signage out asking residents to stop feeding the crows.

**3. Reason for recommendation**

To try to reduce the numbers of crows to help prevent distress to users of Centenary Park.

**4. Expected benefits**

Stopping feeding the crows may reduce the risk of disturbance of park users.

## 5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Signage cost
5.4 Time scales	
5.5 Stakeholders & Social Value	Could be improved
5.6 Contracts	
5.7 Climate & Sustainability	
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	
<b>5.10 Biodiversity</b>	The large numbers of crows have reduced the diversity of birds within the park
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

## 6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

<b>6.7 Which business plan item(s) does the recommendation relate to?</b>

## 7. Appendices

Copy of an email received on the 06/01/2025

Hello,

At the end of November I took my 1-year-old daughter to the Big Park in Peacehaven. While we were on the slide in the older kids play area a crow landed very near my daughter (about 1-2 feet away). I tried to 'shhh' it away but it wouldn't budge then went for my daughter. I had to swing round really quickly so that she wasn't hurt. The crow then proceeded to follow us out of the play area!

This morning, I was at the park again with my daughter when again we were attacked by a crow (they seem to work in pairs)! As we came into the play area it swooped at my daughter. It also swooped at her again as we left and again seemed to 'escort' us out.

A quick search online explains that crows do this to protect their young (even though it's mid-winter). Ridiculous advice has been to 'carry an umbrella' or 'wear a hat'.

All very well for the poor crow. However, it is not out of the realms of probability that one day soon a crow will have a child's eye out (as they are known to attack the eyes).

Could you please address this issue, as I'm aware from a local Peacehaven online chat that this is not an isolated incident. If there is a nest, could it be moved, as this is clearly a danger to children? Scarecrow perhaps?

Kind regards,





Please DO NOT feed the  
crows as they are  
causing a nuisance to  
users of this park.



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Town Clerk

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<b>Committee:</b>	LA&E	<b>Agenda Item:</b>	LA 985
<b>Meeting date:</b>	21 <sup>st</sup> January 2025	<b>Authors:</b>	Meetings & Projects Officer
<b>Subject:</b>	<b>Parks Signage</b>		
<b>Purpose:</b>	To agree to the signage recommendations in the report.		

**Recommendation(s):**

To agree the 2-rung ladder park entrance signage and their 5 locations within Centenary Park.  
To agree the company to use for the playground rules signage, and to omit the Shepherd Down Dog Park location.

**1. Background**

Centenary Park Ladder Rung Sign

The Centenary Park Sign should be delivered by the end of this month.

The content and copy on the website is currently being worked on, which the QR code will link to.

The total cost of the actual sign (excluding work on the website that links to the QR code) is £1,126 ex VAT (£1,626 minus £500 that was kindly contributed by SDNP).

Ladder Rung Signage for the remaining parks

The same company as the one who's supplying the Centenary Park ladder run sign has quoted around just under £19,000 for recycled plastic ladder rung signage at the following locations:-

Location	# of Entrances
Centenary Park (See appendix A)	5 entrances (from Hoyle Road Ind Estate, Chalkers Rise, Community Orchard, Gladys Avenue, Flint Way)*
Epinay Park	3
Firle Road (Wimpy) Park	3
Howard Peace Park	3
The Dell	4
Shepherd Down Dog Park**	2
The Oval	4
TOTAL	24

\*The 2 entrances at the eastern end are excluded as these will eventually have signage as part of the south downs park Ovesco project. Keymer Avenue and Sarnia Close entrances were not on the original Centenary Park plans.

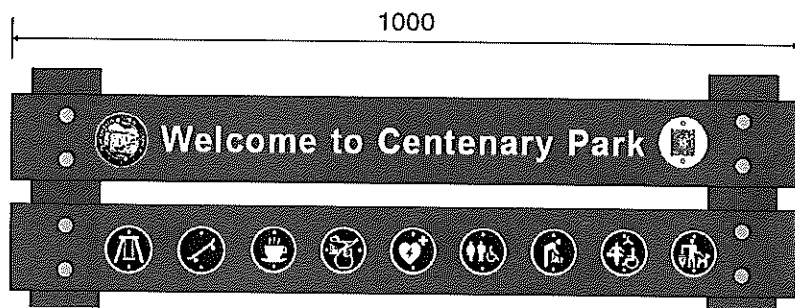
\*\* This could be omitted for now, since the dog park equipment is in a state of disrepair.

Centenary Park Ladder Rung Signage

For 5 ladder signs just for Centenary Park, each with 2 slats and 11 logos (as per image below) the cost would be £4,907 ex VAT (as per appendix B). The Meetings & Project Officer is looking into funding opportunities.

## Mock up of an example of a Centenary Park ladder sign

(There are a maximum of 9 x 75mm N-viro discs per slat).



## Aluminium Panel Signs and Posts for Playground Rules

4 quotes have been received for a total of 15 aluminium signs with 76mm diameter aluminium posts, and 1 aluminium sign without a post (for the skatepark), each with A2 (x4A4s) sized panels.

Location	Number of signs
Centenary Park	4
Skatepark	1
Epinay Park	2
Firle Road (Wimpy) Park	4
The Dell	2
Jubilee Gym	2
Shepherd Down Dog Park*	1
TOTAL	16

\* This could be omitted for now, since the dog park equipment is in a state of disrepair.

The quotes range from around £1,540 to just over £8,000.

The Meetings & Projects Officer is looking into funding options.

## Lecterns and various fingerposts

These are for future consideration.

## Options for Council

To decide the ladder signage and the locations for Centenary Park.

To decide the company to use for the playground signage, and to omit the Shepherd Down Dog Park location.

To decide an alternative way forward.

### 1. Reason for recommendation

To progress the parks signage project.

### 2. Expected benefits

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

### 3. Appendices

#### Appendix A – Mock up of the Centenary Park Ladder Rung Signage Locations



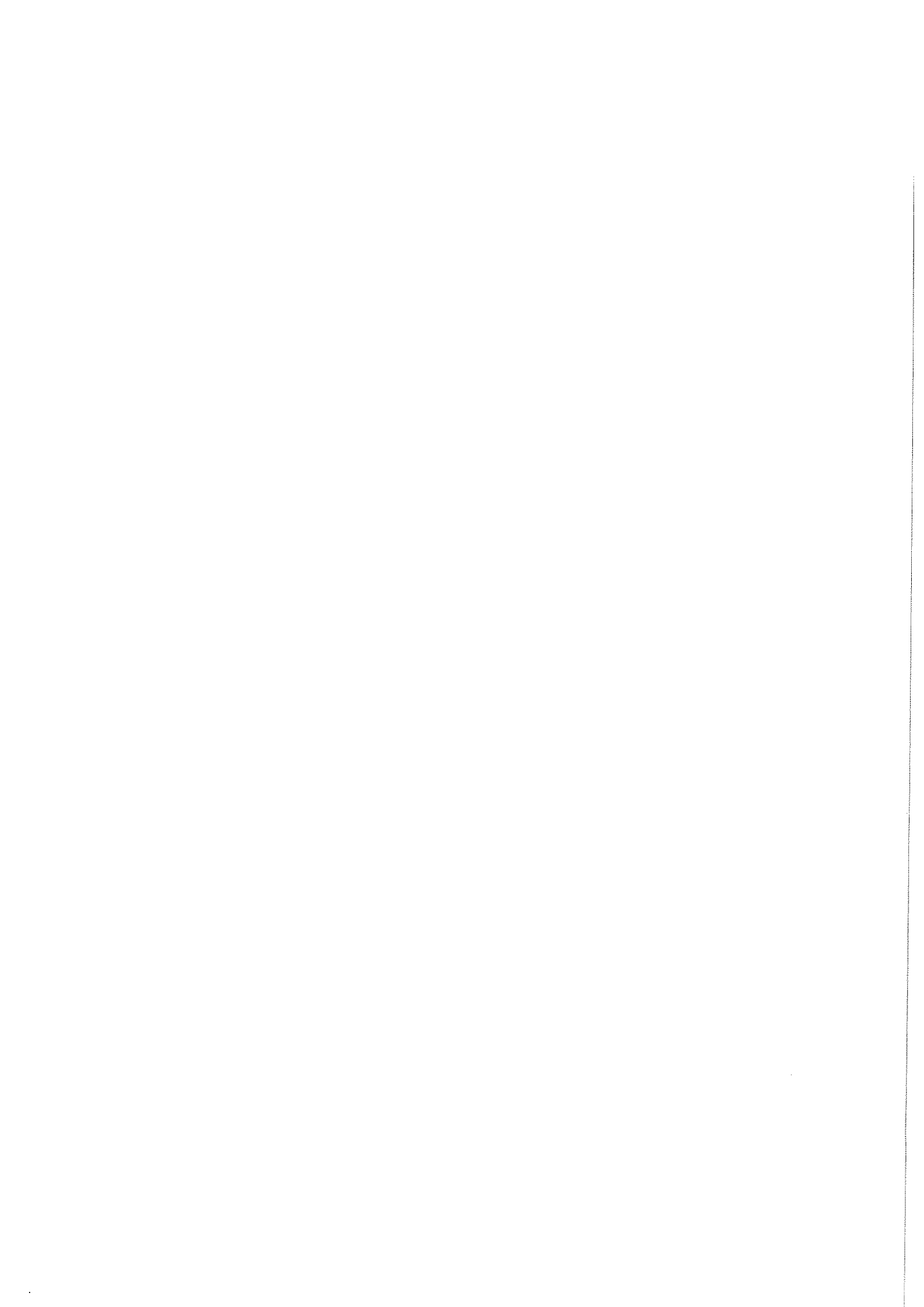
Appendix B – Ladder Rung Signage Quotation

Appendix C – First Panel Quote

Appendix D – Second Panel Quote

Appendix E – Third Panel Quote

Appendix F – Fourth Panel Quote



# Appendix B - Ladder Rung Sign Quotation

Zoe Polydorou  
Peacehaven Town Council  
Community House  
The Meridian Centre  
Peacehaven  
East Sussex  
BN10 8BB

## ESTIMATE

Ref No. DY24255/8  
Dated 06/01/2025  
Contact Zoe Polydorou  
Tel 01273 585493  
Fax

Further to your recent enquiry I have pleasure in submitting our estimate as follows:-

### Re : Parks Signage Project - Phase 1

Item	Qty	Pack	Description	Unit Price	Total
A	4	Unit(s)	Studio time to typeset/layout design in hours	£78.00	£312.00
B	1	Unit(s)	PDF Proof	£10.00	£10.00
C	5	Unit(s)	Ladder Sign with Twin Slats Font: Times New Roman (no logos) Material: Recycled Plastic Finish: Cedar effect with single colour infill Supplied flat packed for client assembly	£510.00	£2,550.00
D	55	Unit(s)	n-viro disc for wallmounting, 10 of Size: 75mm diameter Material: 3mm Aluminium Graphics: Full colour print onto white base stock with DuoGuard anti-graffiti coating	£34.00	£1,870.00
E	1	Units	Standard Delivery Charge - BN10 8BB	£165.00	£165.00
				<b>Sub Total</b>	<b>£4,907.00</b>
				<b>VAT</b>	<b>£981.40</b>
				<b>TOTAL</b>	<b>£5,888.40</b>

Payment: 30 days from date of invoice.

Quote

# [65603] Playground Signs

Peacehaven Town Council  
Zoe Polydorou

ISSUED ON

7 Jan, 2025

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## Design

600.00

Brief -

To design x6 safety signs for a local park. All messaging, logos and specs to be supplied and confirmed prior to work commencing.

1. Under 12's sign (x4 A2 signs)
2. Over 12's sign (x4 A2 signs)
3. No age restriction sign (x4 A2 signs)
4. Shepherds Down dog park sign (x1 A2 sign)
5. Jubilee gym sign (x2 A2 signs)
6. Skatepark sign (x1 A2 sign)

Deliverables -

x 6 designs for the above messages, using copy supplied by client  
Pdf to be shared with the client for feedback

N.B This cost considers the above only.

---

## Design Development - Amends

200.00

In line with client feedback, we are to make any amends needed across the x6 signs.

Deliverables -

x6 amended sign designs  
Pdf to be sent to client for final proofing ahead of print.

N.B This stage considers two sets of collated amends.

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## Project Management

175.00

Throughout the duration of this project, you will have your own dedicated project and account management. This cost considers time spent for all day to day contact, internal briefings, meetings and ensuring the project is on track.

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## Printing

565.00

---



## Printing

565.00

Cost for [REDACTED] to source print 16 x A2 signs as follows:

1. Under 12's sign (x4 A2 signs)
2. Over 12's sign (x4 A2 signs)
3. No age restriction sign (x4 A2 signs)
4. Shepherds Down dog park sign (x1 A2 sign)
5. Jubilee gym sign (x2 A2 signs)
6. Skatepark sign (x1 A2 sign)

These are to be matt laminated digital print applied to 3mm aluminium composite, supplied with 76mm posts, clips, rail and panels. This cost also includes delivery to site.

If further prints are required, these will be charged for in addition. We can also provide installation at an additional cost.

---

TOTAL (GBP) **1,540.00**

ACCEPT THIS QUOTE

I agree to, and accept, this quote

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDITIONAL COMMENTS

The above items are subject to VAT where applicable. This estimate is valid for 30 days and subject to final sight of requirements. Print prices are subject to paper prices at time of order. If you have any questions about these costs, please contact us immediately. Should the project go ahead, design, artwork, website build, development, hosting, reproduction services and print would be invoiced in stages with final payment upon completion. Retention of title until goods are paid for in full. However, if the project is cancelled for whatever reason then an invoice will be raised on a quantum meruit basis. Payment: 30 days nett.

---

Re: Playground Rules/Safety Signage

---

From 

Date Tue 07-Jan-25 12:31

To Zoe Polydorou <ZoePolydorou@peacehaventowncouncil.gov.uk>

Hi Zoe

To confirm the prices are as follows:

15 x A2 sign panel mounted with a channel onto 2600 x 76mm aluminium post @ £375 each - £5625

1 x A2 sign panel for wall mounting - £195

Design of artwork for all signs - £200

Delivery - £135

Plus VAT @ 20%

Lead time for production is 4 weeks from approved artwork.

If you are happy to proceed please confirm and I will create the artwork for your approval before production.

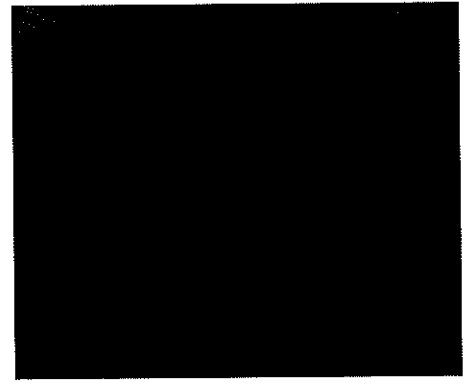
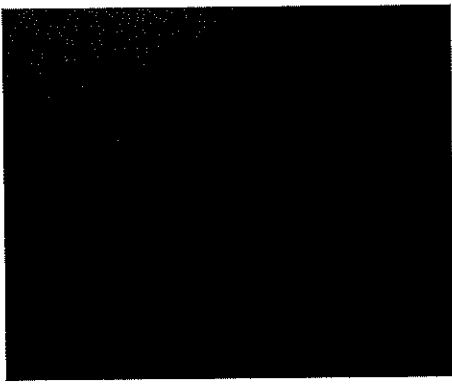
Kind regards



**Click here if you are happy with our services then why not review us on google**

**If you have to print this email please don't forget to recycle it.**

This email is sent in confidence for the addressee only. Unauthorised recipients must preserve this confidentiality and should please advise the sender immediately by returning the original email to us without reading it, taking a copy or disclosing it to anyone else. Please also destroy and delete the email from your computer. We have taken reasonable precautions to ensure that no viruses are transmitted to any third party but we cannot guarantee that this email is virus free. You are advised to scan all attachments and open them at your own risk. We do not accept any responsibility for any loss or damage resulting directly or indirectly from the use of this email or its contents.



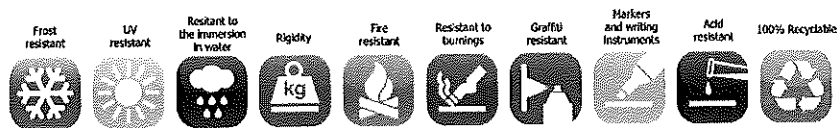
Technical data sheet:

Product - 3mm thick solid aluminium sign panel made with high abrasion and scratch resistant coating

- Full colour
- UV resistant
- Weather resistant
- Aluminium base material is extremely durable
- Cost effective alternative to vitreous enamel
- Can be cleaned using water, white spirits, alcohol or acetone
- Fire resistant
- Moisture resistant
- Fully recyclable
- Outstanding print quality
- 10 year warranty

Conforms to the following accreditations and test criteria:

- Meets **S1085: Issue A4: 2016** for Fire Safety Performance of Materials in Rail Stations and Tunnels Infrastructure.
- Reaction to Fire **BS EN 13501-2 :2007 + A1:2009** - complies with the requirements **Classes B, d0**, Passes **BS 476-6 + A1:1999, (Class O)** and **BS 476-7 :1997 (Class 1)** for Surface Spread of Flame and Fire Propagation
- Conforms to **BS EN 45545 -1:2013** for the protection of passengers and staff in railway vehicles in the event of a fire on passenger carrying trains
- Passes Test 4RS efficacy test for Graffiti Removal and Graffiti Resistance on Train Rolling Stock
- **EN ISO 4618:2014** Paints & Varnishes - 10 Year Warranty
- **EN ISO 2810:2004** for Weathering Resistance
- **ASTM G154** 500 Hrs. QUVB Accelerated Ageing for Gloss Retention & Colour Fastness
- Passes the Test Methods of **BS 3900-0:2010** for Durability, Scratch & Impact Resistance
- Service Temperature -40°C - +90°C UV & Frost Resistant
- Excellent Exterior Performance
- Resistant to acids, alkalis & salt spray
- Anti-Graffiti resisting both Aerosol Paints, Acrylic Paints, Permanent Markers & Dyes
- 100% Recyclable



Zoe Polydorou  
 Peacehaven Town Council  
 Community House  
 The Meridian Centre  
 Peacehaven  
 East Sussex  
 BN10 8BB

**ESTIMATE**

Ref No. DY24848/1  
 Dated 06/01/2025  
 Contact Zoe Polydorou  
 Tel 01273 585493  
 Fax

Further to your recent enquiry I have pleasure in submitting our estimate as follows:-

**Re : DY24848 - Parks Signage Project - Phase 2**

Item	Qty	Pack	Description	Unit Price	Total
A	14	Unit(s)	Studio time to typeset/layout design in hours	£78.00	£1,092.00
B	16	Unit(s)	PDF Proof	£10.00	£160.00
C	16	Units	n-viro graphic panel with rail channel Size: A2 - 594mm x 420mm with radius corners Material: 3mm Aluminium with Aluminium rail to reverse Graphics: Full colour print onto coloured base stock with DuoGuard anti-graffiti coating *Client to supply ready to print digital artwork Aluminium Post Size: 76mm x 2250mm Material: Aluminium with Black Plastic Cap Finish: Powdercoat RAL 9005 Black (other colours available on request)	£410.00	£6,560.00
D	1	Units	Standard Delivery Charge - BN10 8BB	£198.00	£198.00
				<b>Sub Total</b>	<b>£8,010.00</b>
				<b>VAT</b>	<b>£1,602.00</b>
				<b>TOTAL</b>	<b>£9,612.00</b>

**Payment: 30 days from date of invoice.**

# QUOTE

Peacehaven Town Council  
Community House  
Greenwich Way  
Peacehaven  
East Sussex  
BN10 8BB

**Date**  
10 Jan 2025

**Expiry**  
9 Feb 2025

**Quote Number**  
QU-0481

**Reference**  
Zoe Polydorou

Description	Quantity	Unit Price	Amount GBP
To supply; A2 size Aluminium Composite signs (inc. 5mm radius corners) with full-colour printed matte or gloss-laminated self-adhesive vinyl graphics as per spec. each fixed to 1 off 2 m long 76 mm diameter Aluminium post with Stainless Steel clips, bolts, nuts and washers, VHB double-sided tape, plastic post cap; powder-coated in black as per spec.	15.00	145.00	2,175.00
To supply; A2 size Aluminium Composite sign (inc. 5mm radius corners) with full-colour printed matte or gloss-laminated self-adhesive vinyl graphics as per spec. (no post or clips etc.)	1.00	69.00	69.00
		Subtotal	2,244.00
		TOTAL NO VAT	0.00
		<b>TOTAL GBP</b>	<b>2,244.00</b>

## Terms

QUOTE VALID FOR 30 DAYS - All prices are based on ordering the quantities quoted.



George Dyson  
Town Clerk

☎ (01273) 585493  
✉ TownClerk@peacehaventowncouncil.gov.uk



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

<b>Committee:</b>	LA&E	<b>Agenda Item:</b>	LA 986
<b>Meeting date:</b>	21 <sup>st</sup> January 2025	<b>Authors:</b>	Meetings & Projects Officer
<b>Subject:</b>	Howard Peace Park Phase 2		
<b>Purpose:</b>	To decide which of the stated options is to be progressed.		

**Recommendation(s):**

The TFG to develop an initial public consultation (either with or without the TFG's designs / drawings) for the ammonite plaques, potential sculpture and sensory garden.

**1. Background**

An artist, recommended by LDC, has carried out an independent initial site visit, and advised the next step would be to meet the TFG on site, where she would provide initial drawings and design ideas. There would be a charge for this, which would be part of her £250 day rate.

The resolution at the last LA&E on 29<sup>th</sup> October 2024, item LA967, was 'That the initial consultation be done in-house, at no cost to PTC other than Officer and Councillor time and printing'. This means that even CIL monies cannot be used at this stage for the initial consultation.

Current TFG members: Cllr Griffiths, Cllr Campbell, Cllr Sharkey, Mr D. Seabrook

**2. Options for Council**

The current options as I see it are to either:-

1. Find an artist who will not charge for an initial consultation, ideas, designs and drawings.
2. The TFG to develop an initial consultation (either with or without the TFG's designs / drawings) for the ammonite plaques, potential sculpture and sensory garden.
3. Reverse the aforementioned resolution (following Standing Orders Item 7 - Previous Resolutions)
4. Do nothing.

**3. Reason for recommendation**

To progress the project.

**4. Expected benefits**

To help determine resident's views and project expectations.

## 5. Implications

5.1 Legal	Follow any public consultation protocol
5.2 Risks	Not carrying out a public consultation could result in project progress without public support.
5.3 Financial	Officer and Councillor time and printing
5.4 Time scales	First quarter of 2025 for the TFG to meet, consultation to be produced and results obtained.
5.5 Stakeholders & Social Value	Resident's views to help determine the project
5.6 Contracts	None at this stage.
5.7 Climate & Sustainability	Input from consultation.
5.8 Crime & Disorder	n/a
5.9 Health & Safety	n/a
5.10 Biodiversity	Input from consultation
5.11 Privacy Impact	Consultation results would be in line with GDPR
5.12 Equality & Diversity	Consultation open to all.

## 6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

<p><b>6.7 Which business plan item(s) does the recommendation relate to?</b> None</p>
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## 7. Appendices

None