

George Dyson
Town Clerk

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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 Seabrook, Cllr Griffiths,

28th August 2024

Dear Committee Member,

You are summoned to **LEISURE, AMENITIES & ENVIRONMENT COMMITTEE** meeting to be held in the Anzac Room, Community House, Peacehaven on **Tuesday 3RD September 2024 at 7:30pm**

A handwritten signature in black ink, appearing to read "G Dyson".

**George Dyson
Town Clerk**

A G E N D A

GENERAL BUSINESS

- 1 LA 933 CHAIRS ANNOUNCEMENT**
- 2 LA 934 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 935 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
- 4 LA 936 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
- 5 LA 937 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON TUESDAY 18TH JUNE 2024**
- 6 LA 938 TO NOTE BUDGET UPDATE**
- 7 LA 939 TO NOTE ACTION PLAN**
- 8 LA 940 TO DECIDE THE OVAL GRASS CUTTING SCHEDULE REVIEW**
- 9 LA 941 TO DECIDE TREE WORKS REQUEST, FOXHILL**
- 10 LA 942 TO NOTE ALLOTMENT UPDATE**
- 11 LA 943 TO NOTE THE COMPLAINTS LOG**
- 12 LA 944 TO NOTE OVESCO WORKSHOP UPDATE**
- 13 LA 945 TO NOTE BUSINESS PLAN**
- 14 LA 946 TO DISCUSS ACCESSIBILITY TO THE OVAL PARK**
- 15 LA 947 TO AGREE AND APPROVE THE CENTENARY PARK MAIN SIGN**
- 16 LA 948 TO NOTE REPORT FROM PARKS SIGNAGE TFG**
- 17 LA 949 TO NOTE GREEN INFRASTRUCTURE PLAN UPDATE**

- 18 LA 950 TO NOTE HOWARD PARK PHASE 2 TFG REPORT**
- 19 LA 951 TO NOTE THE FOOTBALL CLUB 3G PROJECT UPDATE**
- 20 LA 952 VERBAL UPDATES FOR TASK AND FINISH GROUPS**
- 21 LA 953 TO CONFIRM DATE OF NEXT MEETING AS THE 29TH OCTOBER 2024**

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment (LA&E) Committee meeting held in the Anzac Room, Community House on Tuesday 18th June 2024 at 7:30pm.

Present: Cllr Sharkey (Chair of Committee), Cllr Gallagher, Cllr Campbell, Cllr Studd, Cllr Fabry, Cllr Seabrook, Cllr Griffiths.

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

2 members of the public were in attendance.

1. LA912 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed committee members and members of the public, requested that phones be turned off, and briefly ran through the fire procedure. The Chair then informed the Council of the following:

- Cinema Back to Black at 7:30pm on Wednesday 19th June.

2. LA913 PUBLIC QUESTIONS.

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

There was 1 public question, in relation to item LA927, whereby it was explained that an issue with the fence was ongoing from 6 years prior, but that there had not been much response to their complaints over the years; that the issue had recently exacerbated and that damage to, and balls being kicked over, their fence was a regular occurrence by all ages. It was explained that they did not see signage as being a solution, and wanted to know what options there were.

The Chair thanked the members of public for their questions.

3. LA914 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

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

Cllr Gallagher explained that she was recording the meeting.

4. LA915 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. LA916 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed to nominate Cllr Ashby-Parkin

Proposed by: Cllr Griffiths

Seconded by: Cllr Seabrook

The Committee **resolved** to **appoint Cllr Ashby-Parkin** as Vice Chair of Committee

6. LA917 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LA&E MEETING HELD ON 20TH FEBRUARY 2024 AND 2ND APRIL 2024.

It was proposed to approve the minutes of the meetings.

Proposed by: Cllr. Studd Seconded by: Cllr Fabry.
1 member abstained.

The Committee **resolved** to **adopt** the minutes of the 20th February 2024 and 2nd April 2024.

16. LA927 TO DECIDE AGAINST A FENCE REQUEST

The Parks Officer introduced the report and added that different measures could be used, for instance a netting system, like the one behind the MUGA court, but that this could be open to vandalism and wouldn't protect the fence.

Cllr Seabrook appreciated the residents' situation but expressed that a 6-foot fence wouldn't help, and Cllr Gallagher appreciated the residents' patience and suggested the wire fence should be installed.

Cllr Griffiths queried whether there was a budget, and the Chair clarified there was none. Cllr Gallagher explained there is a vandalism budget, and members questioned whether other properties would need to be considered too.

19:42 standing orders were suspended.

A member of public further expressed the issues being faced.

19:43 standing orders were reinstated.

It was discussed that any other affected properties be considered in their own merit, and that the RFO would be consulted with regards to whether the fence could be financed through the vandalism budget or from CIL, classed as infrastructure.

It was proposed to put up the wire fence as per the report.
Proposed: Cllr Gallagher Seconded by: Cllr Donovan
All in favour.

The Chair thanked the members of the public.
19:47 public left the meeting.

7. LA918 TO NOTE THE BUDGET UPDATE

Cllr Gallagher expressed that some of the headings needed some tweaking and splitting out, in particular the Hub; that if everything went smoothly PTC would be on 25% within the '%spent' column; and from that explained the sports park income and rents were underestimated, and that the queries would be put to the RFO.
The Committee **noted** the budget

8. LA919 TO NOTE THE ACTION PLAN

The Parks Officer said the order been placed for the equipment and that the overflow carpark bollards were being installed.
The Committee **noted** the action plan

9. LA920 TO NOTE THE ALLOTMENT UPDATE

The Parks Officer explained that three allotment holders received a formal warning yesterday, and there were a number of new tenants.
Cllr Gallagher expressed the allotments were looking much improved, and the Chair expressed she would speak with the Committees and Assistant Projects Officer about re-doing the poster.
The Parks Officer and his team were thanked for the allotment tidy up.
The Committee **noted** the allotment update

10. LA921 TO AGREE TO PROCEED WITH THE OUSE VALLEY CARES FUNDED PROJECT

It was clarified that the name had changed to Ouse Valley Climate Action, and that the Parks Officer had written the report.
Cllr Griffiths explained the bid had already started; that this item was about permission to complete the forms formally, which were to confirm PTC owns the land and would look after the OVCA items.
Cllr Gallagher expressed concern that the form is more complicated than that, the expense of a solicitor, and that the report did not have the full details to progress this item without full information from the Town Clerk.

It was proposed to take the paper to Policy & Finance Committee with further information to go with it.

Proposed by Councillor Donovan Seconded by: Cllr Fabry

Four members voted in favour.

Three members abstained.

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

Cllr Gallagher will send the Town Clerk her questions.

19. LA930 TO AGREE THE OVCA SIGNAGE REPORT

Cllr Griffiths explained the background to the report, and Cllr Gallagher queried what else was part of the plan.

Cllr Seabrook clarified the project had not changed since 2019, and included the trees, waymarking, the information board, and a litter bin, and explained the finances.

There was general discussion surrounding the background of the project, around the workshops the finances, and the suitability of the wayfinding posts in terms of weather and vandalism.

The Parks Officer clarified that prior to being a Councillor Cllr Harman was a contractor for OVCA, confirmed that no money from PTC had gone into this project.

Cllr Harman explained the project and involvement.

20:19 Cllr Harman left the meeting.

Cllr Gallagher complimented the designs, but expressed concern over their suitability with the weather, whereby the Parks Officer explained the suitability of recycled plastic for the project.

It was proposed to agree the design

Proposed by: Cllr Studd Seconded by: Cllr Griffiths

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

20:23 Cllr Harman rejoined the meeting.

20:24 Cllr Campbell left the meeting.

11. LA922 TO AGREE WATER HARVESTING BID

Cllr Seabrook introduced the report, and the Parks Officer explained that it would need to be match funded.

There was general discussion amongst members around project costs, where Cllr Gallagher expressed that the bid amount was too much, and Cllr Seabrook explained it was unlikely the projects would be that much and that if the funding was granted it did not need to be accepted.

20:26 Cllr Campbell rejoined the meeting

There were discussions around a feasibility study.

It was proposed that Officers investigate water harvesting and that funding is applied for.

Proposer: Cllr Seabrook Seconded: Griffiths

Four members voted in favour, and three abstained.

It was **resolved** to **agree** to this proposal.

12. LA923 TO AGREE TO SET UP A TFG FOR PHASE TWO OF THE HOWARD PARK PROJECT

The Chair introduced the report.

Proposed by: Cllr Griffiths Seconded by: Cllr Seabrook

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

TFG Members: Cllr Griffiths, Cllr Seabrook, Cllr Campbell, Cllr Sharkey.

13. LA924 TO AGREE TO SET UP A TFG TO DISCUSS CAR PARKING OPTIONS AT CENTENARY PARK

The Parks Officer introduced the report and explained options that could be looked at.

Cllr Gallagher raised various points to request that the TFG is broadened to include generating income.

Members discussed items that could be discussed at a TFG, including concern over car parking charges being introduced, EV charger discussions from around 1 year ago at P&H, along with car parking and the park, and solar lighting in the car park.

Cllr Fabry mentioned having sent an email to the Town Clerk in relation to EV chargers on March 10th, and will follow this up.

It was proposed to agree to set up the TFG.

Proposed by: Cllr Griffith Secoded by: Cllr Seabrook

One member abstained.

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

TFG Members: Cllr Griffiths, Cllr Fabry, Cllr Campbell

14. LA925 TO AGREE TO THE RECOMMENDATIONS IN THE SIGNAGE TFG UPDATE

The Meetings & Projects Officer introduced and summarised the report.

General discussion took place about the various options, and the Parks Officer explained that this project had been running a long time.

It was proposed to go with option 1

Proposed by: Cllr Gallagher Secoded by: Cllr Donovan

One member abstained.

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

15. LA926 TO NOTE THE COMPLAINTS LOG

The Chair explained that this is combined with item LA931

The Parks Officer explained about some recent vandalism.

The Committee **noted** the complaints log

17. LA928 TO DECIDE ON THE DELL NOTICEBOARD RELOCATION

Cllr Griffiths explained that original minutes recorded that the noticeboard was to be moved, not removed, so should stay in the parks.

Members discussed various location options, including the other entrance at the Dell.

It was proposed to relocate the noticeboard to the right-hand side of the banner boards, and to retain its current height.

Proposed by: Cllr Seabrook Secoded by: Cllr Studd

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

18. LA929 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a) Green Spaces Infrastructure

Cllr Gallagher explained there was no report.

20. LA931 TO REVIEW COMPLAINTS

The Committee **noted** the complaints log.

21. LA932 TO CONFIRM DATE OF THE NEXT MEETING AS THE 3RD SEPTEMBER 2024

The next meeting was **confirmed** as the 3RD SEPTEMBER 2024 at 7:30pm.

There being no further business the meeting ended at 21:10.

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA899
Meeting date:	3 rd September 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 14/08/2024

Month No: 5

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	4,968	6,600	1,632		1,632	75.3%	
4203 Fuel	3,558	5,500	1,942		1,942	64.7%	
4204 Road Fund License	50	600	550		550	8.3%	
4305 Uniform	517	900	383		383	57.4%	
Grounds Team General Exp :- Indirect Expenditure	9,093	13,600	4,507	0	4,507	66.9%	0
Net Expenditure	(9,093)	(13,600)	(4,507)				
310 <u>Sports Park</u>							
1025 Rent & Service Charge	5,011	3,645	(1,366)			137.5%	
1041 S/P Telephone Masts	6,383	6,383	0			100.0%	
1043 S/P Football Pitches	2,380	3,000	620			79.3%	
1060 Water Usage	300	0	(300)			0.0%	
1061 S/P Court Hire	711	2,500	1,790			28.4%	
1111 Electricity	455	0	(455)			0.0%	
Sports Park :- Income	15,240	15,528	288			98.1%	0
4111 Electricity	525	6,500	5,975		5,975	8.1%	
4131 Rates	1,048	2,345	1,297		1,297	44.7%	
4160 Changing Places Costs	469	500	31		31	93.8%	
4161 Cleaning Costs	5,264	10,800	5,536		5,536	48.7%	
4164 Trade Refuse	992	3,000	2,008		2,008	33.1%	
4171 Grounds Maintenance Costs	7,399	10,000	2,601		2,601	74.0%	5,012
Sports Park :- Indirect Expenditure	15,696	33,145	17,449	0	17,449	47.4%	5,012
Net Income over Expenditure	(456)	(17,617)	(17,161)				
6000 plus Transfer from EMR	5,012						
Movement to/(from) Gen Reserve	4,556						
315 <u>Big Park</u>							
4101 Repair/Alteration of Premises	370	4,000	3,630		3,630	9.2%	
4102 Maintenance of Buildings	105	500	395		395	21.0%	
4111 Electricity	176	500	324		324	35.1%	
4112 Gas	137	500	363		363	27.3%	
4121 Rents	7,340	15,000	7,660		7,660	48.9%	
4131 Rates	6,052	5,240	(812)		(812)	115.5%	
4166 Skip Hire	290	1,000	710		710	29.0%	
4173 Fertilisers & Grass Seed	2,295	4,800	2,505		2,505	47.8%	2,295
4303 Machinery Mtce/Lease	593	3,500	2,907		2,907	16.9%	593

Detailed Income & Expenditure by Budget Heading 14/08/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4355 Wifi	0	585	585		585	0.0%	
Big Park :- Indirect Expenditure	17,357	35,625	18,268	0	18,268	48.7%	2,888
Net Expenditure	(17,357)	(35,625)	(18,268)				
6000 plus Transfer from EMR	2,888						
Movement to/(from) Gen Reserve	(14,469)						
<u>316 Gateway Cafe</u>							
1025 Rent & Service Charge	2,804	9,179	6,375			30.6%	
1111 Electricity	2,118	10,000	7,882			21.2%	
Gateway Cafe :- Income	4,922	19,179	14,257			25.7%	0
4101 Repair/Alteration of Premises	19	2,500	2,481		2,481	0.8%	
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	0	1,500	1,500		1,500	0.0%	
4326 Telephones	50	972	922		922	5.1%	
4355 Wifi	0	540	540		540	0.0%	
Gateway Cafe :- Indirect Expenditure	2,188	17,012	14,824	0	14,824	12.9%	0
Net Income over Expenditure	2,735	2,167	(568)				
<u>330 Parks & Open Spaces</u>							
1044 Hire of the Dell	3,885	5,500	1,615			70.6%	
1050 Allotment Rent	81	2,600	2,519			3.1%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	4,066	8,100	4,034			50.2%	0
4050 Allotment Costs	0	1,000	1,000		1,000	0.0%	
4104 Vandalism Repairs	147	1,500	1,353		1,353	9.8%	
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	(353)	6,000	6,353	0	6,353	(5.9%)	0
4101 Repair/Alteration of Premises	24,264	5,000	(19,264)		(19,264)	485.3%	24,264
4141 Water Services	1,966	5,000	3,034		3,034	39.3%	
4164 Trade Refuse	156	500	344		344	31.2%	
4169 Play Equipment Reserve	0	5,000	5,000		5,000	0.0%	
4171 Grounds Maintenance Costs	1,700	4,000	2,300		2,300	42.5%	
4301 Purchase of Furniture/Equipmen	(79)	2,500	2,579		2,579	(3.2%)	
Parks & Open Spaces :- Indirect Expenditure	28,007	22,000	(6,007)	0	(6,007)	127.3%	24,264
Net Income over Expenditure	(23,588)	(19,900)	3,688				
6000 plus Transfer from EMR	24,264						
Movement to/(from) Gen Reserve	676						

Detailed Income & Expenditure by Budget Heading 14/08/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>355 The Hub</u>							
1084 Sports Pavilion	8,092	17,319	9,227			46.7%	
1111 Electricity	0	270	270			0.0%	
1112 Gas	180	270	90			66.7%	
1303 Water Charges	50	150	100			33.3%	
1355 Wifi	53	210	158			25.0%	
	<u>8,374</u>	<u>18,219</u>	<u>9,845</u>			<u>46.0%</u>	<u>0</u>
The Hub :- Income							
4175 Music Licence	0	500	500		500	0.0%	
	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
The Hub :- Direct Expenditure							
4103 Annual Servicing Costs	105	2,500	2,395		2,395	4.2%	
4111 Electricity	479	3,000	2,521		2,521	16.0%	
4112 Gas	0	3,000	3,000		3,000	0.0%	
4171 Grounds Maintenance Costs	208	2,000	1,792		1,792	10.4%	
4326 Telephones	68	0	(68)		(68)	0.0%	
4355 Wifi	0	420	420		420	0.0%	
	<u>860</u>	<u>10,920</u>	<u>10,060</u>	<u>0</u>	<u>10,060</u>	<u>7.9%</u>	<u>0</u>
The Hub :- Indirect Expenditure							
Net Income over Expenditure	<u>7,515</u>	<u>6,799</u>	<u>(716)</u>				
Grand Totals:- Income	32,602	61,026	28,424			53.4%	
Expenditure	72,847	138,802	65,955	0	65,955	52.5%	
Net Income over Expenditure	<u>(40,245)</u>	<u>(77,776)</u>	<u>(37,531)</u>				
plus Transfer from EMR	32,164						
Movement to/(from) Gen Reserve	<u>(8,081)</u>						

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	Work commencing on the 1 st September 2024.	Parks officer	£50,000	106 held by LDC	Summer 2023	
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	This will cover all improvement that are not part of the successful CIL bid for the roof and heating. Things like replacing toilets, kitchen, layouts, changing rooms, accessibility, cosmetic improvements.	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
To resurface the overflow carpark at Centenary Park. LA868 09/01/24 COMPLETED		Parks officer/ Finance officer	TBA	106 Chalker's Rise	Spring 2024	23/07/2024
Bowling green path and irrigation works. LA867 02/01/24 COMPLETED	Irrigation finally finished!	Parks officer	Path works £7995. Irrigation £1769+vat	PTC CIL PTC CIL/ bowls club 50/50	Spring 2024	23/07/2024

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

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.

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 939
Meeting date:	3 rd September 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.

- Re surfacing the overflow car park
- Bowls green irrigation system repairs

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

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Town Clerk

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Community House,
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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 940
Meeting date:	3 rd September 2024	Authors:	Parks officer
Subject:	The Oval grass cutting schedule review		
Purpose:	To Decide		

Recommendation(s):

The decide too either.

- I. Revert back to cutting the Oval completely throughout the year**
- Or**
- II. Continue to leave the Oval as wild meadow with pathways cut through the park area.**

1. Background

In 2022 the L&A committee carried out an extensive survey of The Oval with onsite leaflet distribution as well as house to house distribution, to ascertain the local users' opinions on how it should be maintained. As a result of this, the majority who did the survey asked for the park to be left as wild meadow with pathways cut through the area for walkers to use for the last few years, this is to encourage local flora and fauna to thrive, the whole park is then cut in September.

We have received 3 letters of complaint from residents, (shown in the appendices) as well as verbal complaints at the last L&A meeting, complaining about the long grass and accessibility within the park, so it is recommended we review the grass cutting schedule of The Oval.

There is also a petition signed by **38** residents asking for "*Peacehaven Town Council to properly manage The Oval so that the area can properly be used by residents and that it is fit for purpose*", a copy is held by the parks officer in the office.

2. Options for Council

The committee are asked to review the grass cutting of the Oval and decide too either,

I. Revert back to cutting the Oval completely during the growing season

or

II. Continue to leave the grass as wild meadow, cutting pathways throughout the park for walkers to use.

3. Reason for recommendation

The grass cutting schedule has become an issue to local residents and we have received letters of complaint as well as verbal complaints at the last L&A meeting.

4. Expected benefits

a. The community

The Oval is a popular park for residents mainly for dog walking

b. The environment

Leaving the grass as wild meadow will encourage local flora and fauna to thrive.

c. Other

Changing back to cutting the whole park may encourage new users to make use of the park area.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Extra cost will be incurred if mowing the whole park
5.4 Time scales	
5.5 Stakeholders & Social Value	Social value may improve if the whole area is cut
5.6 Contracts	
5.7 Climate & Sustainability	Cutting the whole park will increase the greenhouse gasses produced from the machinery.
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	Cutting the grass will impact this
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

3 LETTERS AND 1 VERBAL COMPLAINT RECEIVED REGARDING THE OVAL SINCE THE LAST L&A MEETING IN JUNE.

A. Subject: The Oval

I live adjacent to The Oval north Peacehaven, my fence backs onto the Oval.

I am totally disgusted with the state of the grass or lack of cutting the grass in the Oval.

I have rung the council offices and been told it has been designated a wild area!! And will not be cut till September! The next council meeting I have been told is September, my complaint will be put in then. The grass is already about 5ft high, how bad will it be in September. It will then be too late.

This is totally unacceptable, this land was left by the original owner to the people of Peacehaven to use, for pleasure/recreation, it is now unusable. We pay our taxes for what! I have lived here for 17 years; this is the worst it has ever looked. The Oval is for people to enjoy! This is now not possible.

Many people who walk their dogs have spent hundreds of pounds at the vets because of grass seeds stuck in their ears, and many are getting ticks. Nobody wants to sit on the benches, as the grass is too long and not a nice environment to be in, children can't run around and play, also if a dog does its business, nobody can see it to pick it up.!!

It is just not acceptable. No other parks that people can use look like this, why should we as local residents have to put up with this. I as a resident, keep my garden and house in very good tidy order and expect my council that I pay for, to look after their property. As my local councillor I hope to have a reply from you, and hopefully action.

Please forward this to anyone who can help.

B. Hello. Please can you tell me why your Facebook page says you care for the council's parks and care for the community?

If this is the case, why has the grass not been cut in the Oval?

The Oval is a disgrace and a dangerous place for the community to walk. The grass is badly in need of cutting. The mole hills and rabbit holes can no longer be seen. I went over on my ankle walking over there, as I could not see the uneven ground under the long grass. I have heard of other people having the same problem. The long grass is dangerous for dogs as the seed heads get caught in their paws, ears, skin and fur, causing expensive vet visits. They too, can injure their legs due to the invisible uneven ground and holes.

Your website states

"The Oval is a wonderful place to walk your dog or take a leisurely stroll. Located in North Peacehaven, it's accessible via Tor Road and, The Community Garden, is also based at The Oval."

It should state the Oval is a dangerous place to walk your dog or take a leisurely stroll!!!

The Oval always used to be a lovely place to walk dogs and meet up with other members of the Community. Now because of the long grass and lack of care, it is a dangerous place to visit.

These health hazards could so easily be solved by cutting the grass. Why can't this be done?

Yours Extremely Disappointed

C. I am writing to express my concerns regarding the state of the grass in The Oval. It is my understanding that the area has been designated by The Town Council as a wildlife area and that aside from pedestrian walkways the grasses, and weeds, are being left to grow and will not be cut until September. Aside from the fact that I feel the designation to be a total nonsense

given the proximity to Telscombe Tye and the South Downs, both a short walk away, the policy is effectively removing a local resource from public use. Children are unable to play in the area, picnics are no longer possible, and I understand dog walkers are now avoiding the area as picking up their mess is becoming increasingly difficult and that dogs are also getting tics.

However, above all of this I consider there to be an increasing fire risk as we enter the summer period. A carelessly discarded cigarette butt could easily cause a wildfire and with the close proximity of housing, particularly along Telscombe Road, I would like to ask if a risk assessment has taken place? To this end I intend to contact East Sussex Fire and Rescue and request a Fire Safety / Prevention inspection take place.

May I request this matter be given urgent attention. Simply waiting for the grass to be cut in September is not acceptable.

Thank you

There was also One verbal complaint to Cllr Seabrook saying cannot have a picnic as nowhere to put blankets down.

SURVEY RESULTS COLLATED.

THE OVAL

What do you use of the Oval for **241 replies.**

- | | | |
|----------------------|-----|-----|
| 1. Dog walking | 116 | 48% |
| 2. Exercise | 63 | 26% |
| 3. Watching wildlife | 33 | 14% |
| 4. Recreation | 21 | 9% |

What don't you like? **159 replies.**

- | | | |
|--|----|-----|
| 1. dog poo | 49 | 31% |
| 2. wasteland / overgrown / overgrown access | 20 | 13% |
| 3. litter | 12 | 8% |
| 4. mole hills | 10 | 6% |
| 5. no access for mobility scooter / mud on paths | 9 | 5% |
| 6. furniture broken and not enough | 9 | 5% |
| 7. not enough bins / dog bins / need bins near benches | 8 | 4% |

what do you like about the Oval? **260 replies.**

1. natural beauty / enclosed / undeveloped	83	32%
2. wildlife watching	50	19%
3. peaceful & natural	50	19%
4. dog walk	21	8%
5. location to home / convenient	17	6%
6. size	15	5%
7. community garden	9	3%

what improvements would you like to see? **224 replies.**

1. more seating & picnic benches	44	20%
2. no improvements needed - leave alone	38	17%
3. more bins	16	7%
4. cut back bramble & ivy - maintain better around picnic area	16	7%
5. more wildflowers to help bees & insects	15	6.5%
6. better paths	14	6%
7. dog poo improvement education & bins at all entrances/exits.	11	5%
8. rustic play area	11	5%
9. park / dog warden to clear up dog poo and litter	7	3%

how could we make the Oval more accessible? **168 replies**

1. already has 4 entrances no more is needed	52	30%
2. paved paths connecting each gate	32	19%
3. make all gates mobility scooter & buggy accessible	26	15%
4. Signage / wildlife board / map of where it is / walking route	18	10%
5. you can't it is an ancient burial site the ground is naturally uneven	11	6.5%

- How important is wildlife in the park 84% replied very important.
- Would you like notice boards about the wildlife 83% said yes.

Other uses for the Oval? **150 replies**

1. "Nothing leave alone, provision is made elsewhere for playparks & big events should be left as a quiet place with wildlife"	59	40%
2. Quiet community events for families - nature trails/picnics	25	16%
3. forest school /bug hunting	14	9%
4. nature walks / wildlife boards / nature reserve	8	5%
5. wildflowers / wildlife and tree nursery	6	4%
6. not housing	4	3%
7. housing	3	2%
8. dog training classes	3	2%
9. children's park	3	2%

10. community garden been neglected - needs expanding "benches/tables for school children	3	2%
11. brownies / cubs / nursery teddy bears picnics"	3	2%
12. wildlife & relaxing area with a pond	3	2%
13. to help wildlife - bird feeders / bat boxes / beehive	3	2%
14. café / pop up food venues	3	2%
15. sports pitches	2	1.5%
16. yoga/Pilates other quiet activities	2	1.5%
17. outdoor gym	2	1.5%
18. camping out	1	1%
19. wildlife & gardening awareness lessons community garden	1	1%
20. outdoor theatre	1	1%
21. memorial garden	1	1%

Comments

1. The community garden is lovely and could probably be advertised much better
2. community garden not maintained, was brilliant in the early days.
3. the park is beautiful, lovely walks all around and beautiful trees, don't spoil it.
4. we need this calm green area without over development as we have so many new builds and people, we all need a calm green space for our mental health.
5. small pop-up events not noisy events as a residential area and could scare the wildlife.
6. "Its fine as it is stop developing every spare yard. Most other park in Peacehaven have other facilities, too many.
7. You could make the Community Garden use their space to grow more instead of leaving it overgrown, donated plants chucked in a heap and not signposted."
8. it's surrounded by people's homes, so no noisy activities, keep it natural.
9. don't really go there now as too many dogs and too much dog poo.
10. "I like the amazing biodiversity and natural forest feel it has for families and nature enthusiasts. It is one of the last natural wilder spaces in residential.
11. Peacehaven and a vital resource for protected wildlife. And for the joy and mental health and wellbeing of local residents, it needs to be preserved as it is."
12. I love the peace, the naturalness in fact the glory of nature away from the concrete jungle of Peacehaven. The seating is excellent for relaxing and wildlife watching - unadulterated perfection.
13. rustic but accessible do not start messing about or changing this place.
14. quiet beautiful place to relax.
15. I love all of it. Its beauty and a lovely walking place that shouldn't be touched.
16. quiet and no children's playground.
17. green space in a concrete jungle
18. used to love the place but now spoilt by dog poo.
19. it's good for walking dogs and meeting other dog walkers to have a chat also there is a lot of wildlife to see.
20. I love how wild it looks and how many wild animals live there.

21. The amount of wildlife you come across - especially the various birds.
22. lovely unspoilt area, no swings, and things, just peace and the community garden
23. "it's light touch management and absence of buildings (of which there are too many in Peacehaven) in a quiet park like
24. shelters and toilets are unnecessary and likely to become vandalised and maintenance is likely to be poor. "
25. great place for dogs but it's not escape proof.
26. the fact that the council cut a thin path and let wildflowers grow in the rest last year was beautiful.
27. green space and bird song
28. its abundance of nature. Well established trees. Abundance of wildlife. Next to the community garden. A lovely place to be with their kids and show them natural habitats. Beautiful green space.
29. perfect apart from the dog poo flingers
30. does not need to be improved and this is a good public space although proper paths would make it more accessible.
31. pathways either of wood chips or better still composite (recycled materials) pathways for all to access safely. Definitely no building development.
32. grass needs to be cut around the mole hills as you can easily twist your ankle down one.

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 941
Meeting date:	3rd September 2024	Authors:	Parks Officer
Subject:	Tree works request		
Purpose:	To decide		

Recommendation(s):

To decide whether to carry out tree reduction works as requested.

1. Background

We received a request for a tree growing to be reduced in height and cut back from outside 66 Foxhill, the property is west facing so the shade is worse in the afternoons and evenings. We also had a verbal complaint from a neighbour as tree debris drops onto their car from this tree.

The council tree works policy states

*Work will only be carried out on trees for reasons of safety or conservation management.
Requests from residents for tree management due to issues with overshadowing and falling debris/leaves and concerns about general tree size in proximity to property and overhanging will not usually be taken forward.*

2. Options for Council

The committee are asked to decide to

- I. carry out reduction works between 2 and 4 metres on this tree at a cost of approximately £750 +vat

Or

- II. To refuse the request to carry out tree reduction costs

3. Reason for recommendation

The parks officer carried out a tree inspection and found the tree is in a healthy condition, however this tree could become a safety issue or cause damage to property in the future as it is growing very close to the house.

Contact was made with a tree surgeon, and he recommended the following works could be carried out.

4. Expected benefits

a. The community

b. The environment

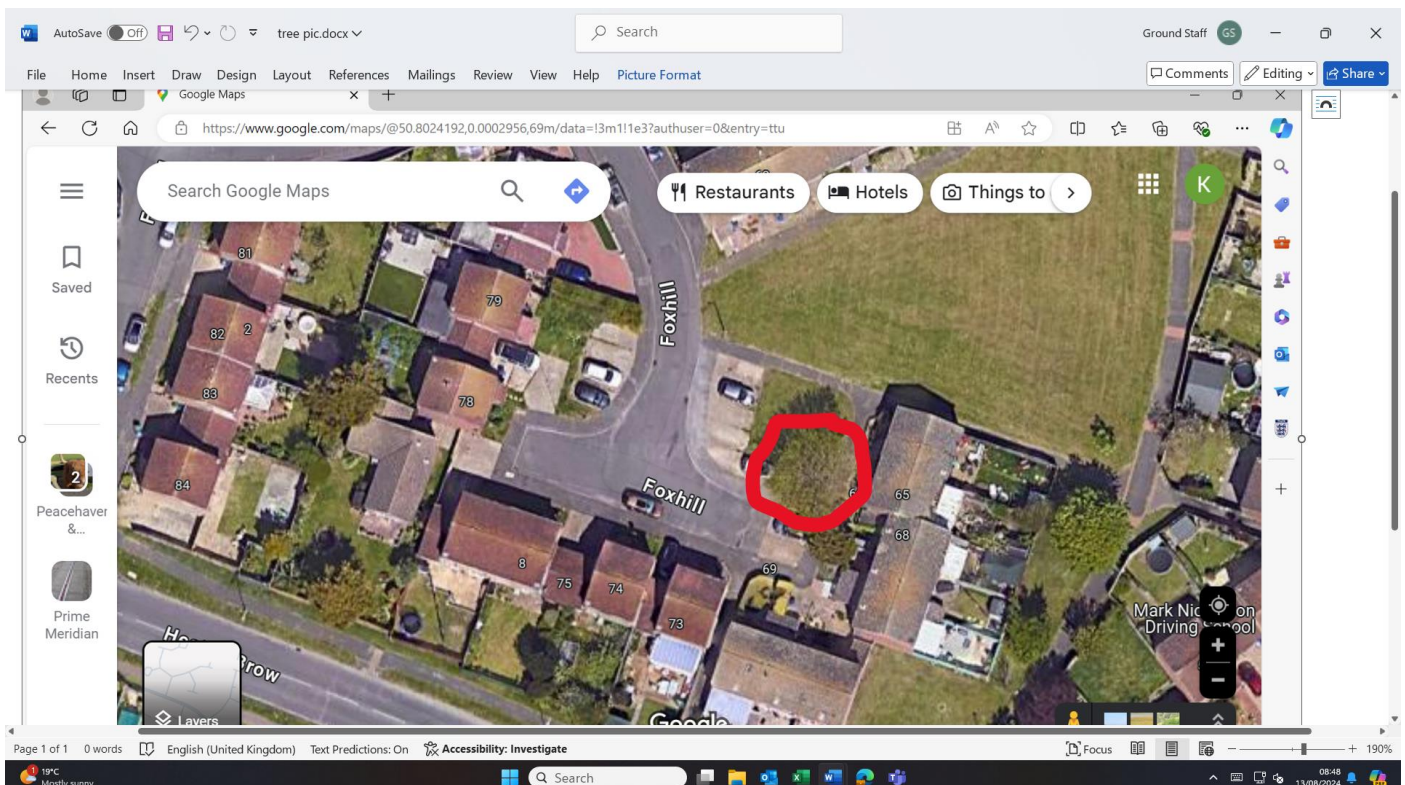
Healthy trees absorb CO2 and release oxygen

c. Other


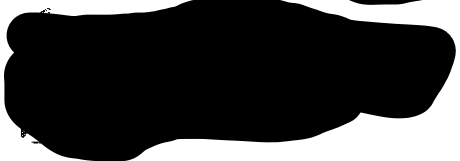
6. Implications

5.1 Legal	A contractor would be required to carry out any works
5.2 Risks	The tree is healthy
5.3 Financial	Tree works reserve has £3500 set aside for a tree survey and associated works.
5.4 Time scales	
5.5 Stakeholders & Social Value	Tree is causing shade to homes
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	

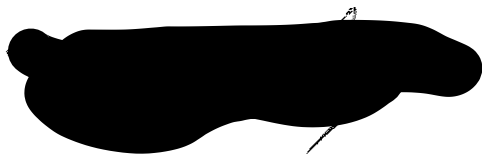
7. Appendices





TREE COMPLETELY BLOCKING
THE SUN FROM MY HOUSE
DAMP SOFFIT AND FALIA
RESULTING IN ROTTING
NO PLANTS WILL GROW



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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 942
Meeting date:	3 rd September 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 an inspection on the 17th of July 2024 and from this visit issued notice to quit letters to two plots which had not responded to informal, nor formal warning letters sent previously and had not carried out any works since the previous visit. These plots were also given the opportunity to write in to the L&A committee to ask for the notices to be rescinded, neither plot did this.

There was also one formal warning letter sent out to a plot which has not been worked and four plots deemed to have carried out sufficient works to not receive a further warning letter. A letter was also sent out regarding large trees/ shrubs on a plot causing shadow etc asking for them to be pruned back this autumn.

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 943
Meeting date:	3 rd September 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

b. The environment

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
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

Complaint No.	Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Days taken to close
234	19/08/2024	Phone	Centenary Park	Misc/Other	wooden decking collapsed under a residents foot	parks officer immediately attended the site, made a repair and identified further issues and fenced these off with plastic barriers. New plastic decking was ordered within a week and installed week beginning the 29th August	Closed	12
237	30/07/2024	Email	Non PTC land	Antisocial behaviour	Camping and fire started in the brickly playground	Meeting arranged with PCSO Hannah Amos for Friday 2nd August	Open	
238	30/07/2024	Letter	Allotments	Trees	tree blocking light out from the bordering plot	inspection to be carried out.	Open	

239	05/08/2024	Raised by PTC	Centenary Park	Vandalism	the dog drinking bowls has been vandalised 3 times in one week, causing wasted water	drinking bowl has been disconnected	Closed	1
240	05/08/2024	Raised by PTC	Community House	Vandalism	marble seat in the orchard broken beyond repair over the weekend	reported to the police put up hazard tape to warn of the damage.	Open	
241	15/08/2024	Phone	Centenary Park	Environmental Health	Toilets at Centenary Park disgusting - 1 blocked, 1 water all over the floor.	RFO called Consult Cleaning.	Closed	1
242	07/08/2024	Phone	Centenary Park	Environmental Health	Toilets at Centenary Park - Run out of toilet roll.	Cafe temporarily supplied extra toilet roll until Consult could attend	Closed	
243	23/08/2024	Phone	Centenary Park	Overgrown paths	complaint from a resident pathway along side the Chalkers Rise development is seriously overgrown and restricts access for mobility scooters/buggies etc.	emailed contact at Barrets	Referred	

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 944
Meeting date:	3 rd September 2024	Authors:	Parks Officer
Subject:	Ovesco climate change workshop.		
Purpose:	To note		

Recommendation(s):

To note this report

1. Background

The Climate Emergency Motion that was adopted by Peacehaven Town Council on 23rd July 2019 agreed by the council and a target to reduce carbon emissions to net Zero by 2030 was set.

The Ouse Valley Energy Services Company (OVESCO) have obtained funding on behalf of PTC towards Peacehaven Decarbonisation Plan project as part of the target for net zero carbon emissions by 2030. This project is fully funded by a Community Energy Fund grant that OVESCO was successful in winning with PTC support.

As the first step in the PTC carbon reduction plan journey, Frank Donghi booked in a morning workshop of a maximum of 2-3 hours, which took place at the Hub.

The workshop is to engage with PTC across departments to ensure all parties understand the project and everyone is able to input into the project deliverables, the meeting was attended by councillors and the finance Officer.

2. Options for Council

To note this report

3. Reason for recommendation

This is an ongoing project, with officers being involved in coordinating the data collection as required.

4. Expected benefits

a. The community

Improving air quality, reducing costs

b. The environment

Moving towards reducing greenhouse gasses produced by PTC and the net zero carbon target for 2023

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	OVESCO received funding for the project
5.4 Time scales	
5.5 Stakeholders & Social Value	Reducing greenhouse gasses produced by PTC
5.6 Contracts	
5.7 Climate & Sustainability	To help PTC reach net zero carbon targets set
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices



Peacehaven Town Council - Community Energy Fund (CEF) - OVESCO CEF140 Workshop

Date & Time: 8th August 2024 at 9.30am

Location: The Hub

Notes taken by: Chris Rowland

OVESCO & Auditel Team:

Present at Meeting:

- Frank Donghi – Technical Manager & CEF Lead
- Chris Rowland – CEO
- Ian Hopping – Auditel Consultant

Copied in:

- Patrick Crawford – Director
- Nicki Myers – OVCA Project Manager

PTC Officers:

Present at meeting:

Report to Peacehaven Town Council

- Zoe Malone - Finance Officer

Copied in:

- Zoe Polydorou – Meetings & Projects Officer
- Victoria Onis – Civic, Governance & Support Officer
- George Dyson - Town Clerk
- Kevin Bray - Park Officer

PTC Councilors:

Present at meeting:

- David Seabrook
- Sue Griffiths
- Cathy Gallagher
- Kiera Gordon
- Debbie Donovan
- Isobel Sharkey
- Mary Campbell <

Notes:

- Frank Donghi gave a short presentation about OVESCO community energy funded projects in the Lewes District.
- Ian Hopping gave a presentation about Carbon Management and scope 1,2 and 3. Ian explained the PTC that currently Auditel was only contracted by OVESCO to undertake scope 1 and 2. Ian pointed out scope 3 would require additional work and Auditel could on issue Verifiers Statement if all three scopes were completed.
- The PT Councillors confirmed that only scope 1 and 2 should be undertaken at present. Confirmed the CIL capital funding was only for the Hub Building and ear marked for a new roof, solar PV and replacement heating system and this should be the priority.
- There was a request to consider the Bowls Club and Football Club within CEF the scope of work. OVESCO & Auditel will focus on the PTC estate buildings first and then assess. Then 'if' there is funded time available potentially consider including the Bowls Club and Football Club within the scope of work.
- OVESCO confirmed the data gathered for current energy usage would inform how best to use the CIL founding to reduce energy cost, improve the fabric of the building and reduce carbon emissions.
- Whilst the scope of CEF funded work is only for the PTC estate, OVESCO is mindful that this project could lead to a wider body of work for Peacehaven in the future.
- The workshop raised the potential for EV charging, energy storage, energy generation for the schools, local business, Morrisons and leisure centre.
- The PT Councillors pointed out the importance of having officers present at future meetings. Whilst the Councillors are decision makers they are not in a position to provide information this should come directly from the officers.
- Frank confirmed that the meeting held at short notice today, because he will be away for the next three weeks and needed to introduce Auditel to the PTC officers and Councillors, so that work could start while he was on leave.

Next Steps and Actions:

- Ian Hopping to forward Auditel presentation to all those invited to attend todays meeting -
- Ian Hopping to contact Zoe Malone and request electricity & gas bills -
- Fank Donghi to arrange a site visit date TBA (expect this to be early September) -
- OVESCO & Auditel to arrange next meeting to present Ian Hopping's draft report -

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA 945
Meeting date:	3 rd September 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 946
Meeting date:	3rd September 2024	Authors:	David Seabrook
Subject:	Access for All		
Purpose:	To discuss this report and agree actions		

Recommendation(s):

The set up a TFG to find solutions to enable improved access and use of The Oval by all residents and visitors.

The TFG should consist of no more than 4 Councillors, an officer and representatives from the Telscombe and Peacehaven Access Group and open to residents.

The TFG to report back to Leisure and Amenities Committee by December 2024 with costed proposals to improve access to and the use of the Oval by residents.

The TFG should consider the results of the consultation that was carried out in June 2022.

1. Background

Spending time in nature is good for our bodies and minds. We are happier, healthier, and likely to live longer when we spend time in green spaces. Our open spaces and paths are always open to all walkers but for people with limited mobility there are huge barriers to accessing The Oval.

The Equality Act 2010 places a duty on local authorities to prevent discrimination against people with disabilities. Accordingly, local authorities must make reasonable adjustments to ensure paths are as accessible as possible.

There have been many complaints recently regarding the lack of access to the Oval by persons with disabilities.

We have now removed the barriers that prevented access by disabled people to Howard Park. The Oval and Epina Park need further work. The Oval is totally inaccessible, Epina Park is difficult. Other parks are accessible even if not perfect. Every opportunity should be taken to remove these barriers.

The current management plan for the Oval allows only for paths to be cut on a regular basis, the remainder is cut once per year in the Autumn. There is no open space that can be used for play or picnics. The areas that are not cut are not particularly biodiverse, ragwort, thistles cow parsley abound. There have been many complaints that the grass cutting programme means that The Oval is unusable apart from walking dogs around the paths. Dog fouling has become a problem due to the long grass hiding it. We need to consider a more nuanced approach to grass cutting that considers, access, use of the park and biodiversity as was identified in the 2022 consultation,

2. Options for Council

- a. To agree with the recommendation above
- b. To continue to be in breach of the Equalities Act 2010

3. Reason for recommendation

- a. Complaints from members of the public who are denied the right to use the Oval.
- b. Possible breach of the Equalities Act 2010

4. Expected benefits

- a. **The community** - Access for All to the Oval

- b. **The environment** – By considering the findings of the 2022 consultation and implementing those that are desirable, there will be benefits to the environment.

We would do well to consider the three principles of Permaculture in this matter:

People Care
Earth Care
Fair Shares

c. Other

Avoidance of reputational damage to the Council.

5. Implications

5.1 Legal	Equalities Act 2010 Countryside Rights of Way Act 2000
5.2 Risks	Reputational damage to the Council
5.3 Financial	There are no financial considerations with regards to setting up this TFG. Any funding needed will be determined by the TFG.
5.4 Time scales	December 2024 to report to LAE Committee
5.5 Stakeholders & Social Value	This matter affects 20% of the residents of Peacehaven.
5.6 Contracts	Not applicable at this stage.
5.7 Climate & Sustainability	Balancing the needs of residents, the climate and nature is crucial and must be considered by the TFG.
5.8 Crime & Disorder	The solutions to be identified by the TFG need to ensure that access to off road motorbikes is prevented.
5.9 Health & Safety	BS5709: 2018 Gaps Gates and Stiles
5.10 Biodiversity	Balancing the needs of residents and nature is crucial.
5.11 Privacy Impact	None
5.12 Equality & Diversity	local authorities must make reasonable adjustments to ensure paths are as accessible as possible.

6. Appendices

Useful information to be considered by the TFG

- Mobility Vehicles
 - Legal Maximum Width of Category 3 mobility vehicles: 85cm. The same width is needed all the way up to pass through any kind of barrier to allow for handlebars, armrests and other bodywork.
 - Length: Mobility vehicles vary in length, but 173cm is a guide minimum length.
- Gaps should be 1.1 minimum width on a footpath (BS5709:2018)
- Pedestrian gates The minimum clear width should be 1.1m (BS5709:2018)
- Manoeuvring space One-way opening gates need more manoeuvring space than two-way opening ones and some mobility vehicles may need a three metre diameter space
- The ground before, through and after any gap or barrier must be flat otherwise the resulting tilt effectively reduces the width.

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Committee:	LA&E	Agenda Item:	LA 947
Meeting date:	3 rd September 2024	Authors:	Meetings & Projects Officer
Subject:	Centenary Parks Signage		
Purpose:	To discuss and agree the signage suggestions		

Recommendation(s):

To discuss and agree the

1. Background

A design proof has been received for the Centenary Park sign, as per Appendix A.

On view of the proof, the Meetings and Projects Officer has the following suggestions:-

- Remove the wording 'Defibrillators', and replace with 2 spare routed logo spaces for future use.
- Update the 'bowls', 'café', 'swing', 'apple' and 'no dog waste' logos
- Remove the ambiguous 'The Hub' logo
- Add a MUGA logo.

And has asked the company the following:-

- Whether they have a library of icon images to choose from
- Why the PTC logo appears smaller than the other logos

The current blank logo will display the QR code.

The Town Clerk and Parks Officer have agreed for the emergency number to be a direct dial 01273 number, whereby the new telephone system will be used to forward any calls to the appropriate grounds team staff member on call.

South Downs National Park Authority, who have contributed some of the finance for the sign, have reviewed the proof and are very happy with the use of the shared identity.

2. Options for Council

- To discuss and agree to the Meetings & Projects Officer's suggestions.
- To discuss and agree to alternative suggestions.

3. Reason for recommendation

The current proof includes several ambiguous logos, and the word 'Defibrillators' takes up unnecessary space which could instead be used for additional future logos.

4. Appendices Appendix A - Centenary Park Sign Proof Report to Peacehaven Town Council

Structure diagram

Client : Peacehaven Town Council

Job Number : DY23800

Proof Stage : Issue 1

Date : 31/7/2024

IMPORTANT INFORMATION - PLEASE READ THOROUGHLY

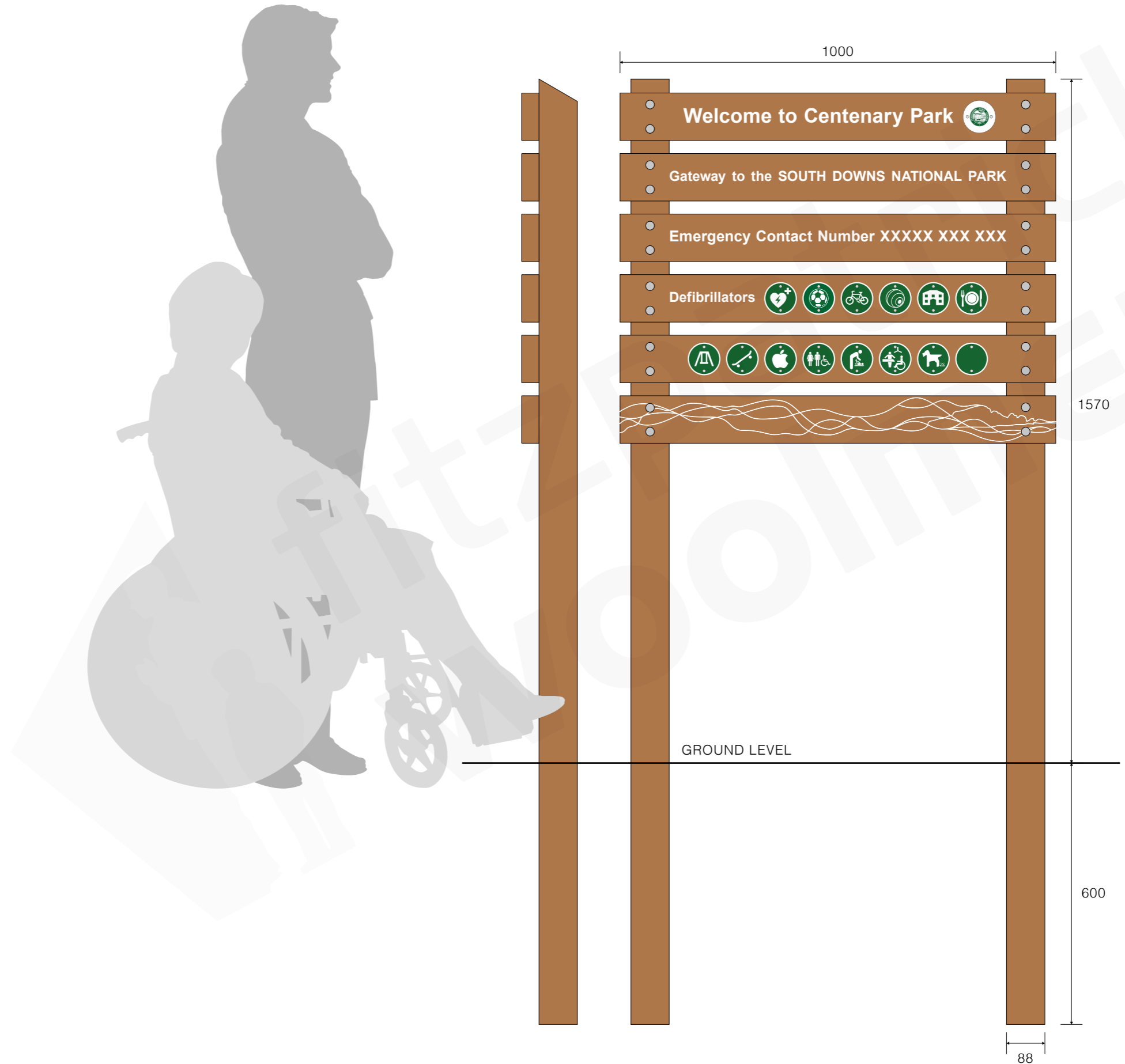
Colour :
Cedar effect

Material(s) :
Recycled plastic

Infill/detail colour :
White

Quantity :
x 1 of

Additional info :
Complete with 15 of full colour printed, face fixed n-viro graphics discs



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Committee:	LA&E	Agenda Item:	LA 948
Meeting date:	3 rd September 2024	Authors:	Meetings & Projects Officer
Subject:	Parks Signage		
Purpose:	To update Committee on progress		

Recommendation(s):

To note the report
To discuss and consider the specification for the ladder rung signs.

1. Background

Since the resolution to proceed with the Centenary Park sign, the TFG have met to work out the much needed signage for 8 parks and open spaces.

The TFG discussed having:-

- Recycled plastic ladder rung signs at each of the park entrances
- Aluminium plaque signs within each park area.

An approximate total of 25 ladder rung signs, and 14 aluminium plaque signs would be needed, as per the table below.

Park / Open Space	Number of Ladder Rung Signs	Number of Aluminium Plaque Signs
Centenary	6	5 (4 for the playgrounds & 1 on the skatepark wall)
Epinay	3	2
Firle road (also known as Wimpy)	3	4
Howard Peace	3	0
The Dell	4	2
Shepherd Down (dog park)	2	1
The Oval	4	0
TOTAL	25	14

The ladder rung signs will retain consistency with the Centenary Park sign currently in progress. Each ladder rung and aluminium sign will denote specific information related to each park. Any age restrictions, and [RoSPA](#) (the Royal Society for the Prevention of Accidents), will be adhered to where relevant.

The project will be split into 2 phases (Ladder rung signs/Aluminium plaque signs)

The Meetings & Projects Officer will obtain quotes based on the attached ladder rung sign specification (appendix A) that was discussed at the last TFG, and start to look into funding opportunities.

The Meetings & Projects Officer will bring the aluminium plaque sign spec to the next Committee meeting.

Looking further ahead, the Meetings and Projects Officer suggests the following items could then be considered as part of the project: Finger post signage (within Centenary park), and Lecterns / Information boards.

2. Options for Council

To discuss and consider the specification for the ladder rung signs.

3. Reason for recommendation

To help enable the Meetings and Projects Officer to progress phase 1 of the project.

4. Expected benefits

a. The community

To improve the parks and provide information to the community.

b. The environment

The ladder rung signs will be made of recycled plastic.

Aluminium plaque signs are hardwearing.

c. Other

5. Implications

5.1 Legal	Playgrounds to have signs in line with RoSPA
5.2 Risks	Playgrounds to have signs in line with RoSPA
5.3 Financial	Funding will be sought
5.4 Time scales	Phase 1
5.5 Stakeholders & Social Value	Improved park and playground areas
5.6 Contracts	3 quotes will be obtained
5.7 Climate & Sustainability	Recycled plastic
5.8 Crime & Disorder	An improved area to help reduce crime & disorder
5.9 Health & Safety	RoSPA will be adhered to
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	Signage will help inform everyone

6. Appendices

Appendix A - Ladder Rung Parks Signage

Appendix A - Ladder Rung Parks Signage

Centenary Park Entrances x6

Welcome to Centenary Park, + PTC logo
Gateway to The SOUTH DOWNS NATIONAL PARK
Emergency number
Defibrillators (and logo), Football logo, cycle hub logo, bowls logo, The Hub logo, Café logo,
Play area logo, skatepark logo, apple logo, toilet logo, baby changing logo, changing places logo, No dog mess logo, No litter logo, QR code
To report any damage or accidents please telephone Peacehaven Town Council 01273 585 493.

Epinay Park Entrances x3

Firle Road Park Entrances x3

The Dell Park Entrances x4

Welcome to XXX Park + PTC logo
Emergency number
Play Area logo, No dog mess logo, No litter logo, QR code
Owned and maintained by PTC Council
To report any damage or accidents please telephone Peacehaven Town Council 01273 585 493.

The Oval Entrances x4

Welcome to The Oval, + PTC logo
Emergency number
No dog mess logo, No litter logo, QR code
Owned and maintained by PTC Council
To report any damage or accidents please telephone Peacehaven Town Council 01273 585 493.
All persons use the park at their own risk

Howard Peace Park Entrances x3

Welcome to XXX Park + PTC logo
Emergency number
No dog mess logo, No litter logo, QR code
Owned and maintained by PTC Council
To report any damage or accidents please telephone Peacehaven Town Council 01273 585 493.

Dog Park Entrance x2

Welcome to Shepherd's Down + PTC logo
This is a dog Park. Dogs must be leashed when entering and exiting the park
Emergency number
No dog mess logo, No litter logo, QR code
Owned and maintained by PTC Council.
To report any damage or accidents please telephone Peacehaven Town Council 01273 585 493.

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Committee:	LA&E	Agenda Item:	
Meeting date:	3 rd September 2024	Authors:	Meetings & Projects Officer
Subject:	Howard Peace Park Phase 2		
Purpose:	To update Committee and make a call for volunteers for weeding		

Recommendation(s):

To note the report and make a call for volunteers for weeding.

1. Background

The TFG meeting for Phase 2 of the Howard Peace Park project took place in July, where the following items were discussed:-

- Sensory plants along the edge of the new pathway
- The weave plants are to be removed ready for the ammonite
- The ammonite material is to be researched, and it is not to be brightly coloured, but to tone in with the environment. Public cultural funding could be considered for financing it, and Brighton university could be liaised with regards to its design.
- Weeding is needed, and the TFG would like to recruit some volunteers to carry this out.
- Hot foam machine as herbicide free weed control (information and costs are attached as appendices, and a demo is available). Since the meeting, the Parks Officer has commented the following:-
“...the hot foam weed treatment is only temporary and the weeds will return after 6 weeks and even if you have repeated treatments, which would have to be budgeted for, this is no guarantee the weeds will die off completely...”.
- Future consideration: Time capsule, and an event for International Peace Day.

The Meetings & Projects Officer is progressing the project, with the next step being to contact Brighton University.

The next TFG meeting is planned for Tuesday 1st October.

2. Options for Council

To note the report

3. Appendices

Appendix A – Foam Machine Fact Sheet

Appendix B – Foam Machine Hire / Purchase Costs

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Committee:	Leisure, Amenities and Environment	Agenda Item:	LA951
Meeting date:	3 rd September 2024	Authors:	Parks officer
Subject:	Football club 3G pitch project		
Purpose:	To note this report		

Recommendation(s):

To note this report

1. Background

Peacehaven and Telscombe FC obtained funding from the FA and big parks project Cil money to install a 3rd Generation all weather pitch (3G), as part of the project archaeologists carried out a dig in June which found some items of interest. Because of this, the project has been delayed due to having have the pitch redesigned to sit on top of the current grass pitch to avoid damaging any archaeological items in the ground, this redesign has still to be ratified by the ESCC archaeologists.

This delay has had a knock-on effect to the proposal to turn the MUGA courts into a kick about/ basketball area, free for use by all residents, as it will still be required for floodlit football training until the new 3G pitch is ready for use which could be 6 months after works commence. Once works have started on the new 3G pitch the parks officers will liaise with LDC to get the MUGA works on track for 2025

2. Options for Council

To note this report

3. Reason for recommendation

No date set for the works to start.

4. Expected benefits

a. The community

The new pitch will be used by all men's and youth teams for training and matches and also outside teams will be able to hire the pitch from the football club.

The revamped MUGA court area will be free for all to use

b. The environment

This has been considered during the planning process for the 3G pitch and will be considered as part of the MUGA court revamp

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Use of 106 funds, zero cost to PTC
5.4 Time scales	1 year
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	To be considered and off-set
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices