



PEACEHAVEN TOWN COUNCIL

ALAN SARGENT
TOWN MANAGER

Councillors on this Committee:

Cllr. A Loraine, Cllr. W Botting, Cllr. R Farmiloe,
Cllr. L Hallett, Cllr. A Harrison, Cllr. J Harrison-Hicks
Cllr. P Haswell Cllr. A Robertson, Cllr. B Gosling

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8 September 2015

Dear Committee Member,

You are summoned to a meeting of the **LEISURE & AMENITIES COMMITTEE** to be held in the **ANZAC ROOM**, Community House, Meridian Centre, Peacehaven on **TUESDAY, 8 September 2015 at 7.30pm.**

Alan Sargent
Town Manager

AGENDA

General business

1. Public Question Time - There will be a 15 minute period when members of the public may ask questions on any Leisure and Amenities matters that affect the Town. Each speaker is restricted to 3 minutes. Copies of any non-confidential reports listed below may be obtained by contacting the Town Council Office.
2. To consider apologies for absence
3. To receive declarations of interest from committee members.
4. Chairman's announcements.
5. To approve and sign the non-confidential minutes of the Meeting held on 23 June 2015. Page 1-5
6. To approve and sign the non-confidential minutes of the Extraordinary Meeting held on 14 August 2015. Page 7-9
7. To note the non-confidential minutes of the Town Enhancement Group held on 25 August 2015. Page 11- 13

Reports to note

8. Budget Update Page 15-21

Reports for decision

9. Summer Fair 2016 Page 23-24
10. Dell Crater Page 25-26
11. MUGA - Fencing Quotes and Display of Advertising Banners Page 27-28
12. Monument & Obelisk Refurbishment Quotes Page 29-30

Other business

13. To confirm date of the next meeting on **Tuesday 3 November 2015 at 7.30pm.**

CONFIDENTIAL

NOTE: In accordance with Standing Order No.11 and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press may be excluded from the discussion on item 15,16 & 17.

15. To approve and sign the confidential minutes of the meeting held on 23 June 2015. Page 31
16. To approve and sign the confidential minutes of the extraordinary meeting held on 14 August 2015 Page 33-34

Reports for decision

17. Grounds Staff Facilities Page 35-36

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LA002 PUBLIC QUESTION TIME continued

John Carden – Resident

The resident raised an issue with regards to the quality of grass verge maintenance and noted that:-

- The verges are not cut completely and need to be strimmed in places
- The grass cuttings are not being blown back onto the verge

Cllr. A Loraine stated that Peacehaven Town Council (PTC) would forward a written response

Action: Angela Read to send written response to John Carden

Kelly Haigh – Netball Club

The netball club pay to hire the court at Piddinghoe Avenue. On arrival for their booking the courts often have rubbish on them and sometimes the nets have not been removed. This disrupts their training as they need to clear the court before they can commence their session. Also, the quality of the court surface is an issue and is more suitable for football than netball.

A Sargent noted these comments and agreed to arrange a meeting with the Netball Club

Action: Arrange meeting with netball club to discuss issues

LA003 AGREE COMMITTEE AND SUB-COMMITTEE TERMS OF REFERENCE

Not agreed

Matters Arising:-

Cllr. W Botting noted page 1/47 with regards to Substitute Members and the provision of 24 hours notice not being feasible

A Sargent noted that several items require amendment

Cllr. R Robertson noted that page 5/47, TR10, item C needs addressing

Action: Update Terms of Reference and defer to Policy & Finance Committee

LA004 TO CONSIDER APOLOGIES FOR ABSENCE

Cllr. A Robertson – work commitments (Cllr. R Robertson – substitute)

LA005 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr. W Botting declared an interest in agenda items 12 and 13

LA006 CHAIR ANNOUNCEMENTS

Please be aware there is training session for all Councillors being held at Telscombe Civic Centre on Wednesday 1st July 2015 commencing at 19 30 hours regarding Neighbourhood Planning.

It has already been agreed that Peacehaven & Telscombe Councils will compile and submit a joint plan and have registered with Lewes District Council to this effect.

**NON CONFIDENTIAL MINUTES OF A MEETING OF THE LEISURE & AMENITIES COMMITTEE
HELD ON TUESDAY 23rd JUNE, 2015 at 7.30pm
AT COMMUNITY HOUSE, ANZAC ROOM**

Committee Members	Councillors:	Wayne Botting Reg Farmiloe Brian Gosling Lynda Hallett (Vice Chair) Ann Harrison	Jackie Harrison-Hicks Pat Haswell Andy Loraine (Chair) Amber Robertson
Present	Councillors:	Wayne Botting Reg Farmiloe Brian Gosling Lynda Hallett (Vice Chair) Ann Harrison	Jackie Harrison-Hicks Pat Haswell Andy Loraine (Chair) Robbie Robertson (Substitute)
In Attendance:		Alan Sargent – Town Manager Sally Landers – Administration Officer	

GENERAL BUSINESS

Cllr. R Robertson opened the meeting pending election of the Chair

LA001 TO APPOINT CHAIR AND VICE-CHAIR

Election of Chair

Cllr. L Hallett proposed Cllr. A Loraine
Cllr. J Harrison-Hicks seconded

Agreed

Election of Vice-Chair

Cllr. J Harrison-Hicks proposed Cllr. L Hallett
Cllr. R Robertson seconded

Agreed

The Committee agreed to move agenda item 6 'Public Question Time' to item 2

LA002 PUBLIC QUESTION TIME

Dorothy Cooper - Resident

The resident raised the issue of repeated vandalism at the Dell play area and would it be possible to install a security camera?

Cllr. L Hallett stated that she checks the play area most evenings and has approached young adults to request they leave the playground

Cllr. R Robertson noted that the Police should be contacted and a crime number obtained so that these incidents are recorded and that there are issues with siting a CCTV camera within a children's play area

LA006 CHAIR ANNOUNCEMENTS continued

There will be need for some Councillors to be appointed to the planning team therefore it is essential that all councillors are aware of the process.

The training will be given by Nancy Astley, Town Clerk at Telscombe

This will be purely a training session and not a meeting/debate concerning the rights and wrongs of a Neighbourhood Plan.

A pre training hand out is available after the meeting.

Matters Arising:-

None

LA007 TO NOTE THE NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 14th APRIL 2015

Noted

Matters Arising:-

Cllr. L Hallett queried page 11/47 with regards to the sale of the dishwasher and the income received

A Sargent noted that the equipment was found to be un-saleable and therefore scrapped

Cllr. J Harrison-Hicks queried page 11/47 with regards to the installation of a fire guard at Centenary Park café

A Sargent noted that this would be actioned during the change in tenant process

Cllr. J Harrison-Hicks queried page 10/47 and the progress with regards to the recruitment of an apprentice

A Sargent noted that this had been deferred until after the general election and the appointment of the newly elected Employment Sub Committee

REPORTS TO NOTE

LA008 BUDGET UPDATE

The report was DEFERRED to next L&A meeting

Matters Arising:-

Cllr. J Harrison-Hicks queried page 13/47, item 4 should read 'acting chair' and not 'chair'

Cllr. A Harrison queried page 13/47, item 3.1 and the contradiction with regards to the figures

Action: Clarify budget statement in writing to L&A Committee Members

Cllr. J Harrison-Hicks queried pages 14/47, 15/47 and 17/47 with reference to 'Annual Servicing' costs

Action: Clarify in writing to L&A Committee Members

LA008 BUDGET UPDATE continued

Cllr. L Hallett queried pages 14/47 and 15/47 with regards to cost of 'Sundries'

Action: Clarify in writing to L&A Committee Members

Cllr. J Harrison-Hicks queried page 15/47 and the cost of rent

Action: Clarify in writing to L&A Committee Members

REPORTS FOR DECISION

LA009 REFURBISHMENT OF COPPER ROOM COMMUNITY HOUSE

The Leisure & Amenities Committee **deferred** this item to the next meeting with the requirement to provide **three quotes** for all refurbishment work

Proposed Cllr. L Hallett
Seconded Cllr. J Harrison-Hicks

Agreed

Matters Arising:-

Cllr. R Robertson noted that there was only one electrical quote

A Sargent stated the contractor, Chris Bartholomew, was the preferred supplier for PTC electrical work

Cllr. A Harrison queried the need to block the door and if further storage was necessary. Also, should these alterations proceed, would this enhance the hiring potential and increase revenue

Action: Obtain three quotes for all refurbishment work and report at next L&A meeting

LA010 MULTI USE SPORTS COURTS – TENNIS HIRE PRICING, FENCING & STORAGE, CENTENARY PARK

The Leisure & Amenities Committee does **not agree** the hire pricing structure for tennis as per the report, this being:-

Mini size (lit) Tennis per ¼ pitch/per hour £11.50
Mini size (unlit) Tennis per ¼ pitch/per hour £6.50

The Leisure & Amenities Committee **agrees** in the short term to the hire pricing structure for tennis, this being:-

Mini size (lit) Tennis per ¼ pitch/per hour £11.00
Mini size (unlit) Tennis per ¼ pitch/per hour £6.00

The Committee proposes a review of hire charges which will be agreed at the next meeting:-

Proposed Cllr. R Robertson
Seconded Cllr. A Harrison

Agreed

Action: Review hire charges for agreement at next L&A meeting

LA010 MULTI USE SPORTS COURTS – TENNIS HIRE PRICING, FENCING& STORAGE, CENTENARY PARK continued

Matters Arising:-

Cllr. W Botting queried paragraph 5.1 and the requirement for hirers to provide Public Liability

S Landers noted that all PTC hirers provide their own Public Liability cover

Cllr. R Farmiloe noted the need to advertise the indoor market and coffee mornings at Community House

Action: A Sargent to speak to Market Manager

Cllr. R Robertson raised concerns with regards to the handover of Centenary Park from Lewes District Council (LDC) to PTC

A Sargent confirmed handover from LDC to PTC

Cllr. R Robertson queried who would hire the facility

A Sargent confirmed that a cycling event had already taken place

Cllr. A Harrison questioned closure of the park to the public if Centenary Park had been hired out

A Sargent noted it would not unreasonable to close the park to the public if a hirer had paid to book the facility

The Leisure & Amenities Committee **agrees** to seek **three quotes** for a new section of court perimeter fence to accommodate the full court 9v9 fence folding goals with a combined or independent storage solution for goals and nets

Cllr. W Botting proposed

Cllr. L Hallett seconded

Agreed

Matters Arising:-

None

Action: Obtain three quotes

OTHER BUSINESS

LA011 TO CONFIRM DATE OF THE NEXT MEETING ON Tuesday 8th September 2015 at 7:30pm

Agreed

SIGNED BY THE CHAIR:

DATED

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**NON CONFIDENTIAL MINUTES OF AN EXTRAORDINARY MEETING OF THE LEISURE & AMENITIES COMMITTEE
HELD ON FRIDAY 14 AUGUST 2015 at 2.00pm
AT COMMUNITY HOUSE, ANZAC ROOM**

Committee Members Councillors: Cllr. Wayne Botting Cllr. Jackie Harrison-Hicks
Cllr. Reg Farmiloe Cllr. Pat Haswell
Cllr. Brian Gosling Cllr. Andy Loraine (Chair)
Cllr. Lynda Hallett (Vice Chair) Cllr. Amber Robertson
Cllr. Ann Harrison

Present Councillors: Cllr. Jackie Harrison-Hicks Cllr. Ann Harrison
Cllr. Reg Farmiloe Cllr. Pat Haswell
Cllr. Brian Gosling Cllr. Andy Loraine (Chair)
Cllr. Lynda Hallett (Vice Chair)
Cllr. Ann Harrison

In Attendance: Alan Sargent – Town Manager
Angela Read – Assistant Town Manager (Leisure and Amenities)
John Kocher – Responsible Financial Officer

GENERAL BUSINESS

LAO14 – PUBLIC QUESTIONS

No members of the public were present

LAO15 – APOLOGIES FOR ABSENCE

Cllr. W Botting – Work Commitments
Cllr. A Robertson – Work Commitments

LAO16 – RECEIVE DECLARATIONS OF INTEREST

Cllr. A Lorraine declared an interest in Agenda item 4, as he is a Youth Football Manager.

REPORTS FOR DECISION

LAO17 – FOOTBALL PITCH HIRE CHARGES

Cllr A Loraine read through the entire report for the Committee and asked for clarification as to the abbreviation of MUGA mentioned within the report.
The Responsible Financial Officer confirmed that MUGA stands for Multi Use Games Area.

Cllr A Loraine advised that Peacehaven Youth Football contacted the Council to book the football pitches and were advised the hire charges would be:

5-a-side £10.00 per match

7-a-side £15.00 per match

9-a-side £20.00 per match

Cllr A Loraine asked how much the Council had spent on the Football Pitch refurbishment, as he felt the condition of the pitches were not to the standard you would expect. He was concerned that this level of hire charging had not been previously agreed by Council and considering the condition of the pitches, we should charge less. Cllr A Loraine tabled photos of the pitches for reference on his mobile phone and urged all other Cllrs present in the meeting to go and see the site for themselves. Also advised that the Youth Football were concerned over the higher charges and may choose to use the football pitches at Telscombe which are owned by Lewes District Council and managed by Burleys on their behalf.

The Assistant Town Manager requested copies of the tabled photos for Council records.

The Responsible Financial Officer confirmed that the cost of the football pitch refurbishment was approx £12,000.00. The Town Manager asked Cllr A Loraine if he had viewed the football pitches with the Head Groundsman, as this would have been beneficial and confirmed that the refurbishment costs of approx. £12,000.00 was being covered by Lewes District Council.

Cllr A Loraine confirmed he viewed the football pitches alone.

Cllr P Haswell thought the prices should be reduced and the Council should subsidise the youth matches to an extent to keep this age group engaged in football.

The Responsible Financial Officer advised that the hire charges were not that different to last year, which was £38.45 for Adults and £14.60 per game for the Youth for every size pitch. It is the fact that we were not charging at all for their training last year and this is where the extra cost to them would come. A plan of where each youth pitch is located was shared with the committee. The understanding is that the Youth teams would have a greater volume of matches; therefore the level of subscriptions they raise would be higher, to cover the cost of any incremental hire for training and matches.

The Town Manager confirmed that the charges were discussed in the Marketing Working Party meeting which took place on 28 August 2015, which Cllr A Loraine attended. Also that there will be a reduction in the level of Council funding from central government in the future which the Council needs to think about and consider.

Cllr J Harrison-Hicks asked how long each youth match lasts?

Cllr A Loraine confirmed that it would be approximately an hour.

Cllr R Farmiloe asked what the difference in price was with what Lewes District Council charge?

Cllr A Loraine advised that Lewes District Council charge:

5-a-side – unaware of amount

7-a-side - £7.46

9-a-side £9.09

Adult £18.39

Cllr L Hallett proposed the Committee accept the Adult (18+) hire pricing shown in the report of £40.00 per match and review the Youth hire pricing to compare to Lewes District Council and if less use the lower of the two.

Cllr B Gosling Seconded this proposal

All Agreed

Action – Cllr A Loraine to email a copy of the photos referred to in the meeting to the Leisure Manager at leisuremanager@peacehavencouncil.co.uk

Action – Assistant Town Manager to contact Lewes District Council/Burleys to confirm their Youth Football hire charges.

LA018 – REPLACEMENT TELEPHONE SYSTEM

The Responsible Financial Officer confirmed that he received quotes from three companies and that there will be two lines to pay for. The saving will be £1,600.00 a year.

The Town Manager confirmed that this was the same as proposed previously to Council, however was initially rejected as Cllr A Loraine was going to first contact British Telecom to establish if they could provide a new service cheaper, which transpires would be no cheaper.

CLlr A Loraine expressed his thanks to John Kocher, Responsible Financial Officer for his work on this proposal.

CLlr P Haswell Proposed the replacement telephone system is agreed

CLlr B Gosling Seconded the proposal

All Agreed

OTHER BUSINESS

LA019 TO CONFIRM DATE OF THE NEXT MEETING ON Tuesday 8th September 2015 at 7:30pm

Agreed

SIGNED BY THE CHAIR:

DATE

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Action: Assistant Town Manager to contact ESCC to ask them to amend the licence to allow for large wooden built planter and possibility of a boat. Also contact Paradise Park to seek their agreement for the alternative location for their donated plant pots.

TE004 – CEMETARY FOR ASHES SCATTERING AND OR INTERNMENT

Cllrs. R Robertson, L. Hallett and J Harris discussed all possible Council sites for any future use as a cemetery for either pet or human ashes only.

Cllr. R Robertson commented that a cemetery should be a peaceful place with benches and asked if Peacehaven Town Council could approach Lewes District Council re the Devolution of Meridian Park to Peacehaven Town Council. This would then allow the Town to place what they choose on the site, as Lewes District Council charge several hundred pounds for issuing a licence to install benches etc. Then by owning the site, we could consider the site for possible Ashes Internment, subject to the necessary archaeological, planning and licensing approval.

Cllrs present agreed that Meridian Park would be the ideal location for human ashes internment and Shepherds Down may be suitable for pet ashes, subject to the necessary archaeological, planning and licensing approval.

TE005 – HOWARD PEACE PARK

Cllr. L Hallett advised that residents had requested for wild flowers to be introduced at Howard Peace Park and asked if the dual waste located in the middle of the park, be re-located to the fence line. Advised that the Petanque area is being utilised by players using their own boules. Also asked for clarification as to the site of the footway which was mentioned in the previous meeting minutes, which would be to the right of the yellow access gate.

Cllr. R Robertson requested for the Howard Peace Park name sign to be removed from the Lewes District Council barrier gate.

The Head Groundsman confirmed that moving the bin is on the schedule and advised that wild flower seeds were planted, however these never came up, most likely due to the current population of rabbits. Also to note that large areas with wild flowers can look messy, which often causes complaints.

Action: Head Groundsman to re-located the dual-waste bin to the fence line, seed again with wild flowers to include Poppy in the designated beds. Also re-locate the park name sign to the grass verge adjacent to the highway, beyond where we propose to install a footway.

Action: Assistant Town Manager to contact Lewes District Council to seek their advice to deal with the population of rabbits on the site and seek quotes for the installation of a footway into the site to utilise the existing decorative stone still left on the site.

TE006 – CENTENARY PARK – CRAZY GOLF AND CYCLE HIRE

Not discussed

TE007 – MONUMENT AND OBELISKS

Discussed the quotes received for the refurbishment of the Meridian Monument and all 3 Obelisks. These were:

Bosence £5,700.00

EO Plaster £9,240.00

Allen & Joy £15,952.00

Quotes will be taken to the next Leisure and Amenities Committee meeting to recommend Bosence undertakes the work.

Action: Prepare report to the Leisure and Amenities Committee to recommend the quote from Bosence be accepted and make the necessary financial provision. Also confirm with the Responsible Financial Officer what the current budget is for the Town Enhancement Group.

TE008 – MARBLE BENCHES – FIRLE ROAD

Marble benches put on hold until we know the outcome of the devolution of Meridian Park.

TE009 – BUS SHELTERS

Cllr. R Robertson advised that the last bus shelter which the Council paid for was £3,500.00.

Cllr. L Hallett also mentioned that some of the Council owned bus shelters could do with replacing, such as the one next to Slindon Avenue and if possible locate an additional shelter next to Cresta Road.

Action: The Assistant Town Manager to contact Adshel to see if they would be in a position to install their bus shelters instead, which would be at no cost to the Council and then they take care of the maintenance. Arrange a face to face meeting if possible.

TE010 - AOB

Cllr. R Robertson asked if planning approval was given for 1 South Coast Road.

The Assistant Town Manager confirmed that the Planning and Highways Committee meeting held on Tuesday 11 August 2015 recommended refusal.

Cllr. J Harris advised that the same Committee contacted ESCC Highways to bring this application to their attention along with the potential development at 2 South Coast Road as access for each site will be opposite each other on the A259 on the apex of a bend and suggest a roundabout is installed if planning approved.

Cllr. R Robertson suggested that a brick built Welcome to Peacehaven structure could be created near to this development if it goes ahead using the same build materials at the houses, which we could ask the developer to donate.

Cllrs. R Robertson and L Hallett are keen to install an electronic information sign near the roundabout to advise motorists of the Newhaven Bridge opening times and sponsored announcements etc.

Cllr. R Robertson asked who paid for the red, white and blue ribbons which have been purchased to celebrate the longest reign of the Queen, to be displayed on the A259 pedestrian barriers and should this cost be covered by Town Enhancement.

The Assistant Town Manager advised that the ribbons should be paid for by the Mayor's fund as for a Civic event.

Cllr. L Hallett requested for dog agility training and events to be considered to take place on the current football pitches behind the Hub Building.

Cllrs. L Hallett and R Robertson requested for the Dell Crater to be added to the next Leisure and Amenities Agenda with a view to filling it in and also to move the existing line of bollards at Centenary Park, back towards to the gravel boundary with the Café building.

Action: Assistant Town Manager to:

- 1-Undertake a cost analysis to compare the loss of income for football verses the possible income from dog agility.
- 2-Add the Dell Crater to the next Leisure and Amenities Agenda.
- 3-Arrange for the bollards to be re-located at Centenary Park.
- 4- Undertake a cost analysis for this group regarding the cost of installation of such as electronic information board.

TE011 - TO CONFIRM DATE OF THE NEXT MEETING

The next meeting will take place on Tuesday, 6 October 2015 at 10am.

This meeting ended at 11.20am

SIGNED BY THE CHAIR:

DATE

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AGENDA ITEM	: 8
COMMITTEE	: Leisure & Amenities Committee
REPORT OF	: Assistant Town Manager (Leisure and Amenities)
DATE	: 8 September 2015
SUBJECT	: Leisure & Amenities Budget Update

1. INTRODUCTION

- 1.1 The RFO produces monthly budget monitoring reports for the Council and these are sent to the Chairs of the main service committees. In addition a quarterly budget monitoring report, as required by our financial regulations, is presented to the Policy & Finance Committee. The RFO also meets regularly with lead committee officers and committee chairs throughout the year to manage and monitor committee budgets.

2. RECOMMENDATION

- 2.1 Members are asked to **NOTE** this report.

3. BACKGROUND/INFORMATION

- 3.1 Leisure and Amenities Income Year to August 2015 was £195,844 and the total Expenditure was £187,193. This leaves a Net Expenditure over Income of £8,650 adverse. A summary of the major variances is provided in Appendix A and the detailed Year to Date Income & Expenditure by Budget report dated 2 September 2015 is provided in Appendix B.

4. CONSULTATION

- 4.1 The Chair of the Leisure & Amenities Committee, the RFO and the Assistant Town Manager (Leisure & Amenities) meet to discuss these reports.

5. FINANCIAL & OTHER IMPLICATIONS

- 5.1 The financial implications are detailed in the body of the report. The total showing that the budget is adverse year to date by £509.00.

6. CONCLUSION

- 6.1 It is essential that all committees of the council are regularly updated on the current position in respect of their budgets and that Chairs of these committee are fully aware and involved in the management of their committee's budget.

Leisure & Amenities Year to Date Major Variances – Appendix A

Leisure & Amenities actual £8,650 adverse, budget £8,141 adverse				
		Actual		
		Adverse	Favourable	
		£	£	
General Expenditure actual £4,458 favourable, budget £1,556 adverse				
4001-3	payroll costs		5,840	Budgeted head not yet recruited
Sports Park actual £7,385 adverse, Budget £2,827 adverse				
Major variances:-				
4022	Water	1,683		Usage 2015 1,676 cm3, 2014 773 cm3 Budget based on 2014 usage
4219	General Miscellaneous expenses	384		Replace damaged glasses £265
4290	Bad Debts	509		Net Bad debt movement re Football Club april-August Debt repayment £1,300 Additional net bad debt £474 for year
1061	Court Hire	1,646		Muga not yet fully operational
Big Park actual £5,245 adverse (all costs transferred to earmarked reserve)				
Major variances:-				
4019	Rent	2,730		Ground staff budgeted to be in own building
4217	Legal fees	1,008		Café lease review - total £1512
4219	General Miscellaneous expenses	558		Royal visit plaque and refreshments £544
Gateway Café actual £590 favourable budget £0				
Major variances:-				
4200	Telephone	247		Rent May-aug
1107	Café rent		900	INAA rent
Amenity areas actual £9,095 adverse, budget £5,388 adverse				
Major variances:-				
4300	Dog litter bins	1,358		Budget assumed all bins replaced and emptied by Ground Staff. 11 bins emptied by LDC.
1040	The Dell	2,278		Aug ytd 2015 £4,152, Aug ytd 2014 £6,430
Vehicles & Equipment actual £1,318 adverse, budget £5 favourable				
Major variances:-				
4101	Fuel and Oil	908		Big Park usage
4105	Machinery Maint/hire/lease	348		Hire of seeder, scarifier and chipper
Sports Park Pavilion actual £520 adverse, budget £47 adverse				
Major variances:-				
4004	Overtime	262		Cleaning
4024	Electricity		546	Change supplier - 2015 9.522p/kwh. 2014 14.25p/kwh
1084	Pavilion rent	943		In line with 2014-15
Community House actual £4,619 favourable, budget £1,662 favourable				
Major variances:-				
4002-3	Employers NI & Pension		992	Relates to overtime
4004	Overtime		2026	Timing (holidays not yet taken)
1072-1081	Income		522	Room rentals £2,600 more than 2014-15 Emcor + £1800, Anzac + £1400, Phoenix -£486 over 2014-15

Leisure & Amenities Year to Date Income & Expenditure - Appendix B

02/09/2015
15:47

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Detailed Income & Expenditure by Year to Date Budget Heading 02/09/2015

Month No : 5

Committee Report

Leisure and Amenities

300 General Expenditure

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4001 Salaries	5,149	6,119	970	25,729	30,609	4,880	70,496		44,767
4002 Employers NI	287	288	1	1,473	1,436	-37	3,389		1,916
4003 Employers Pension	1,061	1,262	201	5,313	6,310	997	14,524		9,211
4004 overtime	0	38	38	61	186	126	350		290
4200 Telephone	83	94	11	520	470	-50	1,128		608
General Expenditure :- Expenditure	6,679	7,801	1,222	33,085	39,011	5,916	89,897	0	56,792
1001 Precept	1,362	6,615	-5,253	27,823	33,075	-5,252	79,381		
1003 Grant received	6,128	876	5,252	9,630	4,380	5,250	10,506		
1095 Other Income	0	0	0	100	0	100	0		
General Expenditure :- Income	7,490	7,491	-1	37,553	37,455	98	89,887		
Net Expenditure over Income	-911	310	1,221	-4,458	1,556	6,014	0		

310 Sports Park

4020 Energy Management fees	7	7	0	31	35	4	80		49
4022 Water	413	206	-207	2,713	1,030	-1,683	2,350		-363
4024 Electricity	158	158	0	790	790	0	1,900		1,110
4027 Repairs and Maintenance	372	208	-164	1,390	1,040	-350	2,500	98	1,012
4028 Trade Refuse	276	133	-143	851	665	-186	1,600		749
4030 Skip hire	220	83	-137	680	415	-265	1,000	140	180

02/09/2015
15:47

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Detailed Income & Expenditure by Year to Date Budget Heading 02/09/2015

Month No : 5

Committee Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4037 Fertilisers and Grass Seed	924	929	5	4,636	4,642	6	6,500	773	1,091
4038 Flood Light Maintenance	21	21	0	105	105	0	250		145
4039 Car Park Lights	17	17	0	85	85	0	200		115
4047 Fertiliser & seed for Bowling	126	107	-19	554	535	-19	750	58	138
4053 Annual servicing	10	10	0	50	50	0	125		75
4219 General miscellaneous expenses	0	0	0	384	0	-384	0		-384
4226 Equipment Purchase	117	108	-9	458	540	82	1,300		842
4290 Bad debts	-260	0	260	509	0	-509	0		-509
Sports Park :- Expenditure	2,401	1,987	-414	13,235	9,932	-3,303	18,555	1,069	4,252
1001 Precept	-458	-458	0	-2,290	-2,290	0	-5,496		
1003 Grant received	-60	-61	1	-303	-305	2	-727		
1025 Rent and Service Charge	1,176	1,169	7	5,876	5,845	31	14,028		
1041 Telephone Masts	354	354	0	1,771	1,770	1	4,250		
1043 Football Pitches	0	0	0	357	0	357	1,500		
1061 Court Hire	187	417	-230	439	2,085	-1,646	5,000		
Sports Park :- Income	1,199	1,421	-222	5,850	7,105	-1,255	18,555		
Net Expenditure over Income	1,202	566	-636	7,385	2,827	-4,558	0		
315 Big Park Project									
4001 Salaries	1,139	1,130	-9	5,694	5,650	-44	13,557		7,863
4002 Employers NI	64	41	-23	319	285	-114	497		178
4003 Employers Pension	235	232	-3	1,173	1,160	-13	2,779		1,606

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Detailed Income & Expenditure by Year to Date Budget Heading 02/09/2015

Month No : 5

Committee Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4019 Rent	910	0	-910	4,550	1,820	-2,730	1,820		-2,730
4021 Rates	201	83	-118	532	415	-117	1,000		468
4022 Water	-168	42	210	0	210	210	500		500
4027 Repairs and Maintenance	83	83	1	415	415	1	1,000		586
4028 Trade Refuse	34	12	-22	82	60	-22	150	575	-507
4030 Skip hire	20	20	0	100	100	0	240	120	20
4053 Annual servicing	10	10	0	50	50	0	125		75
4061 Fertiliser Big Park	250	250	0	1,250	1,250	0	3,000	443	1,308
4062 Grounds work	10,892	0	-10,892	12,254	0	-12,254	0		-12,254
4101 Fuel and Oil	171	83	-88	322	415	93	1,000		678
4105 Machinery Maint/Hire/Lease	118	83	-35	496	415	-81	1,000		504
4200 Telephone	-112	28	140	0	140	140	336		336
4206 Insurance	117	83	-34	641	415	-226	1,000		359
4217 Legal Fees	252	0	-252	1,008	0	-1,008	0		-1,008
4219 General miscellaneous expenses	0	0	0	558	0	-558	0		-558
4226 Equipment Purchase	1,668	1,667	-1	8,335	8,335	0	20,000	-212	11,877
Big Park Project :- Expenditure	15,882	3,847	-12,035	37,779	21,055	-16,724	48,004	926	9,300
1043 Football Pitches	0	167	-167	0	835	-835	2,000		
1095 Other Income	12,254	0	12,254	12,314	0	12,314	0		
1105 Big parks funding release	3,628	3,682	-54	25,465	20,230	5,235	46,004		
Big Park Project :- Income	15,882	3,849	12,033	37,779	21,065	16,714	48,004		
Net Expenditure over Income	0	-2	-2	0	-10	-10	0		

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Month No : 5

Committee Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>316 Gateway Cafe</u>									
4053 Annual servicing	63	0	-63	63	0	-63	0		-63
4200 Telephone	247	0	-247	247	0	-247	0		-247
4226 Equipment Purchase	0	0	0	0	0	0	0	650	-650
Gateway Cafe :- Expenditure	310	0	-310	310	0	-310	0	650	-960
1107 Cafe rent	900	0	900	900	0	900	0		
Gateway Cafe :- Income	900	0	900	900	0	900	0		
Net Expenditure over Income	-590	0	590	-590	0	590	0		
<u>330 Amenity Areas</u>									
4020 Energy Management fees	7	7	0	35	35	0	80		45
4022 Water	26	94	68	400	468	68	700		300
4030 Skip hire	20	20	0	100	100	0	240		140
4040 Site maintenance	200	192	-8	939	960	21	2,300	3,107	-1,746
4043 Water Allowments	164	68	-96	436	340	-96	450		14
4052 Tree surgery	32	42	10	200	210	10	500		300
4053 Annual servicing	28	16	-12	142	80	-62	192		50
4059 Tree Survey	33	33	0	165	165	0	400		235
4106 Tools	46	46	0	230	230	0	550		320
4202 Computer Software Maint	59	0	-59	117	0	-117	0		-117
4219 General miscellaneous expenses	0	0	0	-53	0	53	0		53
4226 Equipment Purchase	200	200	0	1,000	1,000	0	2,400	371	1,029

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Detailed Income & Expenditure by Year to Date Budget Heading 02/09/2015

Month No : 5 Committee Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4300 Dog Litter Bins	271	0	-271	1,358	0	-1,358	0		-1,358
4301 Grass Verges	3,714	3,714	0	18,570	18,570	0	26,000	6,500	930
Amenity Areas :- Expenditure	4,800	4,432	-368	23,640	22,158	-1,482	33,812	9,978	195
1001 Precept	-718	-719	1	-3,593	-3,595	2	-8,624		
1003 Grant received	-95	-95	0	-476	-475	-1	-1,141		
1019 Grass verges - South Heighton	161	161	0	805	805	0	1,934		
1020 Grass Verges - Income ESCC	1,510	1,542	-32	7,551	7,710	-159	18,500		
1021 Grass Verges - Income TTC	1,054	1,054	0	5,270	5,270	0	12,643		
1044 The Delf	470	1,286	-816	4,152	6,430	-2,278	9,000		
1050 Allotments	122	100	22	542	500	42	1,200		
1051 Other Amenities	0	25	-25	294	125	169	300		
Amenity Areas :- Income	2,504	3,354	-850	14,545	16,770	-2,225	33,812		
Net Expenditure over Income	2,298	1,078	-1,218	9,095	5,388	-3,707	0		
340 Vehicles and Equipment									
4101 Fuel and Oil	354	250	-104	2,158	1,250	-908	3,000		842
4102 Vehicle Maintenance	114	125	11	573	625	52	1,500		927
4104 Road Fund Licence	75	37	-38	188	185	-3	450		262
4105 Machinery Main/Hire/Lease	153	83	-70	763	415	-348	1,000		237
4106 Tools	40	42	2	200	210	10	500		300
4224 Clothing	27	0	-27	122	0	-122	0	0	-122
Vehicles and Equipment :- Expenditure	764	537	-227	4,005	2,685	-1,320	6,450	0	2,445

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Month No : 5 Committee Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1001 Precept	474	475	-1	2,373	2,375	-2	5,696		
1003 Grant received	63	63	0	314	315	-1	754		
Vehicles and Equipment :- Income	537	538	-1	2,687	2,690	-3	6,450		
Net Expenditure over Income	227	-1	-228	1,318	-5	-1,323	0		
355 Sports Park Pavilion									
4001 Salaries	307	307	0	1,533	1,535	2	3,679		2,146
4002 Employers NI	6	6	0	35	30	-5	76		41
4003 Employers Pension	63	63	0	370	315	-55	754		384
4004 overtime	0	0	0	262	0	-262	0		-262
4020 Energy Management fees	16	16	0	80	80	0	190		110
4021 Rates	204	204	0	1,020	1,022	2	2,042		1,022
4023 Sewage	92	98	6	462	490	28	1,173		711
4024 Electricity	74	183	109	369	915	546	2,200		1,831
4025 Gas	63	100	37	367	500	133	1,500		1,133
4027 Repairs and Maintenance	95	100	5	491	500	9	1,200	0	709
4053 Annual servicing	34	73	39	234	365	131	875		641
4056 Cleaning	8	8	0	40	40	0	100		60
4200 Telephone	0	25	25	187	125	-62	300		113
4224 Clothing	8	8	0	40	40	0	100		60
4225 Performing Rights Licence	9	9	0	45	45	0	107		62
Sports Park Pavilion :- Expenditure	980	1,200	220	5,534	6,002	468	14,296	0	8,762

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Detailed Income & Expenditure by Year to Date Budget Heading 02/09/2015										
Month No : 5		Committee Report								
		Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1001	Precept	-52	-52	0	-259	-260	1	-622		
1003	Grant received	-7	-7	0	-34	-35	1	-82		
1084	Sports Pavilion	717	1,250	-533	5,307	6,250	-943	15,000		
	Sports Park Pavilion :- Income	668	1,191	-533	5,014	5,955	-941	14,296		
	Net Expenditure over Income	322	9	-313	520	47	-473	0		
360 Community House										
4001	Salaries	3,810	3,810	0	19,049	19,050	1	45,717		26,668
4002	Employers NI	230	299	69	938	1,495	557	3,583		2,645
4003	Employers Pension	930	935	5	4,280	4,675	395	11,224		6,944
4004	overtime	703	751	49	1,729	3,755	2,026	9,017		7,288
4020	Energy Management fees	22	22	0	116	110	-6	270		154
4021	Rates	1,405	1,401	-4	7,026	7,007	-19	14,012		6,987
4022	Water	88	88	0	374	440	66	1,050		676
4023	Sewage	75	75	0	360	375	15	900		540
4024	Electricity	536	437	-99	2,389	2,290	-99	6,450		4,061
4025	Gas	70	95	25	584	714	130	3,300		2,716
4026	Cleaning Material	196	192	-4	943	960	17	2,300	8	1,349
4027	Repairs and Maintenance	470	500	30	2,441	2,500	59	6,000	1,407	2,152
4028	Trade Refuse	191	190	-1	1,004	950	-54	2,284		1,280
4053	Annual servicing	-18	500	518	1,892	2,500	608	6,000	-356	4,464
4058	3 Yearly fixed wiring test	27	27	0	135	135	0	326		191
4219	General miscellaneous expenses	0	2	2	3	10	7	20		17

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Detailed Income & Expenditure by Year to Date Budget Heading 02/09/2015										
Month No : 5		Committee Report								
		Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4222	Rent/Service Charge	1,917	1,917	0	9,585	9,585	0	23,000		13,415
4224	Clothing	20	21	1	103	105	2	250		147
4225	Performing Rights Licence	105	97	-8	483	485	2	1,160		677
4226	Equipment Purchase	114	17	-97	182	85	-97	200	-10	27
4227	Other Fees and Charges	29	26	-3	143	130	-13	310		167
4232	Cinema expenses	0	433	433	2,261	2,165	-96	5,200		2,939
4240	Backdated service charge	829	829	0	4,145	4,145	0	9,950		5,805
4244	Health and Safety costs	42	42	0	210	210	0	500		290
4246	Marketing	216	217	1	1,084	1,085	1	2,600		1,516
4247	Bingo costs	277	250	-27	1,506	1,250	-256	3,000	43	1,451
4248	Quiz costs	0	21	21	31	105	74	250		219
4261	Trf to reserves - Solar Panels	167	167	0	835	835	0	2,000		1,165
4267	Trf to res - holiday pay overt	50	50	0	250	250	0	600		350
4268	Trf to Res - Maintenance build	1,250	1,250	0	6,250	6,250	0	15,000		8,750
4269	Trf to Res - Cliff top/Dell fe	250	250	0	1,250	1,250	0	3,000		1,750
4275	Trf to Res - Peace Park	417	417	0	2,085	2,085	0	5,000		2,915
4276	Trf to res - Pavilion roof/boi	583	583	0	2,915	2,915	0	7,000		4,085
4280	Trf to res - Dog bins	333	333	0	1,665	1,665	0	4,000		2,335
	Community House :- Expenditure	15,333	16,244	911	78,246	81,666	3,320	195,473	1,092	116,135
1001	Precept	8,630	8,630	0	43,152	43,150	2	103,566		
1003	Grant received	1,143	1,142	1	5,712	5,710	2	13,707		
1015	Commision from Ticket Sales	0	4	-4	33	20	13	45		
1072	Copper room (Emcor)	958	958	0	4,791	4,790	1	11,500		
1075	Phoenix	541	1,074	-533	4,293	5,370	-1,077	12,883		

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Detailed Income & Expenditure by Year to Date Budget Heading 02/09/2015

Month No : 5

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1076 Main Hall	1,457	1,876	-419	8,547	9,380	-833	22,509		
1077 Anzac	604	436	168	3,606	2,180	1,426	5,230		
1078 Main Kitchen	35	77	-42	338	385	-47	921		
1079 Anzac kitchen	33	51	-19	269	255	14	617		
1080 Foyer	144	157	-13	783	785	-2	1,880		
1081 Equipment Hire	86	56	-20	277	280	-3	671		
1085 Caretaking recharge	380	380	0	1,900	1,900	0	4,560		
1091 Cinema income	71	347	-277	2,456	1,735	721	4,165		
1092 Electricity feed in tariff	819	1,158	-339	4,399	4,653	-254	6,900		
1093 Bingo income	275	351	-76	1,690	1,755	-65	4,214		
1094 Quiz income	63	98	-36	330	490	-161	1,170		
1095 Other Income	0	78	-78	292	390	-98	934		
Community House :- Income	15,187	16,873	-1,686	82,866	83,228	-362	195,472		
Net Expenditure over Income	146	-629	-775	-4,619	-1,662	2,957	1		
Leisure and Amenities Expenditure	47,048	36,048	-11,000	195,844	182,409	-13,435	406,477	13,714	196,920
Income	44,357	34,717	9,640	187,193	174,268	12,925	406,476		
Net Expenditure over Income	2,691	1,331	-1,360	8,650	8,141	-509	1		

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AGENDA ITEM : 9
COMMITTEE : Leisure & Amenities Committee
REPORT OF : Assistant Town Manager – Leisure and Amenities
DATE : 8 September 2015
SUBJECT : Summer Fair 2016

1. INTRODUCTION

- 1.1 Peacehaven Town Council traditionally hold a Summer Fair for the residents of the town and this has taken place alternate years with Telscombe Town Council.

2. RECOMMENDATION(S)

- 2.1 The Committee are asked to **AGREE** to either **Option A** - to continue with the arrangement to have the fair on alternating years with Telscombe Town Council or **Option B** - for each Council to have its own annual separate fair.

Option A - To continue with the arrangement to have the fair on alternating years with Telscombe Town Council and

- o Set the date of the Fair as 16 July 2015
- o Set the time of the Fair from 11am to 3pm
- o Hold the Fair at Centenary Park
- o Set up a Summer Fair Working Party - To consist of:
Two Nominated Councillors (from each Council)
Deborah Donovan - Lead Organiser
Officer, Caretaking and Grounds Staff Representatives

Or

Option B - Each Council to have its own annual separate fair.

- o Set the date of the Fair as 16 July 2015
- o Set the time of the Fair from 11am to 3pm
- o Hold the Fair at Centenary Park
- o Set up a Summer Fair Working Party - To consist of:
Two Nominated Councillors
Deborah Donovan - Lead Organiser
Officer, Caretaking and Grounds Staff Representatives

3. BACKGROUND/INFORMATION

- 3.1 The Summer Fair 2015 and in previous years has been held as a joint venture with Telscombe Town Council.

3.2 Up to this year any retained profit from each Summer Fair has been shared on a 50/50 basis with Telscombe Town Council under the joint venture agreement, which includes the Raffle income which is donated on a 50/50 basis to the Mayor's Fund for each town.

3.3 Levels of profit each year have differed and the financial breakdown for the last year is shown below:

Host Council	Year	Profit
Telscombe Town Council	2015	£10.50
Peacehaven Town Council	2014	£857.35
Telscombe Town Council	2013	£1,197.70
Peacehaven Town Council	2012	£426.99
Telscombe Town Council	2011	£708.66
Peacehaven Town Council	2010	£460.10

3.4 The level of profit retained by Peacehaven Town Council would of course increase if the event is to be held as a sole venture, rather than as a joint venture.

4. CONSULTATION

4.1 Consultation has taken place with the current joint venture Summer Fair Group and with Officers of Peacehaven Town Council.

AGENDA ITEM : 11
COMMITTEE : Leisure & Amenities Committee
REPORT OF : Town Manager
DATE : 8 September 2015
SUBJECT : Dell Crater

1. INTRODUCTION

- 1.1 The crater at The Dell was developed in the early 1920s, when a pocket of suitable aggregate was found for construction of the early concrete roads in Peacehaven. The aggregate eventually gave way to chalk and extraction subsequently ceased. Over the years plant life developed and the bottom of the crater has given over to grass.
- 1.2 Open air stage events such as plays and concerts have been held there, as the crater provided good sound characteristics. A scheme was proposed to contain the crater in a biosphere dome similar to the Eden Project but didn't proceed because of costs.

2 RECOMMENDATION(S)

- 2.1 The Committee are asked to pass a resolution to **AGREE** to either Option A or Option B.

Option A – Undertake a Cost Analysis with a view to filling in the crater.

Option B – Take no action and leave the crater as it currently is.

3 BACKGROUND/INFORMATION

- 3.1 If you own a large hole in the ground such as a depleted quarry, to return it to its original contour requires a number of technical and management aspects to be considered.
- 3.2 Environment Agency (EA):-
A licence is required from the EA. To obtain a licence a technical and operational submission has to be made. This will require the employment of a specialist consultant to prepare the submission.
The report will be required to show:-
- Only inert waste to be tipped (identify allowed waste types)
 - Drainage plan (if required).
 - Cubic metre of the area to be filled
 - Tipping plan sequence and layering
 - Compaction required
 - Transport plan. (Access & egress to site).
 - Means of removing unacceptable waste

3.3 Prior to any work commencing removal of all greenery which could become active waste if left. Consideration must be given to the removal of wildlife. (See report prepared by Ash Partnership, February 2009).

3.4 Management of Site:-
All loads arriving at site are required to be weighed, carefully documented and monitored for contaminants and correctly tipped. Therefore the following equipment is required to be permanently on site until completion.

- Two site personnel
- Portacabin/toilet/messroom
- Weighbridge
- Small compactor/bulldozer
- Extended front end loader machine
- Fencing
- Waste bins for unacceptable waste disposal

3.5 Planning Permission:-
A planning application will be required to be approved.

3.6 Cost Benefit Analysis:
A survey will be required of waste management companies within the area with regard to charge out rates per ton per category of waste to be disposed of as agreed under the licence conditions.
Charges can then be assessed against the cost of managing the site and any charges will attract landfill tax. A Cost Benefit Analysis will then confirm the viability of the project.

4 CONSULTATION

4.1 This report has been prepared with some information provided by the Environment Agency.

Agenda item : 12

COMMITTEE : Leisure & Amenities Committee

REPORT OF : Assistant Town Manager

DATE : 8 September 2015

SUBJECT : MUGA Fence Quotes and Advertising Banners

1. INTRODUCTION

- 1.1 The Multi Use Games Area (MUGA) has recently been re-surfaced with a synthetic sand filled surface which has started to attract more interest for hire booking; however the gap in the perimeter fencing makes it easy for unauthorised use.
- 1.2 The games area currently has no perimeter fence on the south side and access can be gained from the Bovis land adjacent to the site.
- 1.3 To increase revenue to the Council, there is also an opportunity to allow local businesses to utilise the fence within the games area for banner advertising.

2. RECOMMENDATION(S)

- 2.1 That the Committee pass a resolution to **AGREE** to:

Employ J P B Fencing Limited, to install a new section of perimeter fencing from galvanised green powder coated tennis mesh fencing at a cost of £3,220.00 + VAT and to permit the display of advertising banners within the multi-use games area.

3. BACKGROUND/INFORMATION

- 3.1 Three fencing contractors were asked to provide a quote for the work to install a new section of perimeter fencing, in both the existing mesh weld fence and a superior.
- 3.2 The quote analysis is provided below:

Company Name	Mesh Weld Fencing	Galvanised Green Powder Coated Tennis Fencing
J P B Fencing Limited	£2,512.50 + VAT	£3,220.00 + VAT
Gramm Barrier Systems Ltd	£5,474.16 + VAT Same price quoted for both	£5,474.16 + VAT Same price quoted for both

	styles	styles
South East Fencing	Failed to Submit Quote	Failed to Submit Quote

4. CONCLUSIONS

- 4.1 By installing this extra section of fence this will reduce the likelihood of unauthorised entry into the multi-use games area.

Agenda item : 13
COMMITTEE : Leisure & Amenities Committee
REPORT OF : Assistant Town Manager
DATE : 8 September 2015
SUBJECT : Monument and Obelisk Refurbishment

1. INTRODUCTION

- 1.1 The Meridian Monument along The Promenade and the three Obelisks situated on the A259 are in need of significant repair work to restore them to their original appearance.
- 1.2 With Peacehaven due to celebrate its 100 year anniversary next year, it would be appropriate timing to ensure that the monument and obelisks are looking their best.

2. RECOMMENDATION(S)

- 2.1 That the Committee pass a resolution to **AGREE** to:

Employ Bosence Building Conservation, to undertake the refurbishment work to the following specification:

A259 Monuments

The 3 monuments need the following works

- Remove all flaking, loose paint and render.
- Replace areas of damaged render inc cornicing.
- Make good ready for painting.
- Undercoat and 2 coats of masonry paint (White).
- Clean and repaint the picture plaques as required.

Meridian Monument

The monument requires the following works

- Remove all flaking, loose paint and render on monument and steps.
- Replace areas of damaged render on monument.
- Renovate the steps to ensure new corners are created to match existing.
- Make good monument ready for painting.
- Renovate the brass plaques highlighting the lettering in white.
- Undercoat and 2 coats of masonry paint (White).
- Clean the remaining steps around the monument

Adhering to site rules:

All sites to be fenced off from the general public allowing them safe access around the working area

Any spillages to be clean off immediately

All works to be carried out in a safe manner for both the contractor and the public, with signage to be on display to warn the general public of the works.

3. BACKGROUND/INFORMATION

3.1 Ornamental Plasters and Building Contractors have been asked to quote to undertake the repair work on the Meridian Monument and the three Obelisks in the Town.

3.2 The quote analysis is provided below:

Company Name	Repairs to Meridian Monument and the 3 Obelisks
Bosence Building Conservation	£5,700.00 + VAT
England's Ornamental Plastering Ltd	£9,440.00 + VAT
Allen & Joy Building Contractors	£15,952.00 + VAT

4. CONCLUSIONS

4.1 The monument and obelisks will continue to deteriorate if repairs are not completed in the near future.