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PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
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EAST SUSSEX
BN10 8RR

Councillors on this Committee:

EX OFFICIO

Cllr. Claude Cheta (Chair of Council), Cllr. Job Harris (Vice Chair of Council)

Cllr S Griffiths (Chair of Committee), Cllr E Simmons, Cllr L Mills, Cllr D Seabrook, Cllr G Hill,
Cllr C Gallagher, Cllr I Sharkey, Cllr D Paul, Cllr L Symonds,

Dear Committee Member,

3rd September 2019

You are summoned to **LEISURE, AMENITIES & ENVIRONMENT COMMITTEE** meeting to be held in the **ANZAC ROOM** Community House, Meridian Centre, Peacehaven on **Tuesday 10th September 2019 at 7:30pm**

Tony Allen
Town Clerk

A G E N D A

GENERAL BUSINESS

1 LA 340 CHAIR ANNOUNCEMENTS

2 LA 341 PUBLIC QUESTION TIME

There will now be a 15 minute period when members of the public may ask questions (which have been submitted in writing and received by 12 noon on the day of the meeting) on any relevant **LEISURE, AMENITIES & ENVIRONMENT** matters.

3 LA 342 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

4 LA 343 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

5 LA 344 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 2nd July 2019

6 LA 345 TO DISCUSS THE NEXT FINANCIAL YEAR'S BUDGET

7 LA 346 TO DISCUSS THE COMMITTEE'S FINANCIAL UPDATE

8 LA347 TO DISCUSS REPAIRS REQUIRED TO THE BOUNDARY FENCE AT THE SPORTS PARK

- 9 LA 348 TO AGREE A LICENSING SCHEME & POLICY FOR COMMERCIAL HEALTH & FITNESS ACTIVITIES IN PTC PARKS
- 10 LA 349 TO DISCUSS THE DEVELOPMENT OF HOWARD PEACE PARK - PUBLIC CONSULTATION
- 11 LA 350 TO DISCUSS A RESIDENT'S REQUEST FOR A FENCE REPLACEMENT
- 12 LA 351 TO DISCUSS NEW SIGNAGE FOR THE CENTENARY PARK/BIG PARK
- 13 LA 352 TO DISCUSS THE CYCLE HUB'S USE OF THE MULTI-GAMES COURTS
- 14 LA 353 TO NOTE THE REPORT OF THE RECENT GATEWAY CAFÉ MEETING
- 15 LA 354 TO NOTE A REPORT REGARDING CARAVANS SETTING UP AT THE BIG PARK & AGREE ACTIONS REQUIRED
- 16 LA 355 TO REVIEW HIRE CHARGES RECOMMEND ANNUAL INCREASES
- 17 LA 356 TO DISCUSS RESIDENTS' REQUESTS FOR TREE WORKS
- 18 LA 357 TO REVIEW THE FOOTBALL CLUB & CATS CLUB LEASES
- 19 LA 358 TO DISCUSS ISSUES RELATING TO OVERNIGHT PARKING AT CENTENARY PARK / BIG PARK & AGREE ACTIONS REQUIRED
- 20 LA 359 TO NOTE THE REPORT ON WORK UPDATES – GROUNDS TEAM
- 21 LA 360 TO CONFIRM DATE OF NEXT MEETING AS THE 5th NOVEMBER 2019



PEACEHAVEN TOWN COUNCIL

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PEACEHAVEN

Minutes of the meeting of the Leisure & Amenities Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 2nd July 2019

Present: Cllr S Griffiths (Chair of Committee), Cllr E Simmons, Cllr L Mills, Cllr D Seabrook, Cllr G Hill, Cllr C Gallagher, Cllr I Sharkey, Cllr D Paul, Cllr L Symonds,

In Attendance: Kevin Bray Parks Officer, Victoria Onis Admin

GENERAL BUSINESS

1 LA 315 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and read the Health and Safety announcement

The outdoor cinema has been cancelled due to low ticket sales/short notice

This Saturday Peacehaven football club youth event all this weekend.

Next Peacehaven cinema is in main hall rocket man 24th July 7.30, tickets £5

2 LA 316 PUBLIC QUESTION TIME

There will now be a 15 minute period when members of the public may ask questions (which have been submitted in writing and received by 12 noon on the day of the meeting) on any relevant **LEISURE AND AMENITIES** matters.

No Public Questions.

3 LA317 TALK BY JAMIE LLOYD FROM SUSTRANS; PRESENTATION ON THE CYCLE HUB.

Jamie Lloyd gave presentation of expanding the cycle Hub at Centenary Park, a very good service providing doctor bike sessions, anyone can come and have their bike checked over for free. Since March fixed over 280 bikes. Currently a shipping container but would like to build an attractive wooden structure around it to match the Café and to expand and get more people to use it. Further details and plan to be found in the Agenda Documents.

Comments

Elizabeth Leeding from East Sussex County Council cycle training coordinator advised that the funding for Sustrans to expand has come from ESCC Access for Growth Program and as with any funding will have limited time to get this under way or will lose it.

4 LA 318 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Cheta work commitments

5 LA 319 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

LA317 Councillor Paul is a member of the Walking group that use the cycle hub, no financial interest just a wish for better facilities.

6 LA 320 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 12th March 2019

Cllr Griffiths was the only Councillor present at that meeting so the minutes cannot be approved, bring to next full council meeting for signing

7 LA 321 TO APPOINT VICE CHAIR TO SERVE ON THE LEISURE, AMENITIES & ENVIRONMENT COMMITTEE

Cllr Hill nominated Cllr Simmons

Proposed Cllr Hill

Seconded Cllr Seabrook

All in Agreement

8 LA 322 CYCLE HUB – PROVISION OF SHELTER BETWEEN CONTAINER UNITS

Response to Jamie Lloyd's presentation LA317

Councillors agreed the proposal in principal; it will be used well by community. Councillors made Jamie aware that it would need to be a fire retardant structure and that it could be open to vandalism and to be used inappropriately by local youth. Sustrans would look at funding CCTV

Proposed Cllr Symonds

Seconded Cllr Sharkey

All in Agreement

9 LA323 DISABLED ACCESS TO THE UNDERCLIFF BARRIER AT HOWARD PARK – resident's letter attached. Letter has been forwarded to Lewes as responsibility of Lewes District and letter has been forwarded.

10 LA 324 CONSULTATION EVENT WITH RESIDENTS AT HOWARD PEACE PARK.

Wonderful area, an asset to Peacehaven, but previously, although intention was good it wasn't sustained how we can ensure that if we enhance it again it will be sustained, maintained and developed. Originally going to be looked after by task force who now no longer exist & who also found the area too big to maintain themselves.

Action To start a consultation/event with hope to start up a "Friends of Howards Park" Committee which can then work together to maintain the park. Cllr Paul and Cllr Sharkey both expressed an interest in helping to organise.

All in Agreement

11 LA 325 ACQUISITION OF LAND IN HOWARD PEACE PARK WHICH IS IN UNKNOWN OWNERSHIP

Agree to start process for adverse possession

Proposed Cllr Gallagher

Seconder Cllr Seabrook

All in Agreement

12 LA 326 PEACEHAVEN BOWLS CLUB – HEALTH & SAFETY UPDATE

Parks officer gave update on the bad condition of the curbs pathways at Bowling Club. Proposal to improve the road to make the land DDA compliant will be a substantial amount of money but we have a duty of care as path is being used by the public. Alternative routes where discussed

Agree to make area DDA compliant and look at car parking and pathways as a whole.

Proposed Cllr Gallagher

Seconded Cllr Sharkey

All in Agreement

13 LA 327 FOOTBALL CLUB TEMPORARY CHANGING FACILITY

Report noted

14 LA 328 CREATING TWO EXTRA DISABLED SPACES IN THE BIG PARK CAR PARK - requested by the bowls club

We do need to have some repainting done on the carpark, directional arrows etc. The repainting such a small job so just 1 cost so we can include the new disabled space painting as part of this quote.

Cllr Seabrook advised there is cycle parking in the car park that isn't even used, could we look into moving this space nearer the café or maybe near the hub itself and then add car parking there. Parks officer will check this with Chris Bibb.

Propose to create 2 extra disabled spaces

Proposed Cllr Seabrook

Seconded Cllr Simmons

All in Agreement

15 LA 329 REPAIRS REQUIRED TO THE HUB

It was agreed to use complete roofing solutions to carry out repairs to the roof funded from the Boiler/Roof reserve fund

Proposed Cllr Gallagher

Seconded Cllr Symonds

All in Agreement

16 LA 330 OVAL ACCESS GATE PEACEHAVEN COMMUNITY GARDEN

Agree to open up the fence to provide entrance for disabled access to the community garden only, due to the park having very bumpy ground and large dips which is a health & safety issue. Approx. £800 for these works; funded by our CIL reserve

Proposed Cllr Sharkey

Seconded Cllr Gallagher

All in Agreement

17 LA 331 CIL MONEY REPORT

noted

18 LA 332 ADDITIONAL LITTER BIN NEAR THE ORCHARD

Skate Park has 2 bins and suggestion to move one to the bridle path near the Orchard.

Agree to move 1 bin from the skate park.

Proposed Cllr Symonds

Seconded Cllr Mills

All in Agreement

19 LA 333 MEMORIAL TREE

Agree for resident to plant a memorial tree. The request will need to go through the Community Garden Group regarding placement.

Proposed Cllr Paul

Seconded Cllr Hill

All in Agreement

20 LA 334 ROAD SURFACE – ROWE AVENUE/THE DELL

This road is used regularly by residents and delivery drivers, dust carts etc; not solely by occasional events attending the Dell as the holes etc lead far beyond the Dell entrance. Many un-adopted roads in Peacehaven and surrounding areas and usual the residents of the street form a group and manage the roads themselves.

It was resolved by a majority not to carry out any works on this road

Proposed Cllr Paul

Seconded Cllr Mills

Agreed by Majority

21 LA 335 REVIEW OF COMMITTEE'S BUDGET & EXPENDITURE

Noted

22 LA 336 PROJECT UPDATES – GROUNDS TEAM

Noted

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 are excluded from the discussion of the following items:-

23 LA 337 FENCE MOVE REQUEST from Resident

Resident would like to move original fence by 2ft which would mean moving some shrubs.

Agreed to sell the land to the resident at zero cost to the Town Council

Proposed Cllr Mills

Seconded Cllr Sharkey

All in Agreement

24 LA 338 LETTER OF COMPLAINT RECEIVED FROM PEACEHAVEN HORTICULTURAL SOCIETY

Noted – send generic letter to all regarding conduct regarding Allotments.

25 LA 339 GROUND STAFF WORKFORCE

Will be discussed at the Personal committee on the 4th July

CONFIRM DATE OF NEXT MEETING 10th September 2019

Agenda Item:

Committee: Leisure, Amenities and Environment

Date: 22/08/2019

Title: Next financial Year's budget

Report Author: Kevin Bray

Purpose of Report: To indicate to the Finance officer any items that could be expected for the next financial year.

Summary of recommended actions

1. Add any new items to next year's budget
2. Suggested Item to budget for, a replacement ride on mower, 3 yearly tree survey and tree works, a planting reserve, extra trainee/ employee for grounds team, summer worker for flower display watering, the café at the big park needs some of the kitchen cabinets replaced and the outside toilets need to be uprated to avoid so many blockages.
3. Discuss the verge cutting contributions, does PTC want to pay ESCC for extra cuts again next year?

Introduction

Each year the committee are asked to indicate what extra expenditure they think will be needed for the next financial year, this could be a wish list or a must have list.

Background

Any items listed will be given to the finance officer to investigate costs and put them to the policy and finance committee for approval

Analysis

The committee are asked to provide a list for the finance officer to present to policy and finance committee

Implications

The Town Council has a duty to consider the following implications:

Health and safety in the workplace and for the public

<u>Financial</u>	Financial regulations
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Agenda Item:

Committee: Leisure, Amenities and Environment

Date: 21/08/19

Title: Boundary fence at the sports park

Report Author: Kevin Bray

Purpose of Report: To gain permission to replace a fence

Summary of recommended actions

1. To employ a contractor to replace damaged fence
2. To decide where funding should be taken from

Introduction On the southern boundary of the sports park the boundary fence currently 8 foot high chain link leading on to the back gardens of properties in Arundel road has been damaged by people climbing over to retrieve footballs etc, this has led to youths gathering and even sitting in the gardens drinking and causing hassle to the residents.

Background This fence is 61 meters long, has concrete posts which are reusable apart from one straining post that needs replacing and one concrete strut that is missing, the chain link is bent beyond reasonable use and the straining wires are snapped.

Analysis It is recommended that we employ a contractor to replace the straining wires and chain link fencing with weld mesh of a similar thickness and to install a new straining galvanised metal post and the missing concrete strut. There is a cost for removing the old wire which has scrub and trees growing through it in places

Implications There has not been a budget set for this and so far, I have one quote for the works from RJ Meaker for removal of the old fence and scrub etc £720.00 and £2,210.67 to replace the fence with weld mesh. I have tried local contractors with no luck and will try further afield for other quotes.

The Town Council has a duty to consider the following implications:

<u>Financial</u>	Can this be financed from CIL already with Peacehaven Town Council?
<u>Legal</u>	We are obliged to keep our boundary fence in a safe and secure manner
<u>Environmental and sustainability</u>	Old fencing will be recycled, with concrete posts reused where possible.
<u>Crime and disorder</u>	Currently residents do not have secure gardens due to our fence
<u>Climate</u>	



Agenda Item:**Committee:** Leisure, Amenities and Environment**Date:** 10/09/2019**Title:** Commercial Health & Fitness Activities in Parks**Report Authors:** Cllr Seabrook & Cllr Griffiths**Purpose of Report:** To agree to implement a licensing policy/scheme for commercial users of the outdoor amenities owned by PTC

Summary of recommended actions

1. To decide on the content for a policy/lease to use the PTC outdoor amenity areas for commercial activities like boot camps etc
2. To decide on a fee for any licence issued.

Introduction

There has been an increase of personal trainers using the dell and sports fields, this has led to complaints regarding charging, noise levels and equipment left on site. It has been suggested that the Town Council issue licences with conditions of hire attached to try to police this.

Background

Cllr Seabrook and Cllr Griffiths have produced a draft policy/licence for this purpose (see attached)

Analysis

There will be an issue of how to police this licence as, in particular, a lot of this type of activity occurs at the weekend

Implications

The Town Council has a duty to consider the following implications: To members of the public and residents close to the areas in use

<u>Financial</u>	Any licences would give a small income to PTC
<u>Legal</u>	Outside of the Council's normal duties to maintain safe outdoor areas, etc. it will be the hirer's responsibility to be adequately insured and qualified, etc.
<u>Environmental and sustainability</u>	To avoid loud music disturbing residents and other users of the parks

<u>Crime and disorder</u>	To stop equipment being left on site which could be vandalised or stolen.
<u>Climate</u>	No implications.

Appendices/Background papers

Draft policy/scheme.



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Commercial Health & Fitness Activities in Parks

Introduction

Peacehaven Town Council has introduced a charging scheme for commercial activity providers (i.e. who charge clients for services) who wish to use its parks and greenspaces. This licence is primarily intended for health & fitness class operators.

In recent years outdoor personal health & fitness classes, boot camps and other forms of commercial activity have become increasingly popular in our parks and greenspaces. Whilst acknowledging that these types of activities can be good for the health and wellbeing of residents the Council wants to ensure that activities are appropriate to the site and cause no nuisance.

This scheme will ensure that residents can easily determine whether an operator has a relevant qualification, has appropriate insurance and has addressed relevant health and safety requirements.

If your activity is classed as a one off event, as opposed to a short term or ongoing activity class, different rules apply.

Please contact the Information Officer,

Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven,
East Sussex, BN10 8BB

Email: info@peacehaventowncouncil.gov.uk

Telephone: 01273 585493

Fees

There is an annual administration fee of £25 plus VAT
and an annual licence fee (zero rated VAT) of £25

All fees are payable in advance with the application form. If your application is unsuccessful, the licence fee will be refunded. If your application is approved you will be issued with a licence to operate.

Commercial Health & Fitness Activity in Parks Registration / Licence Application Form

All sections of this registration form must be fully completed to ensure you have considered the safety of all those participating in your classes.

Please return this **form at least 4 weeks prior to the proposed start date of the classes.**

No commercial activity may take place on Council land without written permission from the Council and without the relevant fees being paid by the applicant.

This form is primarily for the use of fitness classes, if you are considering applying for any other activity please contact us first.

We aim to acknowledge your application within five working days of receipt.

Licences are valid for twelve months from the date of issue.

Please note that on occasions one off special events will take priority and you may need to amend your normal operational procedures on such occasions.

Any activity or equipment that you use must not cause any damage to the park.

Equipment should not be left unattended after the completion of sessions.

All litter should be removed or placed in the bins provided.

**Commercial Health & Fitness Activity in Parks
Registration / Licence Application Form**

Contact Details:			
Name of Organisation / Company name			
Applicants Name			
Address			
Telephone Number:		Mobile Number:	
Email address:			

You will need to provide copies of the following documents:	
Risk Assessment	Attached? <input type="checkbox"/>
Proof of Public Liability Insurance (with a minimum indemnity of £5million)	Attached? <input type="checkbox"/>
A site map showing where the activity will take place within the venue	Attached? <input type="checkbox"/>
Safeguarding and Child Protection Policy (where relevant)	Attached? <input type="checkbox"/>
DBS checks (where relevant)	Attached? <input type="checkbox"/>
Details of your emergency procedures (e.g. emergency arrangements, access points, named responsible person, contact details, first aid arrangements, nearest hospital)	Attached? <input type="checkbox"/>
Copies of relevant health and fitness sector qualifications	Attached? <input type="checkbox"/>
Copies of first aid certificate	Attached? <input type="checkbox"/>

Please complete one form for each venue and activity

Venue / Activity Details:							
Venue (including a precise location)							
Description of Activity							
Name of person responsible for delivery							
Proposed Start Date			Proposed Finish Date				
Start Time			Finish Time				
Days of the Week	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Are you proposing to use any special equipment or temporary structures?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes please provide details							
Will you be using any amplified instruction?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will you be using any amplified music?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you proposing to play any copyrighted recorded music?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, have you obtained any necessary permission for the use of copyrighted material?					Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Please complete one form for each Trainer / Operator / Member of staff involved in the delivery. Include all relevant Health and Fitness and First Aid qualifications.

Trainer / Operator / Staff Qualifications:		
Name:		
Qualification & Level	Awarding Organisation	Date of Issue

New/Additional Trainers

If any new trainers will be delivering or supporting you in delivering your classes and you have not already advised us you should complete a copy of this page of the registration form and submit it and any supporting documentation prior to starting delivery.

Declaration

I confirm that the information I have provided on this form is true, complete and accurate and that I have read, understood and agreed to the accompanying terms and conditions.	
Signature:	
Name:	
Date:	

Please send the completed form to:

Information Officer, Peacehaven Town Council, Meridian Centre, Meridian Way,
Peacehaven, East Sussex, BN10 8BB

Email: info@peacehaventowncouncil.gov.uk

If you have any queries please contact us on 01273 585493

General Data Protection Regulation 2018 - Privacy Notice

How we use any information you give us about yourself and others:

The personal information which you give in your application will be managed in accordance with General Data Protection Regulation 2018. It will only be used in the processing of your application and to collate anonymised statistics. Information may be shared with; other council departments, the council's service delivery partner Amey, the Police and PPL & PRS music licensing organisations. We will not reveal personal details to anyone else unless:

- You ask us to reveal the information, or we have your permission to do so
- We are required or permitted to do so by law
- It is required by law enforcement agencies
- There is a duty to the public to reveal the information, e.g. to other government bodies, tax authorities or regulatory bodies

Electronic records relating to event applications are normally held for a maximum of 36 months.

When you give us information about another person, you need to ensure you have the consent of that person to pass these details on to Peacehaven Town Council.

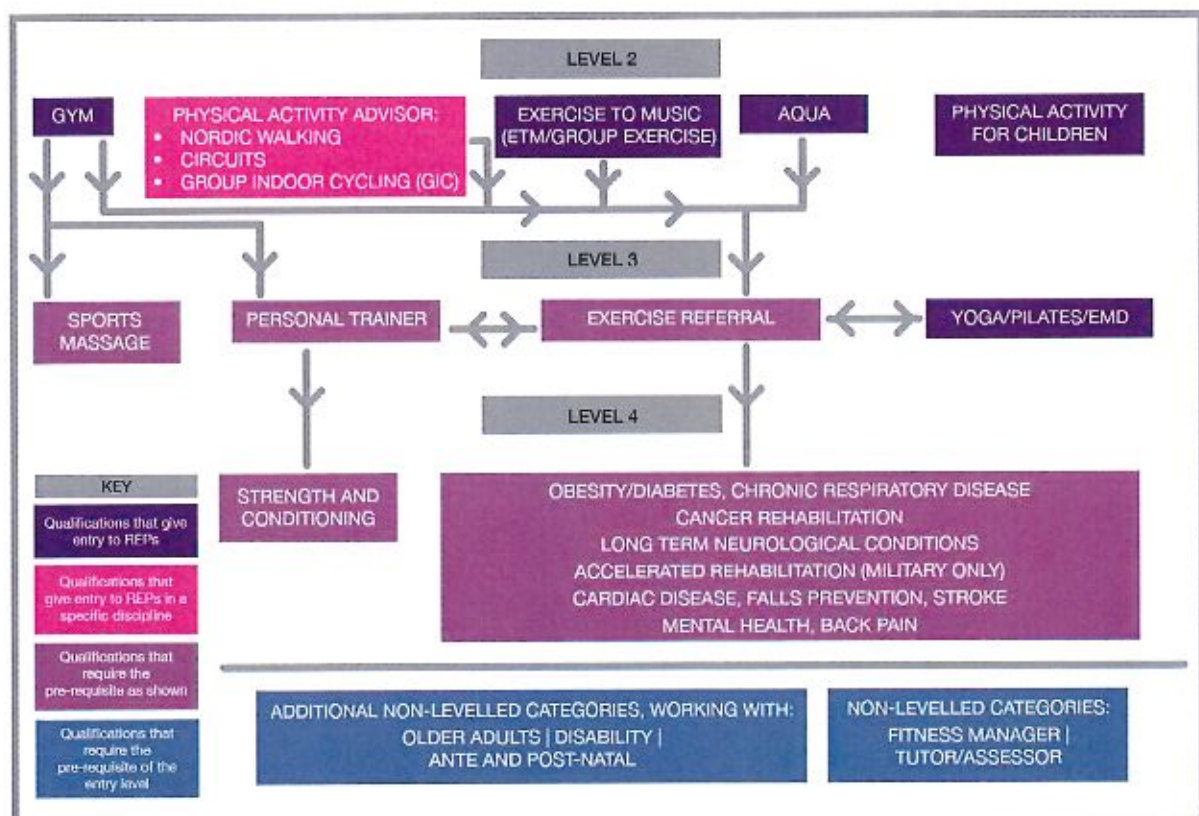
Details of the Council's overarching Privacy Policy can be found using this link:
<https://www.peacehaventowncouncil.gov.uk/policies/>

REPs Categories

The REPs Categories framework is built on standards developed by the industry for the industry that underpin job roles within the health and fitness sector. They are the entry point for new members coming in as qualified exercise professionals.

As you join the register at Level 2 you can see a career pathway through to Level 4, with additional Level 3 categories should you want to work with these specific populations, and non-levelled categories for other career areas.

All categories are underpinned by qualifications, and your qualification will indicate your level of membership. Any industry experience or continuing professional development (CPD) that you undertake will be at the same level of your qualification, so your qualification acts as a prerequisite to further develop your skills and knowledge. As you move up the register, you will be able to increase the level of training in accordance with the new qualifications you achieve. At the same time, you can have the confidence that new skills learnt at each level are covered by your REPs insurance.



<https://www.exerciseregister.org/reps-categories>

Howard Peace Park Public Consultation

Background

Howard Peace Park was redesigned in 2013 and given a new lease of life. It was officially opened on Sunday 31st August 2014. It is located between the cliff top and the A259 next to the carvery and provides access to the undercliff and the rugged beach. It also provides access to the coastal footpath. The windswept park is a particularly challenging site from a horticultural point of view. There are two distinct areas; the north of the site has a meandering path that surrounds a pebbled area with various plantings in raised beds and the use of reclaimed timbers which reflects elements of the coastline nearby. The south of the park provides a place for quiet reflection and remembrance with a number of memorial benches and views of the dramatic coastline. There is a Petanque pitch which was built to celebrate the town twinning with Épinay-sous-Sénart. The park is separated from the A259 by a wild shrub area which is a haven for wildlife. It has been reported that there is a badger sett in this area.

What has gone wrong?

Funding was obtained by Peacehaven Town Council for the design and initial construction of the park however, funding for the ongoing maintenance has become a problem. The park has been neglected and maintenance appears to be limited to grass cutting and some occasional weeding. The reclaimed vertical timbers were removed in 2018 as they have decayed and become dangerous. The Park is not easily accessible to users of wheelchairs and mobility scooters; this also limits access to the undercliff. The planted raised beds require a lot of maintenance to prevent excessive growth of the ferns and thistles that seem to thrive. Attempts were made by the Peacehaven Task Force to manage these beds but due to a lack of willing volunteers this is no longer viable. The roadway that provides vehicle access to the undercliff is owned by Lewes District Council. It is strewn with broken curb stones creating further hazards to park users and adding to the uncared for look of the park.

The other residents of the park include rabbits that dig holes everywhere and create a hazard to other park users. *"The rabbits at Howard Peace Park are creating so many holes in the grass and I'm fed up of turning my ankle in the holes, they need getting rid of, they are causing a danger to anyone who uses the park."* concerned resident September 2017.

The Public Consultation

At the Council Meeting on 5th September 2017 it was minuted that *"The Leisure and Amenities Committee AGREE to extensive research and to provide a public consultation with regards to Howard Peace Park for future planning of amenities"*. This was not actioned.

At the Leisure Amenities and Environment committee on 2nd July 2019 it was agreed to carry out this consultation with a view to creating a "Friends of Howard Park" group with interested residents. The lack of access for people with disabilities was also discussed. A small working group was set up to manage this consultation.

A meeting of the working group took place on Wednesday 21st August where the following points were agreed:

1. To hold a Public Consultation Event in Howard Park during September 2019. This event will be advertised on council notice boards (both Peacehaven and Telscombe), the Council website, some facebook groups and other suitable locations such as estate agents. The 14th and 21st September were suggested as suitable dates.

2. To write to all local residents, owners of the memorial plaques, the Town Twining Association and Mrs Howard requesting their view on the future of Howard Park. A survey form to be designed to facilitate this process.
3. Following this process, a report will be written and consideration given to the setting up a "Friends of Howard Peace Park" group.

There are many suggestions for Howard Park but I have not included them here as I do not wish to prejudice the outcome of the consultation.

Proposals

1. To proceed with consultation as described.
2. To write to Lewes District Council asking them to either remove the loose curb stones or fix them in place.
3. To ask for volunteers to carry out:
 - a) A survey of park use
 - b) Attend the consultation event
4. To agree the date for the consultation event.

Appendix 1



Appendix II – Howard Peace Park Survey Form

Howard Peace Park Survey of Users / Uses

Date:		Start Time		Finish Time	
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Dog Walkers		
Dogs		
Cyclists		
Runners		
Walkers		
Wheel chair users		
Mobility Scooter Users		
Children		

Visitors who spent time in the park		
Used the benches		
Used the Petanque pit		
Picnic		
Ball Games		
Keep fit activities		

Comments

Appendix III Howard Peace Park Consultation Form

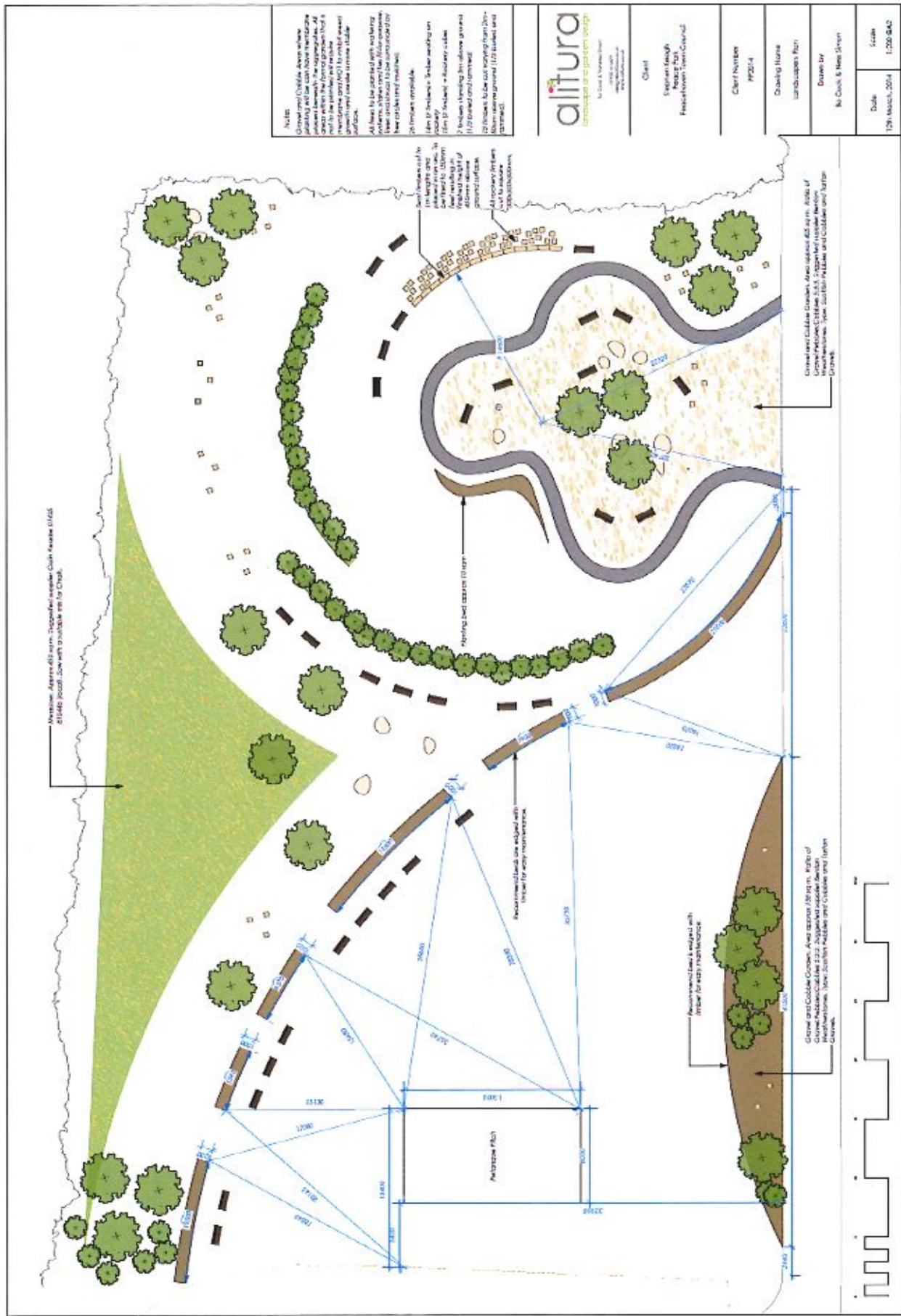
Howard Peace Park Public Consultation



What do you like about Howard Peace Park?
What do you dislike about the park?
What improvements would you like to see?
What else could the park be used for?
Would you like to see events take place in the park? If so what events would you like to see?
Would you be interested in joining a Friends of Howard Peace Park?
Any other comments
Name and contact details (If you would like to be kept informed about Howard Peace Park?)

Peacehaven Town Council is committed to ensuring that your privacy is protected and will only use and store your personal data in line with the General Data Protection Regulation 2016 and the Data Protection Act 1998. We collect and use your personal data in order to provide information or action you have requested from us. We will not disclose your personal data to any third parties, unless we need to do so to provide a service to you. This may include sharing your personal data with Peacehaven Town Council staff or councillors, Lewes District Council and/or East Sussex County Council in order to provide the information you have requested. The councils' Privacy Policy sets out how we collect, use and securely hold your data and can be viewed on the council's website.

Appendix IV



Agenda Item:

Committee: Leisure, Amenities and Environment

Date: 22/08/2019

Title: FENCE REPLACEMENT

Report Author: Kevin Bray

Purpose of Report: A Peacehaven resident has written in requesting a contribution from Peacehaven Town Council (PTC) towards the replacement cost of their fence which is £525.00

Summary of recommended actions

1. To **AGREE** to pay towards the cost of replacing the section of fence, where this cost will be financed from and how much.
2. To **AGREE NOT** contribute towards the cost of replacing the section of fence

Introduction

The groundstaff were asked to remove some ivy growing on a resident's fence from PTC land, this was carried out by hand in June. The Parks officer was asked if PTC would pay for a replacement fence as the resident felt the ivy had caused damage to the fence and that PTC should contribute to the cost, the resident was advised to write to PTC.

Background

It should be noted that the ivy appears to have been in place on the fence for many years without too much concern or maintenance and removing the ivy did cause some small damage but mainly cosmetic,

Analysis

Implications

The Town Council has a duty to consider the following implications:

if payment is approved this could set a precedent for future claims from PTC.

<u>Financial</u>	No budget has been set for this work
<u>Legal</u>	This fence is not owned by PTC
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



BEFORE WORK

INTERIOR GARDEN



EXTERIOR TWITEN



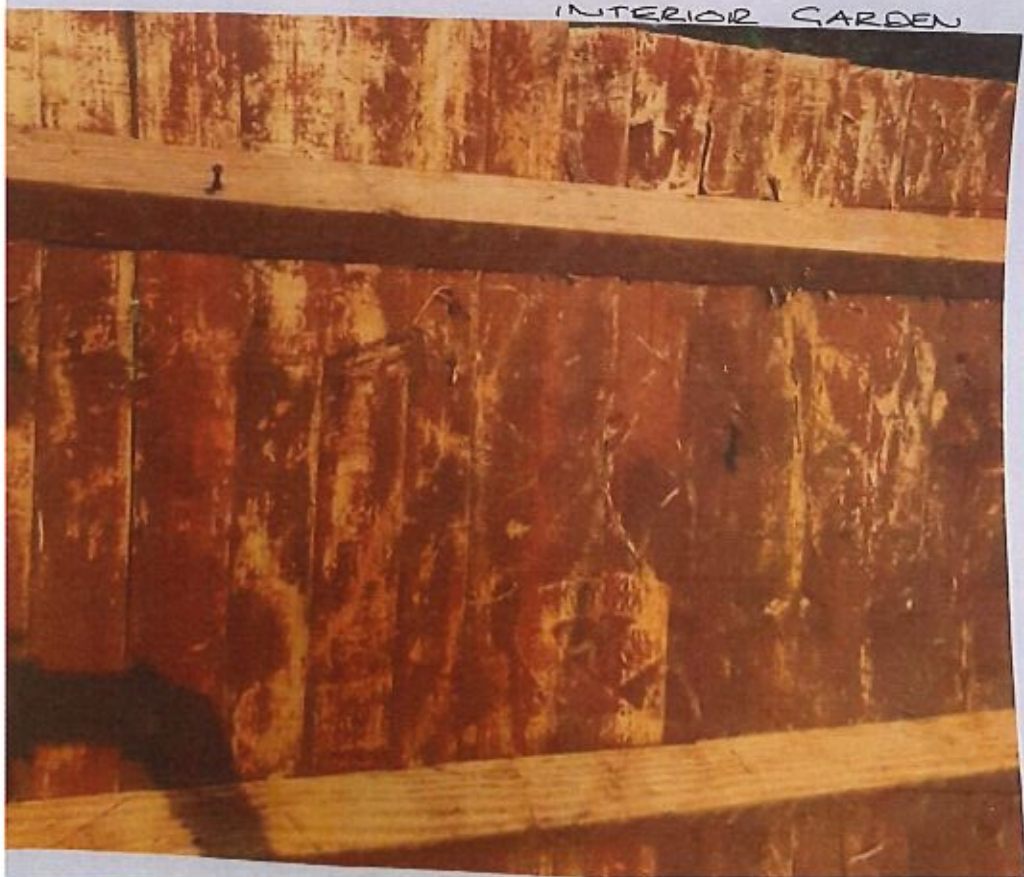
5AA, The Roller Mill, Mill Lane, Uckfield, East Sussex, TN22 5AA.

EXTERIOR

TWITTER



INTERIOR GARDEN



Agenda Item:

Committee: : Leisure, Amenities and Environment

Date: 22/08/2019

Title: Signage for Centenary Park/ big park

Report Author: Kevin Bray

Purpose of Report: To decide whether to replace the old existing Sportspark sign

Summary of recommended actions

1. To investigate the cost and design for a new welcome entrance sign to Centenary Park/ Big park
2. To decide on the content for the new signs.

Introduction

The big park project was completed 4 years ago and signs were located on the coast road directing people to the Park. No signage was put in the entrance to the park to replace the existing sportspark sign.

Background

Most parks have welcome signs indicating what facilities are available on the site.

Analysis

The council took the decision to call the park Centenary Park after it was devolved to the PTC, so ideas are welcomed towards a design type and content of the sign with this as the title name.

There is also a need for overflow car park signs to give information on closing times

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	It has been indicated funding could come out of current funds left over from the big park project with LDC or CIL
<u>Legal</u>	There should be contact details on display for reporting problems in the park.
<u>Environmental and sustainability</u>	The old metal sign and posts to be recycled
<u>Crime and disorder</u>	Rules of the park could be included on the sign
<u>Climate</u>	

Appendices/Background papers

The existing sign



Examples of signs





Agenda Item:

Committee: Leisure, Amenities and Environment

Date: 22/08/2019

Title: Cycle Hub

Report Author: Kevin Bray

Purpose of Report: **Decision** to allow the Cycle hub/ Sustrans free use of the MUGA courts when they are available

Summary of recommended actions

1. To continue to allow the cycle hub to use the Multi games courts free of charge

Introduction Sustrans and ESCC run various cycling days during the year from the cycle hub next to the café in the big park, they are for teaching children to ride safely and for disability cycling in a safe environment, sometimes they book the Multi Use Games Area (MUGA) for this purpose

Background

The cycle hub has had two events in the summer, teaching children to ride bicycles in a safe manner, which have taken place on the MUGA courts at the big park. When the information officer contacted them regarding hire costs for this, they stated that it was agreed with the previous Town Manager that they were able to use the courts for free as the cycle hub has cost £20,000 to set up, no agreement appears on our systems.

Analysis

To officially allow the use of the MUGA courts free of charge by Sustrans and ESCC

Implications

The Town Council has a duty to consider the following implications:

Wear to the courts with zero income to the PTC to put toward any future costs for resurfacing the area.

<u>Financial</u>	Zero income from use of the courts
<u>Legal</u>	Sustrans have insurance
<u>Environmental and sustainability</u>	n/a
<u>Crime and disorder</u>	Teaching children to ride safely reduces the likelihood of future issues with unsafe cycling on the roads.
<u>Climate</u>	n/a

Appendices/Background papers

Agenda Item:

Committee: Leisure, Amenities and Environment

Date: 22/08/2019

Title: Café meeting

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. To note this report
- 2.

Introduction The parks officer had an informal meeting with Nicola from the café to catch up, we discussed how the café were running and if they had any issues

Background

Analysis

Nicola asked the following

- Toilets blocking up and how to stop the toilet tissues being taken away in clumps by people having picnics; PTC to look at alternative ideas for toilet tissue holders.
- The extractor fan not working efficiently and if it could be replaced with an uprated one; I asked again for a copy of the report from the environmental health visit that Nicola says highlighted the fan as not up to regulations, this would enable us to see if we are obligated to install an uprated fan in the kitchen and I am still awaiting this.
- Mowing of the grass by the café north side; the café to remove the picnic tables from this area to enable it to be reinstated into a lawn.
- Nicola also asked if we could get more use of the big park for events to help boost the café; PTC advertising department are currently looking at increasing usage of all our areas and buildings, Nicola to email details of any events that are taking place at the café so it can be put on the PTC website.

The Parks officer brought up the following issues:

- Unlocking and locking the drop post to the overflow car parking area; Nicola was happy to accept responsibility to lock up the car park at 5pm if they had opened it in the morning but asked for more signage stating the closing time. Temporary notices have been erected and permanent signage is being investigated.
- Toilet use in the evenings by the café; Nicola agreed to clean the toilets afterwards if the café uses them for a private event in the evenings.
- Litter in the park use of recycled materials; Nicola stated that the café had won an award at the chamber of commerce dinner for second best environmentally aware company due to them using many recycling products including cardboard takeaway coffee cups, they have investigated using recyclable food containers, but found the extra cost to be prohibitive in this area. The café has their own recycling large paladin bin so they can separate their recyclable refuse.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	n/a
<u>Legal</u>	n/a
<u>Environmental and sustainability</u>	n/a
<u>Crime and disorder</u>	n/a
<u>Climate</u>	n/a

Appendices/Background papers

Agenda Item:

Committee: Leisure, amenities and environment

Date: 28/08/2019

Title: Caravans at the big park

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. To note
- 2.

Introduction

This summer we have had numerous foreign camper vans staying overnight at the big park in the car park.

Background

We have a height barrier which has not been in use since it was hit earlier this year, this is due to the various clubs not wanting to have to open the barrier for bin lorries or deliveries.

Analysis

Through meetings and discussions, I have informed the users of the park that from September the height barrier will be opened by the caretaker when cleaning the Hub at 6.30am and closed by the groundstaff at 3pm during the week and will remain closed at weekends unless opened by the users who all have keys. I have reiterated that if the barrier is opened then the people who open it are responsible for closing it afterwards to keep unwanted guest out.

It is also to be noted that we had a family of travellers come onto Centenary Park (Big park) by forcing open the 5 bar gate on the west side of the park. After discussions with the liaison officer from ESCC they stayed 3 nights and left the site tidy on the Monday, we have since secured the gate with a chain and reinforced the fixings to try to prevent this occurring again.

Implications

The Town Council has a duty to consider the following implications:

New signs should be erected stating the closing time of the height barrier

<u>Financial</u>	Cost of new signs could be funded from the big park funds held by
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	LDC
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Agenda Item:

Committee: Leisure, amenities and Environment

Date: 28/ 08/ 2019

Title: Hire charges annual increases

Report Author: Kevin Bray

Purpose of Report: To set the hire prices for next year

Summary of recommended actions

1. To decide on what the increases should be for the hire charges for sports pitch use.
- 2.

Introduction

The committee are asked to review the current costs for hiring our amenity pitches and courts for next year

Background

Peacehaven Youth prices

- | | |
|----------------------------------|---------------------|
| • Junior pitches 5v5,7v7 and 9v9 | £9.00 per game |
| • Youth pitches 11v11 | £13.00 per game |
| • All morning training session | £26.00 per Saturday |

Prices for external hirers

- | | |
|----------------------------------|--|
| • Junior pitches 5v5,7v7 and 9v9 | £14.90 or £31.80 with changing room hire |
| • 11v11 youth and men's pitches | £40.00 inc changing room hire |

Multi use games area (MUGA)

- | | |
|------------------------------------|--|
| • Netball court or 1/3 of the area | £10.70 per hour or £15.80 with floodlights |
| • Whole MUGA court | £24.00 per hour or £29.10 with floodlights |

Analysis

There has been no increase for these charges in the last two years

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	Currently all these areas operate at a loss and PTC need to increase income
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Agenda Item:

Committee: Leisure, amenities and environment

Date: 28/08/2019

Title: request for tree works

Report Author: Kevin Bray

Purpose of Report: To decide if PTC should pay for tree works

Summary of recommended actions

1. Should the tree be pollarded?
2. Should PTC cover the cost of this work by an outside contractor (approximately £200.00)
3. Should the tree be cut down completely by PTC groundstaff? (just the cost of composting the waste £60.00)

Introduction

Two residents have requested that an ash tree on PTC land be re-pollard or cut down completely on the land between Morested and Crocks Dean

Background

This tree was pollard two years ago under the instruction of the previous Amenities manager at a cost to PTC, the tree is healthy and stands 10 meters away from any structure and 4 meters away from a fence.

Analysis

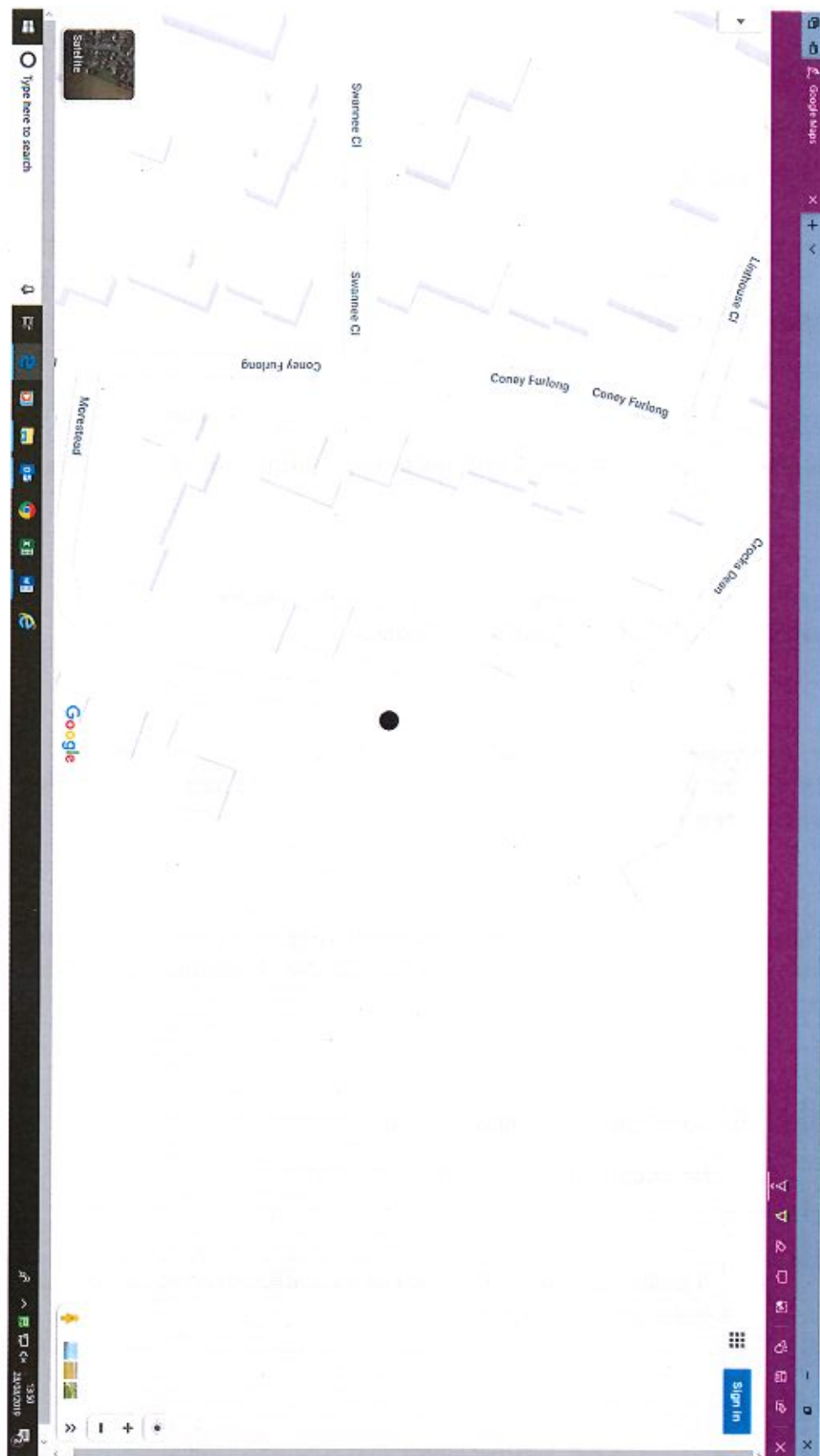
There is no right to light laws anymore and this tree only blocks out direct sunlight for a few hours a day, therefore no works are necessary. It might be considered neighbourly to allow works to take place.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	No budget has been set for tree works
<u>Legal</u>	
<u>Environmental and sustainability</u>	If pollarded, this would need to be done every two or three years to keep the tree in check.
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



Agenda Item:

Committee: Leisure, Amenities and Environment

Date:22/08/2019

Title: Football club and Cats club leases

Report Author: Kevin Bray

Purpose of Report: To decide what length and any changes to the leases of the Football club and Cats club

Summary of recommended actions

1. To recommend the length of the leases.
2. To recommend any amendments/ clauses to the leases

Introduction

In 2016 the cats club moved on to land inside the boundary of Peacehaven football club at the request of the then town manager, the clubs were promised new leases to show this amendment.

Background

The football club lease is up for renewal in 2020 and the club have stated they had a meeting with the previous Leisure manager and that it had come before the L&A committee 3 years ago. Having trawled the archives a report was found from 16th June 2016 with a recommendation to give both clubs a 25 year lease (see attached documents). It appears nothing was done to bring this forward at the time by the Town manager or the Leisure manager.

Analysis

The town Clerk has indicated that the lease for the football club is usually a 25 year term to allow them to obtain funding etc and recommends that a 5 year lease is given to the Cats Club with a clause included if they stop trading within that period.

Currently the ground rents are as follows

Peacehaven and Telscombe Football club a peppercorn rent of £960 per year, invoiced quarterly plus any costs incurred on the pitch.

Cats Club a commercial rent of £3600 per year, invoiced monthly.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	Possible Solicitors costs
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

A copy of the current football club lease is available from Kevin Bray in the office if requested, the cats club is still running on a temporary lease set up when they moved on to the site.

Agenda Item:

Committee: Leisure, Amenities and Environment

Date: 22/08/2019

Title: Overnight parking at Centenary Park/ Big Park

Report Author: Kevin Bray

Purpose of Report: Decide how to stop overnight parking at Centenary Park

Summary of recommended actions

1. Height barrier closing
2. Signage updating to include closing times for the height barriers and the overflow car park

Introduction

During the summer we have had several caravans stay overnight in the car park at Centenary Park they are mainly French or German

Background

We have a height barrier which has been hit and repaired several times, during this time the clubs and users have stopped closing the barrier.

Analysis

I recommend signs be bought indicating that the barrier will open at 6.30 am close at 3pm, by the Groundstaff, during the weekdays and that the clubs and café are asked to make sure the barrier is not left open overnight at the weekends.

There is also a need to a sign indicating the closing time for the over flow car park area.

Implications

The Town Council has a duty to consider the following implications:

The clubs and café who use the park would be made aware that they are expected to make sure the barriers are closed and locked after they have used them at weekends and evenings.

<u>Financial</u>	This could be funded from the Centenary park budget
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Agenda Item:

Committee: Leisure, Amenities and Environment

Date: 02/09/2019

Title: work update

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. To note

Introduction

This is a list of work undertaken by the groundstaff and Handyman since the last meeting, these works do not include mowing, litter bin emptying, litter picking and strimming etc

Groundstaff

- Mark out for two 6 a side tournaments
- Re-pleached trees at the big park
- Hedge cutting at shepherds down, the Joff, the bowling green and taking the green waste to the recycling centre in Beddingham.
- Summer fair works marking plots etc
- Football pitch new season preparations marking pitches out from scratch
- Planted flowers displays on A259
- Operational checks on all play areas
- Graffiti removal refresher course
- Graffiti removal at big park, bus shelters
- Weeds removed in Howard park
- Installed new bus shelter
- Installed new gate at the oval

Handyman

- Re-paint 7 bus shelters
- Paint all the goal posts
- Watering/ weeding flowers on A259
- Fence repairs
- Relocated litter bin in big park/ orchard

