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PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 3rd November 2020 at 7.30pm

Present: Cllr S Griffiths (Chair of Committee), Cllr E Simmons (Vice-chair), Cllr L Mills, Cllr D Seabrook, Cllr C Gallagher, Cllr I Sharkey, Cllr Duhigg, Cllr R White, Kevin Bray (Parks Officer), Tony Allen (Town Clerk), Victoria Onis (Admin Officer).

Four members of the public were also present.

LA 475 CHAIRS ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

The Clerk reported on the impact of measures relating to the second Covid-19 lockdown.

LA 476 PUBLIC QUESTION TIME

There were no questions from members of the public.

LA 477 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

It was resolved to approve apologies received from Cllr Hill and Cllr Paul and to approve their nominated substitutes for the meeting; Cllr Duhigg and Cllr White, respectively.

LA 478 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

LA 479 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 15th SEPTEMBER 2020

It was resolved to approve the minutes as a true record.

LA 480 A PRESENTATION BY LIDDY LEEDING, CYCLE TRAINING COORDINATOR, ESCC & JAMIE LLOYD, CYCLE HUB OFFICER, Sustrans

The presentation covered the following:-

- Roles & responsibilities of ESCC & Sustrans representatives.
- Design and use of containers.
- Background information.
- Use of containers & site by various groups and as a community hub.
- Creation of a patio and defined boundary.
- Provision of an electricity supply to the containers.
- Requirements from the Town Council.
- Grants & projects.
- Impact on vehicle parking.

LA 481 CYCLE HUB PLAN REPORT

The circulated plan and report were noted and discussed in detail.

It was resolved by majority (one abstention) to approve the following recommendations in principle, subject to agreeing the finer details in due course:-

- To build a 5M x 5M patio in front of the double doors of the 40 ft container
- To build a smaller hard standing at the south end of the 40ft container
- To build a pathway directly in front of both containers and running 60 feet from the North end of the 20 ft Container to the south end of the 40 ft.

- To remove the unused bike rack in the main car park and reinstall the bike racks around the perimeter of the cycle hub area
- To build and install oak sleeper planters, around the perimeter of the area

LA 482 CYCLE HUB ELECTRICITY SUPPLY

The Clerk reported on the need for a qualified electricians survey for the provision of a sound and secure electricity supply to the containers.

It was resolved that the electricity supply would be a spur from the Gateway Café supply, subject to agreeing the details, including an electrician's certificate, in due course.

[Ms Leeding & Mr Lloyd left the meeting]

LA 483 PARKING AT CENTENARY PARK

The Parks Officer's report was noted and discussed in detail.

Issues relating to security, design, impact on parking, pedestrian access & safety and trees in situ were discussed.

It was resolved by majority (one vote against) that the following recommendations should be adopted, subject to the production of a plan and agreeing to the finer details in due course:-

- To put a new fence and gate on the overflow car park to stop vehicle movements beyond the cycle hub containers.
- To recommend to the policy and finance committee to resurface the car park as a future project to be funded by CIL or 106 contributions

LA 484 SPENDING PROGRAMME FOR 2021

The Parks Officer's report was noted and discussed in detail.

Cllr Gallagher noted the relationship of the listed projects with finances & plans relating to other developing projects, timing constraints and Internal Business Plan considerations.

It was agreed to review the circulated list of projects and to notify the Clerk of other projects to be added to it.

LA 485 VEHICLE AND EQUIPMENT REPORT

Cllr Seabrook's report was noted and discussed.

Climate change impacts, battery technology and the need to replace the Peugeot van were discussed in detail

It was resolved by majority (two votes against) to recommend to the Policy & Finance Committee that these items should be funded from capital reserves, using carbon neutral/battery alternatives where possible, with the new vehicle acquired within a two-year period, and the other items being included in the draft budget for 2021/22:-

- Peugeot Partner Van with an Electric vehicle which could be either purchased or leased.
- Two Hand roller mowers which should have been replaced in 2018
- Hover Mower which should have been replaced in 2018
- Three Strimmers.

LA 486 HOWARD PARK REPORT

Cllr Seabrook's report was noted and discussed.

Cllr Gallagher noted the relationship with the Green Spaces management Plan.

It was resolved that a Working Party be formed to progress the recommendations contained in Cllr Seabrook's reports.

WP to comprise of Cllr Seabrook, Cllr Griffiths, Cllr Mills, Cllr Sharkey and the Parks Officer.

LA 487 GREEN SPACES AUDIT PLAN

Cllr Gallagher referred to the circulated reports, noting the need for the Working Party to move things forward so that recommendations can be put to Council.

Cllr Gallagher highlighted the methodologies employed, the purpose of Management Plans, the need for grants and improvements for each element of the Plan and the general impact on the new budget for 2021/22.

LA 488 DELL DISABLED PARKING AND PATHWAY

The Parks Officer's report was noted.

LA 489 DELL RETAINING WALL

The Parks Officer's report was noted and discussed in detail.

The Parks Officer highlighted the urgency for action, as the current wooden sleepers are rotten. More durable and eco-friendly materials were discussed.

It was resolved that the following recommendations should be adopted, subject to the agreement of materials to be used:-

- To recommend to the Policy & Finance Committee that the cost for the works to come from CIL money's held by PTC.
- Reducing the sand area by 4 meters to allow for extra equipment to be installed at a later date.

LA 490 CAFÉ LIGHTS

The Parks Officer's report was noted.

LA 491 CAR BOOT SALES FOR 2021

The Information Officer's report was noted and discussed in detail.

It was noted that the proposal related to the holding of boot sales at The Dell from April-October 2021, subject to the needs of bigger/regular events.

It was resolved that the following recommendations should be adopted, with boot sales held on a weekly hire basis:-

- To allow commercial hirers to use the Dell for car boot sales
- To allow the same commercial hirers, 31 weeks of the year for a boot sale on Saturdays from April to October, weather permitting.
- To reduce the charge from £150 to £70 per event.

LA 492 OLD PATH RESURFACING AT CENTENARY PARK

The Parks Officer's report was noted and discussed in detail.

It was resolved that this path should be resurfaced as part of the CIL DDA project.

LA 493 PURCHASE FUNDING REPORT

The Parks Officer's report was noted and discussed in detail.

It was resolved to recommend to the Policy & Finance Committee that a new shredder and new gates for the outdoor gym should be purchased from capital reserves.

LA 494 HOWARD PARK STORAGE

The Parks Officer's report was noted and discussed in detail.

It was noted that the Clerk is designing an Agreement for this purpose.

It was resolved to allow Southern Water to use this verge inside Howard Park for storage purposes, during works on the A259, for five days at a charge of £500, plus a deposit to cover any resultant damage; additional days if required to be charged at £100/day.

The Parks Officer noted the need for a temporary retaining wall to be put up by Southern Water to contain any sand/ballast.

LA 495 FINANCE REPORT

The Parks Officer's report was noted and discussed in detail.

It was noted that the repairs/maintenance of vehicles budget had now been spent and that any further such costs would have to be covered from another budget.

LA 496 PROJECT UPDATE

The Parks Officer's report was noted and discussed.

The Clerk reported on the new Lease & Agreement with PTFC; Clerk to chase for these documents to be finalised by the Solicitors.

LA 497 WORKS UPDATES

The Parks Officer's report was noted and discussed.

It was noted that one team member, currently on long-term sick leave is expected to return to work very soon.

LA498 DATE OF NEXT MEETING AS THE 15TH DECEMBER 2020

Noted.

There being no further business, the meeting closed at 21:53.

Agenda Item: LA 503

Committee: Leisure, Amenities and Environment

Date: 15th December 2020

Title: Budgetary report

Report Author: Kevin Bray

Purpose of Report: To note and discuss

Summary of recommended actions

1. To note the finance update
2. To discuss the draft budget for 2021/22

Introduction

The finance officer has supplied an up to date spread sheet of the L, A&E budget and the first draft of the budget for 2021

Analysis

The current budget appears to be holding up well despite the effect of the Corona virus on the income side.

The Finance officer, Parks officer and Cllr Griffiths had a zoom meeting to discuss the budget for next year. After discussions, the draft budget for 2021/22 is showing a projected Net Expenditure over Income of decrease of 3.1% but this is still being discussed and could change before the final draft.

Implications

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

<u>Financial</u>	The budget set for next year effects the precept the town pays on its council tax.
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	4,631	4,400	(231)		(231)	105.3%	
4203 Fuel	1,892	5,600	3,708		3,708	33.8%	
4204 Road Fund License	265	600	335		335	44.2%	
4305 Uniform	170	700	530		530	24.2%	
Grounds Team General Exp :- Indirect Expenditure	6,957	11,300	4,343	0	4,343	61.6%	0
Net Expenditure	(6,957)	(11,300)	(4,343)				
310 Sports Park							
1025 Rent & Service Charge	11,670	15,000	3,330			77.8%	
1039 S/P Cats	(700)	3,600	4,300			(19.4%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	922	2,500	1,578			36.9%	
1061 S/P Court Hire	829	5,300	4,471			15.6%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
Sports Park :- Income	17,171	30,700	13,529			55.9%	0
4101 Repair/Alteration of Premises	147	0	(147)		(147)	0.0%	
4111 Electricity	2,527	6,000	3,473		3,473	42.1%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4141 Water Services	336	3,500	3,164		3,164	9.6%	
4161 Cleaning Costs	3,045	7,300	4,255		4,255	41.7%	
4164 Trade Refuse	2,252	4,500	2,248		2,248	50.1%	
4171 Grounds Maintenance Costs	3,014	7,800	4,786		4,786	38.6%	
Sports Park :- Indirect Expenditure	13,666	29,100	15,434	0	15,434	47.0%	0
Net Income over Expenditure	3,505	1,600	(1,905)				
315 Big Park							
4101 Repair/Alteration of Premises	1,739	0	(1,739)		(1,739)	0.0%	10,000
4111 Electricity	108	0	(108)		(108)	0.0%	
4112 Gas	132	0	(132)		(132)	0.0%	
4121 Rents	10,070	12,000	1,930		1,930	83.9%	
4131 Rates	1,002	2,500	1,498		1,498	40.1%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	590	1,000	410		410	59.0%	
4173 Fertilisers & Grass Seed	6,055	4,750	(1,305)		(1,305)	127.5%	
4303 Machinery Mtce/Lease	2,182	4,500	2,318		2,318	48.5%	
Big Park :- Indirect Expenditure	21,878	25,250	3,372	0	3,372	86.6%	10,000
Net Expenditure	(21,878)	(25,250)	(3,372)				
6000 plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	(11,878)						

Detailed Income & Expenditure by Budget Heading 01/12/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316 Gateway Cafe							
1025 Rent & Service Charge	3,594	8,480	4,886			42.4%	
Gateway Cafe :- Income	3,594	8,480	4,886			42.4%	0
4101 Repair/Alteration of Premises	365	0	(365)		(365)	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	365	900	535	0	535	40.6%	0
Net Income over Expenditure	3,229	7,580	4,351				
320 Play Areas							
	0	0	0		0	0.0%	
Net Expenditure	0	0	0				
330 Parks & Open Spaces							
1044 Hire of the Dell	1,420	5,000	3,580			28.4%	
1050 Allotment Rent	20	1,950	1,930			1.0%	
Parks & Open Spaces :- Income	1,440	6,950	5,510			20.7%	0
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
4105 Tree Works	0	5,000	5,000		5,000	0.0%	
4106 Signage	38	2,000	1,962		1,962	1.9%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Direct Expenditure	161	15,500	15,339	0	15,339	1.0%	0
4101 Repair/Alteration of Premises	500	4,710	4,210		4,210	10.6%	
4141 Water Services	0	1,750	1,750		1,750	0.0%	
4164 Trade Refuse	239	2,500	2,261		2,261	9.6%	
4171 Grounds Maintenance Costs	1,666	10,000	8,334		8,334	16.7%	
4301 Purchase of Furniture/Equipmen	(171)	3,000	3,171		3,171	(5.7%)	
Parks & Open Spaces :- Indirect Expenditure	2,235	21,960	19,725	0	19,725	10.2%	0
Net Income over Expenditure	(956)	(30,510)	(29,554)				
355 The Hub							
1084 Sports Pavilion	4,432	16,000	11,568			27.7%	
The Hub :- Income	4,432	16,000	11,568			27.7%	0
4175 Music Licence	401	500	99		99	80.2%	
The Hub :- Direct Expenditure	401	500	99	0	99	80.2%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	556	0	(556)		(556)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	835	1,500	665		665	55.7%	
4112 Gas	354	1,500	1,146		1,146	23.6%	
4131 Rates	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	(25)	4,000	4,025		4,025	(0.6%)	
The Hub :- Indirect Expenditure	1,720	9,500	7,780	0	7,780	18.1%	0
Net Income over Expenditure	2,311	6,000	3,689				
Grand Totals:- Income	26,637	62,130	35,493			42.9%	
Expenditure	47,383	114,010	66,627	0	66,627	41.6%	
Net Income over Expenditure	(20,745)	(51,880)	(31,135)				
plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	(10,745)						

LEISURE, AMENITIES & ENVIRONMENT

300 Grounds Team General Exp

4202	Repairs/Maintenance of Vehicle
4203	Fuel
4204	Road Fund License
4305	Uniform
	Grounds Team: Expenditure

Net Expenditure over Income

310 Sports Park

4111	Electricity
4141	Water Services
4161	Cleaning Costs
4164	Trade Refuse
4171	Grounds Maintenance Costs
	Sports Park: Expenditure

Net Expenditure over Income

1025	Rent & Service Charge
1039	S/P Cats
1041	S/P Telephone Masts
1043	S/P Football Pitches
1061	S/P Court and MUGA Hire
	Sports Park: Income

Net Expenditure over Income

315 Big Park

4101	Repair/Alteration of Premises
4121	Rents
4131	Rates

2020/21 Budget	Draft 2021/22 Budget	% Change
4,400	6,900	56.8%
5,600	5,600	0.0%
600	600	0.0%
700	800	14.3%
11,300	13,900	23.0%
11,300	13,900	23.0%
6,000	3,000	-50.0%
3,500	2,000	-42.9%
7,300	8,000	9.6%
4,500	4,500	0.0%
7,800	10,000	28.2%
29,100	27,500	-5.5%
15,000	15,000	0.0%
3,600	1,200	-66.7%
4,300	4,300	0.0%
2,500	2,500	0.0%
5,300	5,300	0.0%
30,700	28,300	-7.8%
-1,600	-800	-50.0%
0	3,000	#DIV/0!
12,000	15,000	25.0%
2,500	2,500	0.0%

Excludes café usage which will be budgeted separately

To include Outdoor areas

To move against Big Park for toilet cleaning

Move altogether?

4141	Water Services	500	0	-100.0%
4166	Skip Hire	1,000	1,000	0.0%
4173	Fertilisers & Grass Seed	4,750	5,000	5.3%
4302	Purchase of Materials	0	#DIV/0!	
4303	Machinery Mtce/Lease	4,500	2,000	-55.6%
	Big Park: Expenditure	25,250	28,500	12.9%
tbc	Transfer from Big Park EMR	10,000	15,000	50.0%
	Big Park: Income	10,000	15,000	50.0%
	Net Expenditure over Income	15,250	13,500	-11.5%
316	Gateway Café			
4101	Repair/Alteration of Premises	0	3,000	#DIV/0!
4111	Electricity	900	4,200	366.7%
TBC	Telephone & Wifi	0	420	#DIV/0!
TBC	CCTV Maintenance	0	1,500	#DIV/0!
TBC	Servicing / Maintenance	0	500	#DIV/0!
	Gateway Café: Expenditure	900	9,620	968.9%
1025	Rent & Service Charge	8,480	8,480	0.0%
	Gateway Café: Income	8,480	8,480	0.0%
	Net Expenditure over Income	-7,580	1,140	-115.0%
320	Play Areas			
4101	Repair/Alteration of Premises	0		#DIV/0!
4111	Electricity	0		#DIV/0!
4161	Cleaning Costs	0		#DIV/0!
4301	Purchase of Furniture/Equipment	0		#DIV/0!
	Play Areas: Expenditure	0	0	#DIV/0!
	Net Expenditure over Income	0	0	#DIV/0!

Inc service of mower, parts, etc.

Big Park
To include Electrical test

330 Parks & Open Spaces

4101	General Repairs	4,710	5,000	6.2%
tbc	Vandalism Repairs	5,000	2,000	-60.0%
4141	Water Services	1,750	0	-100.0%
4164	Trade Refuse	2,500	2,000	-20.0%
4171	Grounds Maintenance Costs	10,000	4,000	-60.0%
4301	Purchase of Furniture/Equipment	3,000	6,000	100.0%
tbc	Tree Works	5,000	2,000	-60.0%
tbc	Signage	2,000	2,000	0.0%
tbc	Climate Change Actions	1,000	1,000	0.0%
tbc	Tree Planting	2,500	2,500	0.0%
	Amenity Area: Expenditure	37,460	26,500	-29.3%
1044	Hire of the Dell	5,000	5,000	0.0%
1050	Allotment Rent	1,950	2,145	10.0%
1094	Other Customer & Client Receipts	0		#DIV/0!
	Amenity Area: Income	6,950	7,145	2.8%
	Net Expenditure over Income	30,510	19,355	-36.6%

to include in one code

new swing for epinay park

Carry over this year if not used

15

355 The Hub

4103	Annual Servicing Costs	1,500	2,000	33.3%
4111	Electricity	1,500	1,500	0.0%
4112	Gas	1,500	1,500	0.0%
4131	Rates	1,000	0	-100.0%
4171	Maintenance of Hub	4,000	4,000	0.0%
4175	Music Licence	500	500	
4303	Machinery Mtce/Lease	0		#DIV/0!
	The Hub: Expenditure	10,000	9,500	-5.0%
1084	The Hub	16,000	16,000	0.0%
	The Hub: Income	16,000	16,000	0.0%
	Net Expenditure over Income	-6,000	-6,500	8.3%

To include Electrical test

LEISURE, AMENITIES & ENV: Total Expenditure
LEISURE, AMENITIES & ENV: Total Income

114,010 115,520 1.3%
72,130 74,925 3.9%

Net Expenditure over Income

41,880 40,595 -3.1%

To

Agenda Item: LA 504

Committee: L&A

Date: 15-12-2020

Title: Internal Business Plan Review

Report Authors: Senior Project Officer

Purpose of Report: Business Plan Update

Summary of recommended actions

1. To note the contents of this report
2. To discuss and note the internal business plan review document
3. To agree an action plan
4. To keep the SPO and Marketing Assistant apprised of any updates on a regular basis
5. To seek input in regard to the IBP format, presentation and usability for Committees
6. To consider and communicate new items for the next version of the business plan
7. To discuss the business plan at every committee meeting

Introduction

As you are all aware the internal business plan was approved by Full Council 28th July 2020. This was agreed to be reviewed in 6 months time. This has been somewhat delayed due to Covid and also the date of the SPO joining the team. The business development committee are now taking this in hand and driving the plan forward and the actions contained within it. An updated plan will be presented next year, in the interim the current document projects require updating in terms of current position and activity required.

Background

Goal and Vision Statement: *"To create a sustainable future for Peacehaven Town, protecting and enhancing the natural and historic environment, encouraging and supporting businesses ensuring Peacehaven is a healthy and thriving community for residents and visitors alike."*

Key Strands and Objectives:

Financial - To establish financial stability

Environment - To seek to improve Air Quality and take measures to create a "Green Town"

Place - To create a sustainable and visually attractive Town

Community - To build an inclusive, healthy and vibrant community

Business -To make Peacehaven Town the first choice for locating a business

Analysis

The tasks for each Committee now need updating with follow up action agreed and allocated as appropriate. Status to be reported back to the SPO and Marketing Assistant who will then update the IBP. New items may be suggested for the next version of the business plan, these will be taken to the Business Development Committee for final sign off and inclusion in the next plan.

Implications

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

<u>Financial</u>	Various and as per task as identified in the IBP
<u>Legal</u>	As above
<u>Environmental and sustainability</u>	As above
<u>Crime and disorder</u>	As above
<u>Climate</u>	As above

Appendices/Background papers

Internal Business Plan Review document dated December 2020 L&A Tasks

LEISURE, AMENITY AND ENVIRONMENT

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
Within Peacehaven Town Take steps to increase Carbon Capture To examine ways to reduce the effects of Global warming in Peacehaven To monitor and improve air quality	Senior Project Officer Climate Emergency WG LA & Environment	Environmental Audit including Air Quality	Climate Emergency Group Formed	Report to Committee? By Oct 20 Ongoing	
LDC recycling policies to be implemented in full. ie plastic, cardboard, paper, food, greenwaste etc	Reporting to LA & Environment Senior Caretaker Parks Officer	Report to be produced Setting out policies with actions and outcomes required	Plastic Policy produced	Report to LA & E By October 2020 Ongoing	
To produce a Management Plan of Green Spaces to identify the current status and to increase the cover of wild flowers, planter flowers, trees and bushes throughout the Town	Parks Officer Steering Group NDP L.A & Environment	Management Plan started May 2020 Trees Survey commissioned	Started Report NOV 2020	Report to LA & E Committee Completion October 20	
Increase the use of Sustainable Transport ie buses, cycles and walking cycling routes, walkways. Installation of cycle racks	SPPO Parks Officer Reporting to P&H	Report to be prepared	New Cycle racks installed by ESCC on South Coast Rd and next to Bastion Steps, thanks to Cllr Seabrooks great	Initial report Oct 20 Ongoing Quarterly	

Carry out regular inspections for risk and health and safety of open spaces	SPPO Parks Officer LA & E Committee	Audit sheet/Format Set up and audit carried out	work with the Lewes Cycle forum	Initial report Oct 2020	

Agenda Item: LA 505

Committee: Leisure, Amenities and Environment committee.

Date: 15th December 2020

Title: Centenary park sand area

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. The committee are asked to note this report.

Introduction

When the playgrounds at Centenary park were created, the design incorporated over 950m² of play sand areas within them.

Background

In March, the committee decide to recommend replacing three areas of sand with rubber mulch and that 106-money held by LDC should be used to pay for the works

Analysis

The original contractor for the site, Playsafe playgrounds, has costed the works at £40,250.00 to replace the sand with rubber mulch, carry out the associated landscaping and returfing associated with he works, this has been forwarded to LDC and we await a response.

Implications

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

<u>Financial</u>	Zero cost to PTC but will save money in the future as less sand will be used yearly.
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Agenda Item: LA 506

Committee: Leisure, Amenities and Environment committee.

Date: 15th December 2020

Title: Centenary park gate and bollards cost

Report Author: Kevin Bray

Purpose of Report: To approve the cost

Summary of recommended actions

1. The committee are asked to the materials used and agree to the cost of the bollards and gates and for the grounds team to carry out the works.

Introduction

At the last meeting on the 3rd November 2020 it was agreed to put up bollards across from the cycle hub container to the road and a gate in the road to stop unauthorised vehicles from entering the park.

Background

The cycle hub has been given permission to make a paved area in front of their container for bicycle maintenance and gatherings. By doing the proposed bollards and gate we will stop vehicles and pedestrians coming in to conflict.

Analysis

The estimated costs are as follows

9 recycled plastic bollards £756+vat

1x 12-foot Wooden gate, 1 x 6ft gate, posts, and sundries £600.00+vat (to have one gate it would need to be a metal field gate)

Implications

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

<u>Financial</u>	We hope to claim back the cost from 106 contributions, if not CIL
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



9x BX69 5705-RT single reflective stripe

Whitmore Recycled Plastic Bollards

120mm dia

1500mm overall length

Root fixed

Coloured black

White reflective band

£58 each

9x BX69 5700-RT three reflective stripes

Traffic Recycled Plastic Bollards

150mm dia

1400mm overall length

Root fixed

Coloured black

White reflective bands

£65 each

1x Delivery charge, based on carriage to a BN postcode area (1x double pallet, no off-loading)-

£108

Lead time- approx. 2-3 weeks.

PLEASE NOTE: ALL PRICES ARE EX. VAT

Agenda Item: LA 507

Committee: Leisure, Amenities and Environment committee.

Date: 15th December 2020

Title: Epinay Park retaining wall

Report Author: Kevin Bray

Purpose of Report: To decide

Summary of recommended actions

1. a. The committee are asked to decide to carry out replacing the entire wooden wall with recycled plastic logs at Epinay park.

OR

- b. To create a grass bank in place of the wall.
2. The committee are asked to decide to choose a preferred contractor to carry out the works.
3. To recommend this should be funded from CIL contributions.

Introduction

Epinay park in its current layout was set up in 2005 with extensive landscaping creating flat areas for a playground

Background

As part of this a wooden retaining wall was put in this has now rotted away and the youths have now snapped some of the logs off.

Analysis

We could replace with plastic posts as a like for like wall or dug the bank out to leave a slope matching the surrounding areas by digging out about 3 meters from the wall, making a slope and any spoil can be used on site to create another grass mound.

Quotes are as follows

It is recommended that all the logs are replaced with recycled plastic logs

a. To replace the entire wooden wall with plastic

G. Webb groundworks £7245.00 +vat

Playsafe playgrounds £8762.00 +vat

Barcombe landscapes £6350.00 +vat

b. To replace the wooden wall with a grass slope

G Webb groundworks £6720.00 +vat

Playsafe playgrounds £4872.00+v

Barcombe landscapes £ 4100.00+v

Implications

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

<u>Financial</u>	There has been no budget set up for these works so a recommendation that we use CIL money as well as any funds left in the parks and open spaces maintenance budget.
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



G Webb Groundworks

22 Broomfield Avenue
Telscombe Cliffs
East Sussex BN10 7AL
Tel/Fax 01273 587147
Mob 07803 179309

Email webbedigsahole@gmail.com

30 November 2020

QUOTATION

Re: Epinay Park, Wooden Wall replacement

Please accept as written, quotation for the following:

Option 1

- Herras fence the works area for safety and security
- Dig out and dispose of wooden post wall (approx. 15 metres in length)
- Replace with equivalent 150mm diameter brown recycled plastic posts
- Reinstate works area and access

All for the sum of £7,245 + VAT

Option 2

- Herras fence the works area for safety and security
- Remove and dispose of existing wooden posts
- Excavate the form mow-able slope (approx. 3 metres back from post line) to match existing slopes
- Remove all spoil to licenced disposal
- Re-turf area of excavation with standard turf
- Reinstate works area and access

All the above for the sum of £6,720 + VAT

Note:

Please be advised, there is a lead time of 2-6 weeks for the supply of the recycled plastic posts.

BARCOMBE LANDSCAPES

Hello Kevin,

Thanks for your enquiry. We have pleasure in submitting the following;Epinay Park;

Option A

As above to replace 11m logs with recycled plastic £ 6350 +vat.

Option B

To remove logs and batter back bank, remove soil to elsewhere in the park, and turf both places; £ 4100+vnt.

Please let me know if you have any queries.

Best regards,

Mark Cooper



PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,
Midhurst, West Sussex. GU29 0JS
Tel: 01730 815472 Fax: 01730 815872
E-mail: info@playsafeplaygrounds.co.uk

Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
BN10 8BB

parksofficer@peacehaventowncouncil.gov.uk

Ref: 32020

7th December 2020

QUOTATION – Epinary playground, Peacehaven

Quotation Summary Sheet

- **Site Setup** – H&S, welfare and site security
- **Old retaining log fence removal** – Break out existing log fence
- **Level up ground works** – Excavate out playground area to remaining grass.
- **New recycled mixed plastic retaining log fence installation** – install new log fence.

Option 1

***Recycled mixed plastic retaining log wall totalling
approx 12Lm***

Total = £8762.00 + VAT

Option 2

Grade off existing bank

Total = £4872.00 + VAT

All prices are excluding VAT and valid for 60 days.
MCD has been included unless otherwise stated.
Terms: To be confirmed at point of order

See detailed price break down below

Site Setup and security

Provide all pre start Health and Safety documentation relating to the site such as site-specific RAMS, relevant accreditations, certifications and qualifications.

Provide heras fence to the perimeter of the working area for the duration of works

Provide site welfare facilities for works staff

Existing retaining log wall removal

Chase cut existing blue wetpour rubber, to get access for log removal

Break out existing timber retaining log wall and dispose of to approved waste disposal site.

Clear site from waste

Option 1 – New 800mm high Recycled Mixed Plastic Retaining Log Wall

Supply and install new 800mm height recycled mixed plastic log wall

c/w recycled mixed plastic rail support secured 100mm from top of wall

Wall set into poured concrete 2 cubic metre poured concrete foundation

Relay 8 linear metres x 150mm width x 40mm depth of **Blue** EPDM wetpour, priming all edges as required.

Option 2 – Graded bank

Grade existing bank creating angled even slope

Create small play mounds on site with excavated soil .

Lay screened / seeded top soil to all grades and mounding areas

Relay 8 linear metres x 150mm width x 40mm depth of **Blue** EPDM wetpour, priming all edges as required.

Waste / Reinstatement

All arisings, waste and surplus materials to be removed from site on a daily basis.

Areas of landscaping damaged by works access to be made good, finished with seeded / screened top soil

Prices include all plant, materials and labour required to carry out the works.

Our installation

All works (including groundworks) are undertaken by our 'in house' installation teams working to detailed specifications. These staff are DBS checked, trained and skilled in both the works and H&S requirements, which enables us to hold valid certificates in:

CHAS, Constructionline and SMAS.

PLAYSAFE PLAYGROUNDS LIMITED

TERMS AND CONDITIONS

1. The Client is the Client named overleaf. The Contractor is Playsafe Playgrounds Limited.
2. These terms and conditions form part of the quotation. The quotation, once accepted, will form a contract between the Client and the Contractor.
3. Time is not of the essence. The date agreed for completion is subject to alteration in the event of delays occurring for reasons beyond the control of the Contractor including, but not limited to, inclement weather, strikes or lock outs affecting the Play industry, or additions or variations to the works described in the quotation.
4. If the Client wishes to make any alterations or additions to the quotation he should notify the Contractor. The Contractor will then supply a quotation for a new price which is to be accepted in writing by the Client before any such altered or additional work is carried out.
5. The prices stated in the quotation are exclusive of VAT. VAT will be charged at current rates, where applicable.
6. Pro-forma unless credit terms are otherwise agreed or stated. Where the work covered by the quotation exceeds four (4) weeks, the Contractor shall from time to time render interim accounts to the Client, and such interim accounts shall be paid by the Client forthwith on delivery of such accounts. The Contractor reserves the right to charge interest at the rate of 20% per annum on any account outstanding for longer than four (4) weeks, such interest to run from the date of such invoice.
7. Prices valid for two (2) months from date of quotation. Please confirm quoted prices after this date.
8. Credit references will be taken upon receipt of first order for Clients without accounts with the Contractor.
9. Title of Goods supplied or installed does not pass to the purchaser until full payment has been received.
10. All goods offered are subject to availability.
11. Except as expressly agreed the Contractor shall provide all labour, materials and equipment necessary for the proper execution of the work.
12. Adequate and suitable access, including working area(s) must be maintained at all times for all necessary plant, equipment and vehicles. Vehicle access of 3 metres wide x 3 metres high to at least 50 metres from site, and access of 1.3 metres wide into the work area.
13. NO liability will be accepted for any failure of surfacing due to foundation work faults not executed by the Contractor.
14. The Contractor reserves the right to alter the specifications without prior notice.
15. Cancellation charge will be levied on all cancelled orders to cover relevant handling and administrative costs.
16. Irrespective of any insurance taken out by the Contractor, the existing structures together with the contents thereof owned by the Client or for which he is responsible and the works and all materials and goods delivered thereto, placed on or adjacent to the works intended therefore (except plants, tools and equipment owned or hired the Contractor) shall be at the sole risk of the Client as regards theft, loss or damage by fire, lightning, explosion, storm, tempest, flood, apparatus or pipes, earthquake, aircraft or other aerial devices or articles dropped there from, riot or civil commotion. The Client shall maintain proper and adequate insurance against all such risks and shall on demand produce such policy of insurance and receipt for premiums paid for inspection by the Contractor.
17. The Client may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Contractor forthwith determine the employment of the Contractor under this contract if the Contractor shall make default in any one or more of the following respects:
 - a) If the Contractor without reasonable cause fails to proceed diligently with the works or wholly suspends the carrying out of the works before completion.
 - b) If the Contractor becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986.

PROVIDED that the employment of the Contractor shall not be determined under clause 17 (a) hereof unless the Contractor has Continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Client specifying such a fault.

18. The Contractor may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Client forthwith determine the employment of the Contractor under this contract if the Client shall make default in any one or more of the following respects:

- a) If the Client fails to make any payment to the Contractor on any account within 14 days of delivery of such account;
- b) If the Client or any person for whom he is responsible interferes with or obstructs the carrying out of the works or fails to make the site reasonably available to the Contractor;
- c) If the Client suspends the carrying out of the works for a continuous period of at least four (4) weeks;
- d) If the Client becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986 or has possession taken by or on behalf of any creditor of the property the subject to the works.

PROVIDED that the employment of the Contractor shall not determine under clause 18 (a) (b) or (c) hereof unless the Client has continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Contractor specifying such default.

Agenda Item: LA 508

Committee: Leisure, Amenities and Environment committee.

Date: 15th December 2020

Title: Dell retaining wooden wall report

Report Author: Kevin Bray

Purpose of Report: To decide the following

Summary of recommended actions

1. The committee are asked to choose a preferred contractor to carry out the works at the Dell
2. The committee are asked to recommend this is funded using Peacehaven Town Council Cil money to pay for the works.

Introduction

The Dell playground was installed in 2009, the sand pit has a retaining wall made from 6 inch round wooden posts, these are now showing signs of rot and need to be replaced

Background

It was recommended at the last meeting that we replace the wooden posts with recycled plastic posts and to reduce the sand area by 4 meters

Analysis

A specification was sent out to three companies and two quotes for the works were sent back they are as follows:

Barcombe landscapes £ 15853.00 +vat

Playsafe playgrounds £26,272.00+v

G Webb groundworks £24,000.00 +vat

Implications

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

<u>Financial</u>	To use CIL money
<u>Legal</u>	
<u>Environmental and sustainability</u>	Plastic posts should last at least double the life of wooden posts.
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

THE DELL PLAYGROUND RETAINING WALL PROJECT

Location

The dell is located in Rowe avenue, Peacehaven BN10 7PF

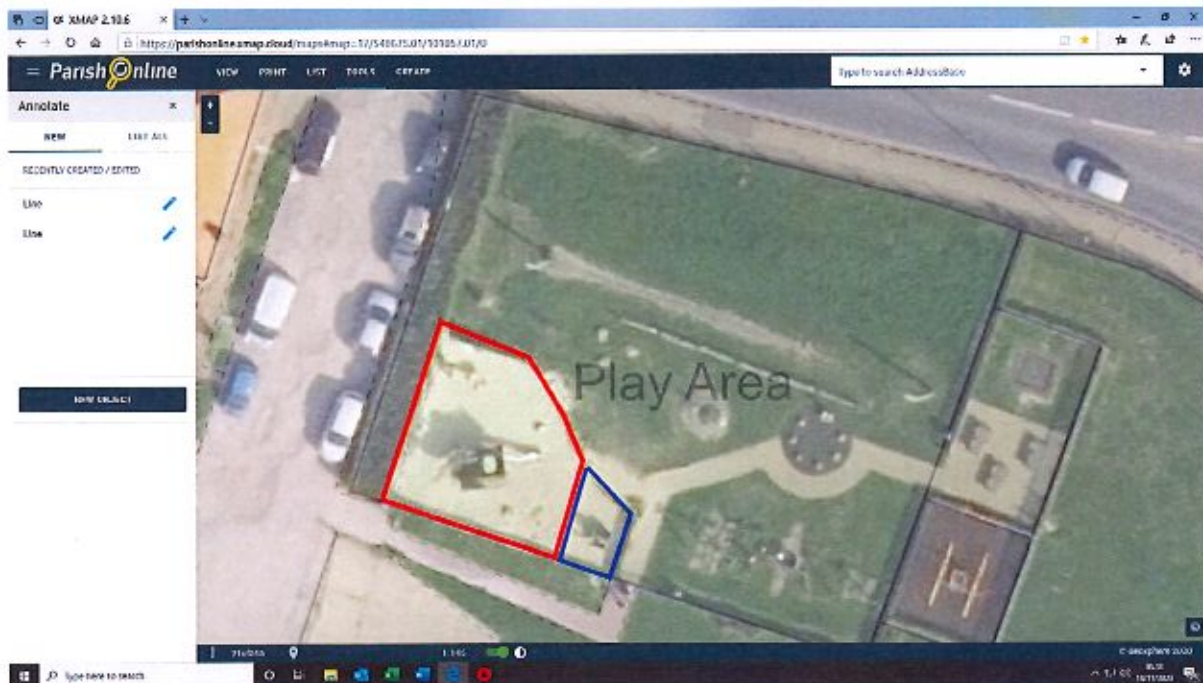


Works required

To replace the existing round wooden log retaining wall around the sand pit with 150mm diameter round recycled plastic logs (brown), at the same time to reduce the eastern end of the sand pit by 4 meters removing the dolphin springer and removing the soil and returfing to leave the area level with the pathway to allow for new equipment to be put there in the future.

Surplus sand to be spread back on to sand pit area to bring levels back to correct height and the remains of the yellow digger to be removed.

- The area will need to be secured over night during the works to avoid injuries to public etc.
- All spoil to be removed from site and disposed of ethically.
- All damage caused to the surrounding area to be repaired and site left clear of debris before completion of the contract.



KEY:

RED- line is the route of the replacement logs

BLUE- is the area to be removed and ground left level with the pathway

All quotes should include disposal of the old wooden posts, dolphin springer, yellow digger and leaving the site secure, clean, and tidy at the end of each working day.



Picture showing the section to be removed and lowered to the level of the pathway and turfed.

Section of sand relocated and reduced in height to be level with the pathway, so the steps and entrance are removed, Dolphin and remains of the yellow digger equipment to be removed.

The approximate new edge of the sand pit marked in blue





Examples of recycled plastic post suppliers

<https://www.recycledplasticbuildingmaterials.co.uk/plastic-extrusions-lumber/recycled-mixed-plastic-round-post-with-point-hanit-ductile.html>

<https://www.filcris.co.uk/product/solid-round-brown-150mm-diameter-x-1m-post-with-a-point-sb150100>

Appendices/Background papers

QUOTES

BARCOMBE LANDSCAPES

Hello Kevin,

Thanks for your enquiry. We have pleasure in submitting the following;

The Dell;

To replace log boundary with recycled plastic, and reduce size of play area as per your spec, plus extra section of fence. All posts to be concreted in. Old posts etc to be disposed of ethically. Public safety barriers etc (heras) to be in place during works; £ 15853 +vat.

G Webb Groundworks

22 Broomfield Avenue
Telscombe Cliffs
East Sussex BN10 7AL
Tel/Fax 01273 587147
Mob 07803 179309

Email webbedigsahole@gmail.com

30 November 2020

QUOTATION

Re: The Dell Playground, Retaining wall

Please accept as written, quotation for the following:

- Remove existing wooden posts to licenced disposal
- Replace all wooden posts with new 150mm brown recycled plastic posts
- Reduce play pit size (Eastern end) by 4 metres, spreading surplus clean sand back on sand play area and removing surplus to licenced disposal
- Remove 2 number pieces of play equipment (dolphin and digger)
- Returf excavated/removed section of play area, approx. 20 square metres
- Leave site clean and tidy

All the above for the sum of £24,000 + VAT

Note:

Please be advised, there is a lead time of 2-6 weeks for the supply of the recycled plastic posts.



PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,
Midhurst, West Sussex. GU29 0JS
Tel: 01730 815472 Fax: 01730 815872
E-mail: info@playsafeplaygrounds.co.uk

Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
BN10 8BB

parksofficer@peacehaventowncouncil.gov.uk

Ref: 31920

7th December 2020

QUOTATION – Dell playground, Peacehaven

Quotation Summary Sheet

- Site Setup – H&S, welfare and site security
- Old log fence removal – break out existing log fence
- Old play equipment removal – break out dolphin seesaw and digger
- Level up ground works – excavate out playground area to remaining grass.
- New recycled log fence installation – install new retainer.

Option 1

***Recycled mixed plastic 1m height log wall totalling
approx 41.5Lm***

Total = £26,272.00 + VAT

Option 2

***Recycled mixed plastic 800mm height log wall
totalling approx 41.5Lm***

Total = £24,171.00 + VAT

See detailed price break down below

Site Setup and security

Provide all pre start Health and Safety documentation relating to the site such as site-specific RAMS, relevant accreditations, certifications and qualifications.

Provide heras fence to the perimeter of the working area for the duration of works

Provide site welfare facilities for works staff

Existing log wall removal

Grade back sand and relocate on remaining play area

Break out concrete foundation to existing timber log wall and dispose of all materials to approved waste disposal site.

Break out existing Dolphin seesaw and digger play equipment, dispose of to approved waste disposal site.

Grade down (average 500mm) to grass level removed section of playground. Area will be top soiled and seeded.

Clear site of all waste materials

Option 1 - New 1m height Recycled Mixed Plastic Log Wall

Supply and install new 1m height recycled mixed plastic log wall

c/w recycled mixed plastic rail support secured 100mm from top of wall

Wall set into poured concrete 7 cubic metre poured concrete foundation

Install 1 set of steps from recycled mixed plastic sleepers c/w black wetpour inlay.

Option 2 - New 80 cm height Recycled Mixed Plastic Log Wall

Supply and install new 800mm height recycled mixed plastic log wall

c/w recycled mixed plastic rail support secured 100mm from top of wall

Wall set into poured concrete 6 cubic metre poured concrete foundation

Install 1 set of steps from recycled mixed plastic sleepers c/w black wetpour inlay.

Waste / Reinstatement

All arisings, waste and surplus materials to be removed from site on a daily basis.

Areas of landscaping damaged by works access to be made good, finished with seeded / screened top soil

Prices include all plant, materials and labour required to carry out the works.

Our installation

All works (including groundworks) are undertaken by our 'in house' installation teams working to detailed specifications. These staff are DBS checked, trained and skilled in both the works and H&S requirements, which enables us to hold valid certificates in:

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PLAYSAFE PLAYGROUNDS LIMITED

TERMS AND CONDITIONS

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5. The prices stated in the quotation are exclusive of VAT. VAT will be charged at current rates, where applicable.
6. Pro-forma unless credit terms are otherwise agreed or stated. Where the work covered by the quotation exceeds four (4) weeks, the Contractor shall from time to time render interim accounts to the Client, and such interim accounts shall be paid by the Client forthwith on delivery of such accounts. The Contractor reserves the right to charge interest at the rate of 20% per annum on any account outstanding for longer than four (4) weeks, such interest to run from the date of such invoice.
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13. NO liability will be accepted for any failure of surfacing due to foundation work faults not executed by the Contractor.
14. The Contractor reserves the right to alter the specifications without prior notice.
15. Cancellation charge will be levied on all cancelled orders to cover relevant handling and administrative costs.
16. Irrespective of any insurance taken out by the Contractor, the existing structures together with the contents thereof owned by the Client or for which he is responsible and the works and all materials and goods delivered thereto, placed on or adjacent to the works intended therefore (except plants, tools and equipment owned or hired the Contractor) shall be at the sole risk of the Client as regards theft, loss or damage by fire, lightning, explosion, storm, tempest, flood, apparatus or pipes, earthquake, aircraft or other aerial devices or articles dropped there from, riot or civil commotion. The Client shall maintain proper and adequate insurance against all such risks and shall on demand produce such policy of insurance and receipt for premiums paid for inspection by the Contractor.
17. The Client may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Contractor forthwith determine the employment of the Contractor under this contract if the Contractor shall make default in any one or more of the following respects:
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 - b) If the Contractor becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986.

PROVIDED that the employment of the Contractor shall not be determined under clause 17 (a) hereof unless the Contractor has Continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Client specifying such a fault.

18. The Contractor may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Client forthwith determine the employment of the Contractor under this contract if the Client shall make default in any one or more of the following respects:

- a) If the Client fails to make any payment to the Contractor on any account within 14 days of delivery of such account;
- b) If the Client or any person for whom he is responsible interferes with or obstructs the carrying out of the works or fails to make the site reasonably available to the Contractor;
- c) If the Client suspends the carrying out of the works for a continuous period of at least four (4) weeks;
- d) If the Client becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986 or has possession taken by or on behalf of any creditor of the property the subject to the works.

PROVIDED that the employment of the Contractor shall not determine under clause 18 (a) (b) or (c) hereof unless the Client has continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Contractor specifying such default.

Agenda Item: LA 509

Committee: Leisure, Amenities and Environment committee.

Date: 15th December 2020

Title: Shredder purchase

Report Author: Kevin Bray, Cllr Gallagher, and Cllr Seabrook

Purpose of Report: To decide

Summary of recommended actions

1. The committee are asked to recommend purchasing a Prof 6 shredder from the Capital reserve.

Introduction

The committee agreed to purchase a shredder, and the parks officer has investigated the options and recommend the Eliet Prof 6 Shredder (on wheels). This model can be safely loaded on to the truck and then driven under its own power on to the area being worked causing less damage to the turf than a trailer version.

Background

The groundstaff currently take the green waste to Isfield to be turned in to compost

Analysis

ESTABLISHING NEED.

1. Green waste disposal is no longer available at Newhaven, so it needs to be taken to Isfield outside of Ringmer a 30-mile round trip.
2. Demand at present is up to 25 journeys per year.
3. Previously used tractor mounted shredder not fit for purpose and was scrapped.
4. Congested roads to and from green waste site

UTILITY BENEFIT

- a. A shredder would enable on site work, thus reducing time lost travelling.
- b. Would create mulch to be used instead of needing to purchase
- c. Reducing need to watering in the summer.

The parks officer researched shredders/ chippers and chose the Eliet Prof 6 as the best option for PTC, a demonstration of the Prof 6 machine was carried out on the 1st December with all the groundstaff present and a truck load of hedge cuttings and weeds were used to test the capabilities of the machine. All the groundstaff were very impressed with the machine, it took approximately 20 minutes to shred the load. It is self-driven so it can be taken on site to where the work is taking place and can be loaded on to the truck for transportation.

Please see spread sheet regarding costs and savings associated with buying this shredder.

Implications

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

<u>Financial</u>	To be bought using PTC capital reserves
<u>Legal</u>	
<u>Environmental and sustainability</u>	Saving fuel costs, wear/ tear on vehicles and staff time.
<u>Crime and disorder</u>	
<u>Climate</u>	Reducing in CO2

Appendices/Background papers

Manufacturer	Eliet
Model	MA 032 010 439
Engine Power	14 hp
Engine Make	Subaru EX40
Professional/ Domestic/ Hire	Professional
Fuel Type	Petrol
Material Diameter	10cm
Overall Dimensions	1780 x 810 x 1520mm
Weight	361kg
Wheeled	Yes
Chopping speed (cuts/min)	48,000
Infeed mechanism	560 X 520 mm
Capacity	4 m3/hour / 475kg
Blade Type	Steel blades IIS
No. of Blades	24



The manual can be downloaded here

<https://docs.google.com/viewer?url=https://www.psdgroundscare.co.uk/productattachments/index/download?id=217>

Shredding's spread onto the Centenary park shrub beds



Big hopper opening to fit smaller hedge cuttings



Easy maintenance



Using Ringmer Site

Distance Per trip 30 Miles
 Cost per mile £ 0.18
 Cost Fuel per trip £ 5.45

Time Taken 1
 Cost per hour £ 16.00
 Cost per trip £ 16.00

Disposal Cost per trip £ 24.00
 Cost of Chippings per year £ 2,000.00

No Trips per year 20
 Total Cost per year £ 2,908.96

Using Shredder

Time per Shred 0.25
 Cost per hour £ 0.60
 Cost Fuel per shred £ 0.15

Time Taken 1
 Cost per hour £ 16.00
 Cost per trip £ 16.00

Disposal Cost per shred £ -
 Cost of Chippings per year £ -

No Shreds per year 20
 Total Cost per year £ 323.00

% Savings

Chippings used on play areas

89%

CO2 emissions per mile 0.411 Kg per mile
 CO2 emissions per trip 12.33 Kg

CO2 emissions per year 246.6 Kg

CO2 emissions per shred 2

CO2 emissions per year 47.84 Kg

81%

Cost of Shredder £ 8,675.00

Cost saving per year £ 2,585.96

Pay back period 3.35 Years

Risk Factors

Petrol costs likely to increase each year

Disposal costs likely to increase significantly

Possibility of disposal site closing and then further travel

Without much additional watering is needed or trees and shrubs will die

Savings over lifetime 15 years £ 38,789.40

Purchases Price £ 8,500.00

Net Savings £ 30,289.40

669.76 Kg

Agenda Item: LA 510

Committee: Leisure, Amenities and Environment committee.

Date: 15th December 2020

Title: Winter 2020/21 Tree Planting Scheme

Report Author: Cllr. Sue Griffiths

Purpose of Report: To inform committee of the proposed Scheme

Summary of recommended actions

1. To confirm the proposed planting scheme.
2. To confirm the spending from the allocated budget

Introduction

A budget of £2500 for tree planting was agreed by Council for the year 2020/21

£2000 to be spent on a project in Centenary park and £500 for trees in other areas owned by PTC

None of this has been spent so far as winter is the planting season.

Background

The disease resistant Elm trees situated along the south edge of the Southern Water owned road were planted in 2014/15. They have suffered badly from the strong winds that sweep Centenary Park on a regular basis and will benefit from the planting of more trees within the gaps. The planting scheme will provide another 40 trees with the necessary posts, water tubes and planting mediums.

Analysis

To grow successfully the trees need to like chalky soil and be able to cope with strong SW winds, occasional NE winds and grow to a suitable size. Suitable trees are Italian Alder, Small leafed Lime and Swedish Whitebeam.

When trees grow, they convert CO₂ to carbohydrates (sugar) by photosynthesis. A young tree absorbs about 5,900 gram of CO₂ per year while a 10year old tree absorbs almost 22,000 gram per year. The trees will contribute to the Council Policy of reaching net zero carbon by 2030.

Total cost of scheme IRO £1800 is therefore within the £2000 budget allocated. This include posts, water tubes and planting mediums.

Implications

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

<u>Financial</u>	Within allocated budget
<u>Legal</u>	None
<u>Environmental and sustainability</u>	Will provide more diversity in the park. In particular, the Small Leaved Lime is in decline and is a food source for the lime hawk, peppered, vapourer, triangle and scarce hook tip moths. The flowers are also popular with feeding bees.
<u>Crime and disorder</u>	None
<u>Climate</u>	Will remove CO2 from the atmosphere& therefore is in accord with PTC Climate Change policy

Italian Alder



Alnus cordata



Height	10 - 15 m
Crown	wide conical, half-open crown
Bark and branches	grey, later slightly furrowed
Leaf	heart-shaped, green, 5 - 12 cm
Flowers	catkins, ? ± 1 cm, ? ± 10 cm, February/March
Fruits	ovoid strobiles, 2 - 3 cm
Spines/thorns	None
Toxicity	usually not toxic to people, (large) pets and livestock
Soil type	few requirements, thrives reasonably in poor, dry soil
Leaf	heart-shaped, green, 5 - 12 cm
Soil moisture	suitable for dry soil, withstand long flood, withstand short flood
Paving	tolerates paving
Winter hardiness zone	6b (-20,5 to -17,8 °C)
Wind resistance	good
Other resistances	resistant to frost (WH 1 - 6), can withstand wind, resistant to de-icing salt
Application	avenues and broad streets, squares, cemeteries, coastal areas, windbreaks
Shape	clearstem tree, feathered tree, multi-stem tree
Origin	Italy, West Greece

Alnus cordata is indigenous in Italy and parts of Greece. It is a fast-grower that can eventually attain a height of 15 m. The almost horizontal growth of the side branches is characteristic. From the scattered buds, on short stalks, the leaves appear. They are heart-shaped and 12 cm long. The topside is green and glossy. In autumn they remain long on the tree. As soon as winter ends the female and male, pendulous catkins appear. They are followed by the familiar strobiles, which, arranged in clusters, appear from September onwards and remain on the tree all winter. The tree is shallow-rooting and not deep with many delicate rootlets. Little susceptible to sea wind, tolerant to paving.

Swedish Whitebeam



Sorbus intermedia



Height	10 - 12 (15) m
Crown	broad ovoid to rounded, dark, dense crown
Bark and branches	bark smooth, blackish-grey, later grooved
Leaf	oval to ovoid, lobed, dark green, 6 - 10 cm
Autumn colour	yellow, orange
Flowers	creamy-white, in umbels of approx. 11 cm Ø, May, fragrant flowers
Fruits	ovoid to round, orange-red, fruits up to 1.2 cm Ø
Spines/thorns	None
Toxicity	usually not toxic to people, (large) pets and livestock
Soil type	makes few demands, grows best on calcareous soils
Leaf	oval to ovoid, lobed, dark green, 6 - 10 cm
Soil moisture	suitable for dry soil
Paving	tolerates paving
Winter hardiness zone	5a (-28.8 to -26.1 °C)
Wind resistance	good
Other resistances	resistant to frost (WH 1 - 6), can withstand wind
Fauna tree	resistant to frost (WH 1 - 6), can withstand wind, provides food for birds
Application	avenues and broad streets, parks, squares, tree containers, cemeteries, roof gardens, coastal areas, large gardens
Shape	clearstem tree, multi-stem tree
Origin	Southern Scandinavia

Medium-sized tree that starts off with a narrow pyramidal crown, later growing to broad ovoid. Old specimens eventually develop a round crown. It is a slow grower with an extended main trunk and dense branches. The blackish-grey trunk remains smooth for a long time but is later grooved. Young twigs are greyish-brown to olive-brown, hairy at first but very quickly become bare. The leaves are lobed with 5 to 9 lobes on each side. On the upper side they are dark green and slightly glossy while the underside is white and felt-like; in the autumn they turn yellow to orange-yellow. Sometimes the autumn coloration fails to appear. The creamy white flowers give off a scent that is typical of the tree. After flowering the tree produces orange-red ovoid to round fruits in small umbels. They remain on the tree until October. *S. intermedia* is a wind-resistant tree that stands up well to dry conditions. Can be used in coastal regions. Resistant to fire blight.

Small Leaved Lime



Tilia cordata

One of our most beautiful trees, with an impressive shape, strongly scented flowers and elegant foliage. A British native, the Small Leaved Lime was the predominant tree in English woodlands until the Saxon period, when other trees became more dominant. A much better tree than the more commonly planted non-native *Tilia x europaea*. Its shape is reminiscent of the English Elm, and it is now more often planted to replace trees lost to Dutch Elm disease.

Site and soil

Any well-drained fertile soil in sun or shade. Especially good on chalky soils and in towns. Avoid exposed windy sites.

Height and spread

Below are the approximate stages of growth, assuming sited in suitable conditions for this species;

After 10 years: 6m x 4m

After 20 years: 12m x 6m

Leaf and bark

The leaves are heart-shaped and smaller than other limes at 8cm long. They are dark green above, blue-green beneath with distinctive tufts of brown hairs in the leaf axils. They turn yellow in autumn. The bark is smooth and grey, developing cracks and flakes as the tree ages.

Flower, seed and fruit

The pale yellow sweetly scented flowers are borne in small clusters in midsummer at the end of a slender stalk. They are followed by the small (1.2cm) elliptic, downy fruits.

Uses

Woodland, parks, gardens, avenues, street-side planting, pleached hedges. The very light wood is valued for carving, because it is so easy to work; most of the Grinling Gibbons carvings in St Paul's Cathedral, Windsor Castle and Chatsworth are in lime wood. The bark has been used to make matting, baskets and fishing nets. The flowers are employed medicinally and are perhaps best known for making the sedative Lime-flower Tea, also known as Linden Tea.

Wildlife

Bees are attracted to the strongly scented flowers and Lime-flower honey is said to have the best flavour of any. A range of other insects are also to be found on the tree.



Agenda Item: LA 512

Committee: Leisure, Amenities and Environment committee.

Date: 15th December 2020

Title: Meeting with Nicola from the gateway café

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. The committee are asked to recommend employing a specialist heating expert to assess the café and what would be the best solution for the heating (they could also survey the Hub as well).
2. The committee are asked if the Parks officer should investigate a purchasing a food digester for the café at the council's expense?

Introduction

Every 6 months PTC have a meeting with the café to check everything is running properly and discuss any issues, this was overdue because of Covid19 so a zoom meeting was set up

In attendance were:

Nicola Papanicolaou	Owner Gateway Café
Cllr Sue Griffiths	
Cllr Cathy Gallagher	
Kevin Bray	Parks Officer
Zoe Malone	Finance Officer
Tony Allen	Town Clerk

Background

1. Hot water supply.

Noted that the supply of adequate hot water has been a long-term issue and that the underfloor heating is not working.

The large 'pellet' boiler is proving expensive to run and is not meeting the needs of the users.

Agreed that the whole matter will be referred to the next meeting of the Leisure, Amenity & Environment Committee.

2. Health & Safety

Agreed to recommend to the Policy & Finance Committee that the provision of a food digester is investigated.

Storage of items in the boiler room was discussed, with potential health & safety and fire risks noted. Nicola reported that fire risk assessments are up to date and agreed to look into acquiring a fire-proof cabinet for the boiler room.

Analysis

Hot water supply/ heating

The lack of hot water was investigated, and the thermostat on the boiler had tripped out again, we think this is because the biomass boiler is not being used and this puts a lot of work load on to the thermostat and it overheats and trips out. The thermostat is meant to be a backup device to the solar water heater and biomass boiler, the café has been shown how to reset this before, so we are not sure why they had not done this.

The underfloor heating was working last time we had it checked, but it is only heated by the biomass boiler and if this is not used then the heating will not work. Regarding the pellets for the biomass boiler looking online you need to buy a pallet full (1000kg) to get the pellets at around £5 a bag, unfortunately when the café was designed they failed to provide a large space to store these.

During the meeting it was suggested that PTC look in to changing the heating system using CIL money to have a more effective, energy efficient system, it is recommended that PTC ask an expert heating engineer to assess the building, to report back recommending what would be the best option.

Health & Safety

Food digester/ food composter

Food digesters break the food waste down to a liquid which is then put down the drains and do come with an associated cost to use of approximately £1800, so before we agree to any purchase the café should be made aware of this. Consideration also needs to be taken for the suitability of our sewage system and pumps etc, the cost is approximately £10,000.00 to fit a digester.

A food composter is a cheaper option at a cost of approximately £4000 but would need to be managed correctly or it could become smelly, this would produce compost suitable for putting on to flower beds and borders.

Storage in the boiler room

To find evidence to back up our point I investigated online and found following statement:

*"Boiler/plant rooms are provided to house mechanical and electrical equipment including boilers, air conditioning equipment, electrical distribution switchgear, pumps, water treatment etc. **They must not be used for storage or any other purpose**",* If a failure occurs, a spark could ignite any flammable materials stored.

As landlords we have an obligation to make sure the building is kept in a safe condition so using the boiler room for general storage should not be allowed, the picture below was taken on 1st December 2020, I could not read the water meter as it is behind the pile of boxes etc.

Café boiler room



Implications

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

<u>Financial</u>	The café is owned by PTC as part of the 999year lease from LDC, there could be 106 money to pay towards any costs.
<u>Legal</u>	
<u>Environmental and sustainability</u>	Energy efficient and cost-effective heating if changed
<u>Crime and disorder</u>	
<u>Climate</u>	Efficient heating source, food digester if fitted, would reduce CO2

Appendices/Background papers

Two web sites of interest regarding the food digester.

<http://www.waste2-0.com/>

<https://www.tonyteam.co.uk/products/food-waste/food-waste-digester/>

Example of a food digester



Example of a food composter



<https://www.ridan.co.uk/large-ridan-food-waste-composter/>

Agenda Item: LA 513

Committee: Leisure, Amenities and Environment committee.

Date: 15th December 2020

Title: Gateway Cafe Tree Planting Scheme

Report Author: Cllr. Sue Griffiths

Purpose of Report: To support the scheme in principle

Summary of recommended actions

1. To support the aims of the scheme
2. To agree that the trees can be planted with agreement of the Park's Officer as to location

Introduction

Many businesses are looking to offset their carbon footprint by planting trees.

Background

The Gateway cafe are looking to introduce a scheme where they plant trees when a customer buys goods and would like to plant them in the park.

Analysis

There is no cost to the Council.

The trees will contribute to the reduction in CO2 within Peacehaven

It is a good example of Partnership Working.

Implications

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

<u>Financial</u>	No cost to Council
<u>Legal</u>	None
<u>Environmental and sustainability</u>	Will add to the biodiversity of the park.
<u>Crime and disorder</u>	None
<u>Climate</u>	Reduction in CO2

Agenda Item: LA 514

Committee: L&A

Date: 15-12-2020

Title: Community Infrastructure Levy Bids and Section 106 Management

Report Authors: Senior Project Officer

Purpose of Report: CIL and S106 Update

Summary of recommended actions

1. To note the contents of this report and attachment
2. To discuss projects going forward for inclusion in PTC's indicative "Wish List"

Introduction

The Town Clerk, SPO, Parks Officer and Finance Officer have been working to understand the current guidelines, timings and work that needs to be undertaken in order to submit successful CIL bids to Lewes DC and the SDNPA. We have also been updating our records to understand how much S106 money is being held, understanding planning criteria and restrictions associated with this, and working on getting monies released for appropriate projects.

Background

- PTC's first CIL bids were submitted to Lewes DC in September for projects at The Dell and a new footway at Centenary Park.
- The SPO has been working with Emma Kemp and Chris Bibb at Lewes DC in respect of S106 (see attached spreadsheet).
- PTC and Councillors have been developing an internal "wish list".
- These items and attachments are a work in progress, please do let the SPO know of any comments.

Analysis

A team effort led by the SPO ensured CIL bids were completed and submitted back in September. They were reviewed at LDC and have passed two initial assessment panels. They have since been presented for approval and will be determined at Lewes DC Cabinet on the 10th of this month. If PTC have been successful, we will need to work on delivering the schemes. As these were put together quite quickly, the Centenary Park footpath will need reviewing. We will need to consider whether we want to include this as part of any wider / future works or whether it can be delivered as a stand-alone piece of infrastructure. We will also need to secure the appropriate permissions such as Planning and Rights of Way.

We need to start thinking of next years CIL Bids and what we may wish to put forward. The South Downs National Park Authority also have a separate bidding process which the SPO is exploring, this may be an

avenue we can also utilise, particularly for promoting access and links to the Downs. We need to think BIG.

In terms of S106, work is on-going to establish the current position (see attached spreadsheet) and initial requests have been made to Chris Bibb for the release of funds (also see attached email). Chris has responded with further questions but also agreed to some measures. Negotiations will continue and hopefully a good working relationship will develop and facilitate these items and more funding in future.

The attached indicative "wish list" is to be more formally developed, items approved as part of committee business and/or the internal business plan as appropriate. Projects to be costed and agreed by committee and recorded on the attached spreadsheet.

Implications

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

<u>Financial</u>	CIL match funding and top ups to S106 as needed
<u>Legal</u>	Highways Act 1990, Town & Country Planning Act 1990
<u>Environmental and sustainability</u>	Planning and Rights of Way
<u>Crime and disorder</u>	Site maintenance
<u>Climate</u>	Climate emergency, sustainable materials

Appendices/Background papers

- Request email and table to Chris Bibb 23-11-2020 and initial response
- Indicative "wish list"
- Spreadsheet – quotes and committee agreement
- Spreadsheet – section 106 agreements and amounts

List of works that are required in Peacehaven compiled by Kevin Bray not in any order of priority, updated by Michelle Edser (Dec 2020)

Centenary Park

- Bowls club pathway
- Fence replacement alongside the Bovis estate east end of the park (to prevent vehicle access on to the big park)
- Extending the over-flow car parking and stopping vehicle access onto the park (plans to be drawn up and contractors to be approached)
- To reduce the amount of sand in the play areas and replace with a rubber bonded mulch (this winter has seen high winds which again have caused the sand to migrate out of the play area and to reduce future costs)
- New fencing for the MUGA courts
- The Hub redevelopment.
 - Outside Toilets at cafe upgrade to solve (blocking up issues)
- Cycle paths through the park
- The café forecourt, to remove the grass and block pave the area.
- Café light repairs (awaiting cost from contractor)
- Re-turfing worn areas in the play areas
- Repairing the washed away paths around the park.
- Topping up the brendon sand on the overflow carpark
 - Extending parking
 - A new Kick about/ basketball area for youths? (funded by 106 money if there is no 3G pitch on football)
 - Preventing Motorcycle access to the park (improving entrances to help prevent this)

Approved works in Centenary Park

- CCTV connection issues (ordered)
- Renewing the sewage pumps (awaiting second quote)
- Increasing the height of wire fence attached to the wooden the play area fences to stop dog entering the areas.(ordered)
- The main pathway from the height barrier to the car park to be bought up to DDA compliance or upgrading the bridle pathway and extending the width of the road to 5 meters (CIL bid submitted)

The Dell

- a) Replacing the retaining wooden round post fencing around the sand pit (this may be part of the improvements with the £48,000 106 moneys held by LDC, but we may have to top it up with CIL to pay for the fencing part).
- b) Replacing the fence around the crater.

- c) New DDA play equipment (£48k with LDC for this as per a above)

Green gym (Meridian Park)

- a) Replace gates (not compliant) £2000
- b) Re-surfacing the area to allow winter use.

New shredder £11,000 (demonstrations with full quotes will be sought and bought to committee for approval). Utilise some of Lower Hoder Farm S106?

Epinay Park

- a) Retaining posts rotting
- b) Flat swings getting to the end of their life span.

Other areas that require funding in the future.

1. Replacement machinery.
2. Replacement play equipment when required around the town.
3. More Allotments.
4. Access for all

Howard Park (David Seabrook email, potential CIL bid 2021)

The Oval & Shepherds Down public amenity space. No play equipment, accessible pathways and entrances., limited or no benches, picnic tables

The Hub needs renovation & refurbishment. Increased accessible public toilet facilities, boiler & roof have long standing/known problems

Gateway Cafe Premises inadequate, extension or additional building needed to future proof

LOCATION	PROJECT	PTC CTTEE	COST (not inc VAT)	QUOTE/PROVIDER	POSSIBLE S106 VALUE	P APP REF	APPROVED	DECLINED	NOTES	REQUEST TO / PAYMENT FROM LDC
Centenary Park	Sewerage Pump		5,492	Existing provider						
Centenary Park	Removing sand areas and replacing them with rubber mulch & carrying out any associated landscaping to return levels	?	40,250 + 1,288	PlaySafe Oct 2020	79,000 + 66,667	07/1256 and 17/226	04/12/2020			
Centenary Park	Removing sand areas and replacing them with rubber mulch ONLY	?	16,000	BounceBound Oct 2020	79,000 + 66,667	07/1256 and 17/226		Not taken forward by PTC		
Centenary Park	Gateway Café Lights	?	2,000.00	Bartholemews Nov 2020	79,000 + 66,667	07/1256 and 17/226				
Centenary Park	Gateway Café Grease Trap	?	1,050.00	Aqua Mundus 21/10/2020	79,000 + 66,667	07/1256 and 17/226				
Centenary Park	Foot rope for acorn tower access		1,229.00	PlaySafe Nov 2020			04/12/2020			
Centenary Park	Flint Way Path		3,450.00	Sussex Driveways May 2020						
Centenary Park	Repairs to MUGA fencing	?	?	?	?	?				

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Centenary Park	Resurfacing of Car Park	P&F 17/11/2020 - need to get quotes	?	?	?	?	Is this going to be annual ?	Yes - £6,990 paid Nov 2020. Double check with C Bibb this is right \$106
Centenary Park	Aeration and sand topdressing (above "usual maintenance") March 2020 Earthquake decompaction-cost £995.00, May- vertidrain and top dress the areas with 120 tonnes of sand – cost £5825.00 VAT	?	995 + 5,825 + VAT	?	20,522 (27,512.12 less 6,990 Nov 20)	09/1093 16&16a S Coast Rd		
The Dell	Inclusive equipment and access improvements	?	Under review	Under review	48,148.26	11/1318 & 15/0023		
The Dell	Removal and replacement of posts (consideration of hardwood sleepers as alternative)	?	Under review	Under review	48,148.26	11/1318 & 15/0023 OR 07/1256		

The Dell	Sand pit & retaini	P&F 17/11/2020 - need to get quotes	Under review	Retrospective app if money not spent elsewhere?	48,148.26	07/1256	79,000 is overdu e
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Multi-site	Additional seasonal staff*	?	?				
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Multi-site	Maintenance and repair of playgrounds*	?	?				
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Multi-site	New planting*	?	?				
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Multi-site	to include a percentage of wages, black bin bags, diesel, petrol etc*	?	?				
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Multi-site	Bin purchase and emptying*	?	?				
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Multi-site	New benches*	?	?				
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Multi-site	Shredder	P&F 17/11/2020 - needs further work	11,000				
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Meridian Park	New Gates	P&F 17/11/2020 - needs further work	2,000				
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*General -
required as a
result of
development
impact, across
sites
Lower Hodderm
Farm LW/17/226

KEY

	Sent to Chris Bibb
	Details being worked up
	Not agreed / not taken forward

REQUEST PAYMENT FROM LDC AGREEMENT	LOCATION	PROJECT	COST	COST + VAT	PREFERRED QUOTE & DATE PROVIDED	Michelle Notes 7-12-20
17/0226 - To be spent only on The Big Park (£20K per annum and £66K in three phases)	Centenary Park	Removing sand areas, replacing with rubber mulch, landscaping to return levels 40,250 + 1,288	41,538	49,845.60	PlaySafe Oct 2020	Agreement indicated - Michelle to confirm and secure release
		Gateway Café Lights	2,000.00	2,400.00	Bartholemews Nov 2020	Questioned - Michelle to query
		Gateway Café Grease Trap	1,050.00	1,260.00	Aqua Mundus Oct 2020	Questioned - Michelle to query
		Foot rope for acorn tower access	1,229.00	1,474.80	PlaySafe Nov 2020	Agreement indicated - Michelle to confirm and secure release
		Sewerage pumps	5,492.00	6,590.40	Existing provider May 2020	Previously declined - see email to Kevin 2/6/20 - but indicates change of view (see email Chris To Michelle 4-12-20)
		Flint Way Path	3,450.00	4,140.00	Sussex Driveways May 2020	Agreed but prefer to be taken from 16 and 16a South Coast Road (see email to Zoe 3/7/20) but needs to be part of bigger project. Michelle to query this
			54,759	65,710.80		

Agenda Item: LA 515

Committee: Leisure, Amenities and Environment committee.

Date: 15th December 2020

Title: Request to erect a fence in the garden of the Hub

Report Author: Kevin Bray

Purpose of Report: To agree

Summary of recommended actions

1. The committee are asked to grant permission for a fence to be erected by the Rainbow play group in the Hub garden area.

Introduction

Rainbow play group has requested to erect a small fence on the edge of the grass area in the Hub garden to prevent the children getting muddy in the wet months of the year

Background

The Hub was refurbished as part of the Big Parks Project and as part of this a small garden was created to the rear of the property to allow the users a fenced in outside space.

Analysis

For the proposed fencing in the garden:

Using 3 X 3 Fence posts dug into a depth of 18" and secured into the ground with post fix concrete. Fence panels will then be securely fitted to the posts, and a gate fitted where needed. The fence height would be no more than 3 ft. All costs to be paid by the Rainbow Play group.

Attached photos shows the line where the fence panels would go. We are currently blocking this with slides and other equipment as you can see to protect the grass area at the present

Implications

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

<u>Financial</u>	Zero cost to PTC
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



Leisure, Amenities and Environment Committee – Project updates

Please note the coronavirus has delayed most projects

Month December 2020

Project	Date of agreement/ start date	Latest update on progress (monthly)	Key deadlines/ target completion dates	Date(s) of past reports and next report to Committee	Responsible lead officer and lead member for project	Costs and method of funding	Comments/ exceptions and delays and further information
DDA pathway	2019	The bid has been sent to LDC and will be assessed in December			K Bray/ M Edser	CIL	
Lease/licences	September 2019	Second draft for the football club is being drawn up by our solicitors	Spring 2020	Policy and finance	Town clerk	Peacehaven to cover costs	Town clerk is drawing up a lease for the cycle hub

Dell playground	Sept 2019	Ideas to be submitted to the committee once ready		Report in this meeting	K Bray/ M Edser	106 contributions	Note: Retaining wall report on this agenda
Dell wildflower project		bid submitted to LDC CIL,			Cllr Griffiths/ M Edser	CIL/ Southdown's national park.	
Over-flow parking at the Centenary park	2019	To be referred to the CIL working group	2021		Michelle Edser/ Kevin Bray	CIL/106 contributions	
Purchasing replacement nest swing	March 2020	Delayed purchasing due to coronavirus			Kevin Bray	Playground budget	Due to social distancing these types of swing may need to be removed as they are designed to have many children use them at the same time.
Café grease trap	September 2020	LDC has possibly to fund this from 106 contributions		December 2020	Kevin Bray/ Chris Bibb	106	Awaiting go ahead for works from LDC
Café lights	Dec 2020	Full Council passed for the replacement of all 8 lights		December 2020	Kevin Bray		To be installed on 11 th December 2020

Cycle hub electrical connection	Nov 2020	Awaiting site visit and electrical report.	Spring 2021	Jan 2021	Liddy Leeding/ Kevin Bray	sustrans	To be funded by sustrans as part of improvements.
Tree survey	June 2020	Looking to receive the final document by mid-December, and then to go out to contractors with any works needed.	Dec 2020	Jan 2021	Kevin Bray	Within this year's budget.	Delayed due to Covid 19 lockdowns.
Electric vehicle/ small machinery	Nov 2020	P&F agreed in principle to purchasing a battery powered vehicle and handheld equipment within the next 2 years	2022	Oct 2021	Cllr Seabrook/ Kevin Bray		Full costing etc to be investigated and presented to the committee before progressing this.
Gym self-closing gates	Nov 2020	Funding to be sort by Michelle Edser.	March 2021		Michelle Edser/ Kevin Bray	106?	

Agenda Item: LA 517

Committee: Leisure, Amenities and Environment committee.

Date: 15th December

Title: Works update

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. The committee are asked to note this report

Introduction

This is an update on works carried out by the groundstaff since the last meeting.

Analysis

- Removed approximately 100 brown tail moth nests from Centenary park.
- Returfed goal areas on Centenary Park during break in play during lockdown.
- Tidied up beds in meridian way and outside community house.
- Fence repairs to dell, Oval, Coney furlong and Centenary park.
- Started weeding and edging in Centenary park playgrounds.
- Carried out the last full cut and strim on the amenity areas.
- Prepared the sports pitches for games after the covid19 lockdown.
- Replaced the zip lines in the Dell and Centenary park playgrounds.

Please also note we had our new member of ground staff start this month, please say hello if you see him around the town and the long-term sick person has started a phased return to work as well.

