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## **PEACEHAVEN TOWN COUNCIL**

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
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 (Vice Chair), Cllr L Mills, Cllr D Seabrook,  
Cllr G Hill, Cllr C Gallagher, Cllr I Sharkey, Cllr D Paul, Cllr L Symonds,

Dear Committee Member,

11<sup>th</sup> March 2020

You are summoned to **LEISURE, AMENITIES & ENVIRONMENT COMMITTEE** meeting to be held in the **ANZAC ROOM** Community House, Meridian Centre, Peacehaven on **Tuesday 17<sup>th</sup> March 2020 at 7:30pm**

*pp* *ues*

Tony Allen  
Town Clerk

#### **A G E N D A**

##### **GENERAL BUSINESS**

- 1 LA 401 CHAIR ANNOUNCEMENT**
- 2 LA 402 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 403 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**
- 4 LA 404 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**
- 5 LA 405 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 21<sup>ST</sup> JANUARY 2020 (pages 3-8)**
- 6 LA 406 FINANCE UPDATE (pages 9-14)**
- 7 LA 407 DDA PATHWAY REPORT (pages 15-18)**

Leisure, Amenities & Environment

- 8 LA 408 FLINT WAY PATH REPORT (pages 19-22)
- 9 LA 409 CENTENARY PARK SAND (pages 23-24)
- 10 LA 410 FOOTBALL PITCH REPORT (pages 25-26)
- 11 LA 411 DELL PLAYGROUND UPDATE (pages 27-28)
- 12 LA 412 SWING SEAT REPLACEMENT (page 29)
- 13 LA 413 CAFÉ SINK REPORT(pages 31-32)
- 14 LA 414 BOWLS CLUB LETTER REPORT (pages 33-34)
- 15 LA 415 TREE PLANTING REQUEST REPORT (pages 35-36)
- 16 LA 416 SEWAGE PUMPS (pages 37-38)
- 17 LA 417 CHIPPER REPORT (pages 39-40)
- 18 LA 418 THE DELL CIL BID / PROJECT UPDATE (pages 41-42)
- 19 LA 419 COMMUNITY NOTICE BOARD AT THE DELL (pages 43-44)
- 20 LA 420 BANNER BOARD AT THE DELL (pages 45-46)
- 21 LA 421 HUB WORKING PARTY UPDATE (pages 47-52)
- 22 LA 422 HUB WORKING PARTY TERMS OF REFERENCE (pages 53-54)
- 23 LA 423 PROJECT LIST FOR PRIORITISING (pages 55-58)
- 24 LA 424 STAFF UPDATE REPORT (pages 59 -60)
- 25 LA 425 PROJECT UPDATE (pages 61-62)
- 26 LA 426 WORKS UPDATE (page 63)

TO CONFIRM DATE OF NEXT MEETING AS THE 5<sup>th</sup> May 2020



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## **PEACEHAVEN TOWN COUNCIL**

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN

### **Minutes of the meeting of the Leisure, Amenities & Environment Committee held in Community House, Meridian Centre at 7.30pm on Tuesday 21<sup>st</sup> January 2020**

**Present** Cllr. Job Harris (Vice Chair of Council), Cllr S Griffiths (Chair of Committee), Cllr E Simmons (Vice Chair), Cllr L Mills, Cllr D Seabrook, Cllr G Hill, Cllr C Gallagher, Cllr I Sharkey, Cllr D Paul, Cllr L Symonds,

**Officers** Kevin Bray Parks Officer, Victoria Onis Admin,

Four members of the public were present

#### **1 LA 382 CHAIR ANNOUNCEMENT**

Cllr Griffiths read out the housekeeping and safety notices and updated the Committee and Public on upcoming events and gave an update on the SDNP and Greenhavens lottery bid

- 25<sup>th</sup> January table top sale in the main hall, this is a car boot type event where the public can bring in items to sell the cost is £6.00 for a table.
- 31<sup>st</sup> January is Quiz night at 7pm for a 7.30 start bring you own snacks and drink, call the information office to book in a team (max 8 people in a team)
- 8<sup>th</sup> Feb tree planting at the Orchard from 10am until 4pm - Tree planting was that we would be planting 1 more Sussex Apple, 2 damsons & 2 pear
- Update on SDNP and Greenhaven's lottery bid - On the 18th of December the Town clerk, Parks Officer and myself met with Emma Allen, the Statutory Funding Officer of the South Downs National Park Authority, to hear about the Ouse Valley and Lewes Climate Action bid to the National Lottery. Some of this bid, if successful will be going towards the reduction of Peacehaven's carbon footprint.

#### **2 LA 383 PUBLIC QUESTION TIME**

A member of the public expressed support of the Wildflower CIL Bid & water fountain (item 10 on the Agenda) and pointed out that the dog fouling problem is worse than ever at the Big Park.

A member of the public spoke of concerns at the Skate Park, the lack of lighting is attracting antisocial behavior after dark, vandalism to the Skate Park & mopeds causing disturbance to residents and deterring residents walking through the park after dark, the lack of lighting in the winter months stops the Skate Park being used after school & early evening and leaves the young adults with no after school activities.

Cllr Gallagher responded to the Public Questions due to her work as Chair of the Neighbourhood Planning Steering Group, as she has been looking at Green spaces, dog fouling concern & the local Youth issues.

The low level lighting is something that can be looked at as Cllr Gallagher has been involved in improvements at Saltdeans MUGA recently and skate park, they were able to get lighting into it as the darkness prevented the facilities being used after dark & the lights go off at a certain time, so this is something that can be looked at.

Cllr Gallagher & Cllr Paul visited Peacehaven Community School today and spoke to the Head teacher to find out what facilities the students in the school would like in the Town & how the Council and Community & students can work together to get facilities that will help the young adults. Cllr Gallagher confirmed that PTC & TTC have an agreement to put in the funding for another day at the Joff with youth workers so can make a start on creating more activities for the local youth.

### **3 LA 384 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All members were present

### **4 LA 385 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interests.

Cllr Gallagher asked whether the chairman had a conflict of interest regarding item 10. The Chairman stated that she was simply the author of the report and had no direct financial or others interests in this matter.

### **5 LA 386 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 5<sup>th</sup> NOVEMBER 2020**

Cllr Simmons noted that she attended the previous meeting but not showing as present. This has now been corrected.

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

### **6 LA 387 UPDATE ON THIS YEARS INCOME/EXPENDITURE REPORT**

The report was noted and discussed.

### **7 LA388 TO DISCUSS THE TREE SURVEY REPORT**

The Parks Officer informed Councillors that work wouldn't be carried out if there are nesting birds, unless the survey found out that the situation is dangerous to the public.

It was proposed that two more quotes for this work are obtained.

**LA 388 Cont.****Proposed** Cllr Gallagher**Seconded** Cllr Hill

All in favour

**8 LA389 TO DISCUSS A NEW BANNER BOARD IN THE DELL REPORT**

It was agreed that the current banner board distracts from the beauty of The Dell and its surroundings.

It was suggested that an additional board would make this problem worse and could be a distraction for drivers at the roundabout. However, Councilors are aware that we need to advertise and bring in an income so it was resolved to leave the existing board where it is for now as bookings have been taken at least until the end of the year. It was resolved not to have a second board on The Dell but to look for other suitable locations.

**Proposed** Cllr Gallagher**Seconded** Cllr Seabrook

All Councillors voted in favour

**9 LA390 TO DISCUSS THE DELL CIL BID REPORT**

It was agreed to extend the area already agreed to be seeded with wild flowers.

**Proposed** Cllr Sharkey**Seconded** Cllr Simmons

Agreed by the majority, Cllr Gallagher against

It was agreed to have a volunteer wild flower planting scheme on the small bank between the path and the play area.

**Proposed** Cllr Gallagher**Seconded** Cllr Symonds

All in Favour

It was agreed to obtain more quotes for the water station as part of a CIL bid and refer the matter to the Policy & Finance Committee.

**Proposed** Cllr Sharkey

**Cont LA 390****Seconded** Cllr Symonds

All in favour

It was proposed to install an interpretation board near the brown area at The Dell as part of a CIL Bid.

**Proposed** Cllr Mills**Seconded** Cllr Hill

All in favour

The installation of a community notice board was also discussed and not progressed at this point. The potential for littering was also discussed.

**10 LA391 TO DISCUSS THE DELL HERITAGE BOARD REPORT**

It was agreed to include a Heritage Board in the CIL bid for The Dell; this will be reviewed by the signage working party

**Proposed** Cllr Symonds**Seconded** Cllr Seabrook

All in favour

Cllr Seabrook pointed out that, as set out in Standing Orders, Councillors should only speak once on a motion unless it is to reply to a question and that if the original motion has been amended, they can make a personal reply or raise a point of order

**11 LA392 TO REVIEW ALLOTMENT BONFIRES REPORT**

It was agreed to continue to ban Bonfires on the Council allotments

**Proposed** Cllr Seabrook**Seconded** Cllr Gallagher

All in favour

Alternatives to bonfire were discussed.

**12 LA393 TO NOTE SKATE PARK IMPROVEMENT SUGGESTIONS REPORT**

The report was discussed and noted. Unfortunately at this time there is no budget allocated for improvements at the skate park. The lack of light prevents the skate park being used after dark and could also encourage anti-social behaviour; ideas for improvements at the skate park were to have shelters and low level lighting which can be set to go off at programmed times or solar lighting.

**13 LA394 TO DISCUSS OPTIONS FOR MUGA COURTS REPORT**

Residents are being disturbed with youths breaking into the MUGA court and kicking balls into the neighbouring properties with intimidating behaviour. The Parks Officer updated that the Grounds team are regularly fixing the fence and repairing the netting but it quickly gets vandalised.

It is estimated that to replace the fencing will be at a cost of approx. 15-20k and it will need to be replaced in 2/3 years due to wear & tear. The Parks officer confirmed that the MUGA area is kept locked as it needs to be free for regular hiring and cannot be left open.

It was proposed to monitor the Situation and review in 6 months' time

**Proposed** Cllr Mills

**Seconded** Cllr Hill

All in favour

**14 LA395 TO DISCUSS THE GATEWAY CAFÉ FORECOURT REPORT**

It was agreed to obtain 3 quotes and reconsider the options in the spring once the grass has dried out.

**Proposed** Cllr Mills

**Seconded** Cllr Gallagher

All in favour

**15 LA396 TO DISCUSS BROADBAND AT THE GATEWAY CAFÉ & CCTV REPORT**

It was agreed to install a new faster fibre broadband service at the café solely for the CCTV. The total cost can be claimed back from 106 moneys for the Big Park.

**Proposed** Cllr Gallagher

**Seconded** Cllr Hill

All in favour.

**16 LA397 CYCLE HUB REPORT**

Report noted

**17 LA398 TO NOTE GROUND STAFF UPDATE REPORT**

Report Noted

**18 LA399 TO NOTE PROJECT UPDATE REPORT**

It was decided to close the footpath at the entrance to the Big Park and allow the Parks Officer to purchase signs for each end to prevent people using it and to refer this matter to the CIL committee meeting.

**Proposed** Cllr Gallagher

**Seconded** Cllr Mills

All in favour

**CONFIDENTIAL**

**NOTE:** *In accordance with Standing Order 3(d) 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 were excluded from the discussion of the following items:-*

**19 LA400 TO NOTE & DISCUSS FOOTBALL AND CATS CLUB REPORT**

The briefing paper was noted and discussed and a way forward was agreed (Option 2 of the report)

**Proposed** Cllr Paul

**Seconded** Cllr Gallagher

All in favour

There being no further business the meeting closed at 9.55pm

**TO CONFIRM DATE OF NEXT MEETING AS THE 17<sup>th</sup> March 2020**

**Agenda Item: LA 406**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: finance report**

**Report Author: Kevin Bray**

**Purpose of Report: To note**

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**Summary of recommended actions**

1. To note this report

**Introduction**

The finance officer and I met with Chris Bibb from LDC to discuss 106 contributions which are to be spent in Peacehaven. From this meeting we have been told there are the following funds available.

£50,000 – Ringfenced from big park fund for Archaeological Presentation and being managed by Chris Bibb

£24,000 – Can be used for maintenance in play areas / outside spaces EAST side of Peacehaven (can be used to resurface sand areas in Centenary park

£48,000 – Specifically for the Dell Playground for Disabled play equipment

£30,000 – Ringfenced for the park off Downlands Avenue carried out by LDC

£500,000 (Approx) Has been held back due to the football club applying for a 3G pitch – Chris will chase the Football Club for information required so we can understand if this money can be released for town improvement in other areas.

£200,000 – To be given £20k per year for 10 years. To maintain / improve the Centenary park due to increase in residents from Chalker's Rise. Chris has £66k of this money from phase 1. Funds run June-June therefore we have £20k for 2019/20 and a further £20k for 2020/21. We intend to claim this money yearly for general maintenance costs for Centenary park and then redistribute the money to carry out task the council needs to be done without restrictions from LDC (could pay for football pitch works as per the PIP report).

Please also note the budget update attached.

## Implications

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

<u>Financial</u>	Funds to be used as specified by planning permissions
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

## Appendices/Background papers

Month No: 11

### Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
					% Spent	
<b>310 Sports Park</b>						
1025 Rent & Service Charge	13,512	15,000	1,488		90.1%	
1039 S/P Cats	3,240	3,600	360		90.0%	
1041 S/P Telephone Masts	4,250	4,300	50		98.8%	
1043 S/P Football Pitches	2,566	2,000	(566)		128.3%	
1061 S/P Court Hire	3,833	5,200	1,368		73.7%	
1094 Other Customer & Client Receipt	0	6,250	6,250		0.0%	
<b>Sports Park :- Income</b>	<b>27,400</b>	<b>36,350</b>	<b>8,950</b>		<b>75.4%</b>	<b>0</b>
4101 Repair/Alteration of Premises	1,512	1,560	48	48	97.0%	
4111 Electricity	5,811	2,000	(3,811)	(3,811)	290.5%	
4141 Water Services	3,487	2,000	(1,487)	(1,487)	174.4%	
4161 Cleaning Costs	6,107	5,000	(1,107)	(1,107)	122.1%	
4164 Trade Refuse	4,334	4,400	66	66	98.5%	
4171 Grounds Maintenance Costs	7,241	7,100	(141)	(141)	102.0%	
<b>Sports Park :- Indirect Expenditure Net Income over Expenditure</b>						
<b>315 Big Park</b>						
	0	25,000	25,000		0.0%	
1005 Grants - Lewes DC	520	0	(520)		0.0%	
1043 S/P Football Pitches	180	2,000	1,820		9.0%	
1094 Other Customer & Client Receipt						
<b>Big Park :- Income</b>	<b>700</b>	<b>27,000</b>	<b>26,300</b>		<b>2.6%</b>	<b>0</b>
4101 Repair/Alteration of Premises	4,405	1,000	(3,405)	(3,405)	440.5%	
4121 Rents	10,920	12,000	1,080	1,080	91.0%	
4131 Rates	3,183	1,700	(1,483)	(1,483)	187.2%	
4141 Water Services	0	500	500	500	0.0%	
4151 Fixtures & Fittings	0	200	200	200	0.0%	

	23,311	22,400	(911)	0	(911)	104.1%	0
	<u>(22,611)</u>	<u>4,600</u>	<u>27,211</u>				
4166 Skip Hire	680	1,000	320		320	68.0%	
4173 Fertilisers & Grass Seed	3,018	4,000	982		982	75.5%	
4302 Purchase of Materials	150	500	350		350	30.0%	
4303 Machinery Mtce/Lease	955	1,500	545		545	63.7%	
Big Park :- Indirect Expenditure							
<b>Net Income over Expenditure</b>							
<b>316 Gateway Cafe</b>							
	7,434	7,340	(94)			101.3%	
	0	1,140	1,140			0.0%	
1025 Rent & Service Charge							
1200 Income from Recharges							
Gateway Cafe :- Income	<u>7,434</u>	<u>8,480</u>	<u>1,046</u>			87.7%	0

Continued over page

Gateway Cafe :- Indirect Expenditure	1,259	3,570	2,311	0	2,311	35.3%	0
<b>Net Income over Expenditure</b>	<u>6,175</u>	<u>4,910</u>	<u>(1,265)</u>				

	1,401	3,100	1,699	0	1,699	45.2%	0
	<u>(1,401)</u>	<u>(3,100)</u>	<u>(1,699)</u>				
<b>320 Play Areas</b>							
4101 Repair/Alteration of Premises	1,330	1,000	(330)		(330)	133.0%	
4111 Electricity	0	500	500		500	0.0%	
4141 Water Services	71	0	(71)		(71)	0.0%	
4161 Cleaning Costs	0	1,000	1,000		1,000	0.0%	
4301 Purchase of Furniture/Equipmen	0	600	600		600	0.0%	
Play Areas :- Indirect Expenditure							

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	518	850	332		332	60.9%	
4111 Electricity	427	900	473		473	47.4%	
4112 Gas	0	400	400		400	0.0%	
4302 Purchase of Materials	0	1,000	1,000		1,000	0.0%	
4326 Telephones	315	420	105		105	75.0%	
<b>Net Expenditure</b>							

	<b>8,874</b>	<b>25,100</b>	<b>16,226</b>	<b>0</b>	<b>16,226</b>	<b>35.4%</b>	<b>0</b>
	<b>(3,496)</b>	<b>(13,250)</b>	<b>(9,754)</b>				
<b>330 Amenity Area</b>							
	4,308	5,000	692			86.2%	
1044 Hire of the Dell	1,070	1,950	880			54.9%	
1050 Allotment Rent	0	4,900	4,900			0.0%	
1094 Other Customer & Client Receipt							
Amenity Area :- Income	<b>5,378</b>	<b>11,850</b>	<b>6,472</b>			<b>45.4%</b>	<b>0</b>
4101 Repair/Alteration of Premises	1,315	3,000	1,685		1,685	43.8%	
4141 Water Services	1,253	1,600	347		347	78.3%	
4164 Trade Refuse	831	2,500	1,669		1,669	33.2%	
4171 Grounds Maintenance Costs	2,023	15,000	12,977		12,977	13.5%	
4301 Purchase of Furniture/Equipmen	3,453	3,000	(453)		(453)	115.1%	
Amenity Area :- Indirect Expenditure							

**Net Income over Expenditure**

Continued over page

355 The Hub	13,854	15,700	1,846		88.2%	
1084 Sports Pavilion						
The Hub :- Income	13,854	15,700	1,846		88.2%	0
4103 Annual Servicing Costs	1,230	1,500	270	270	82.0%	
4111 Electricity	1,495	1,500	5	5	99.7%	
4112 Gas	1,069	1,500	431	431	71.3%	
4131 Rates	769	2,240	1,471	1,471	34.4%	
	(14,257)	12,290	26,547			
	(14,257)					
4171 Grounds Maintenance Costs	1,121	4,000	2,879	2,879	28.0%	
4303 Machinery Mtce/Lease	0	120	120	120	0.0%	
The Hub :- Indirect Expenditure	5,685	10,860	5,175	0	5,175	52.3% 0
Net Income over Expenditure	8,169	4,840	(3,329)			

#### Net Income over Expenditure Movement to/(from) Gen Reserve

					Continued over page	
Grand Totals:- Income Expenditure	54,766	99,380	44,614		55.1%	
	69,023	87,090	18,067	0	18,067	79.3%



**Agenda Item: LA 407**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: DDA pathway, Centenary Park.**

**Report Author: Kevin Bray**

**Purpose of Report: To decide on a solution for the crumbling path at the entrance to Centenary park.**

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### **Summary of recommended actions**

1. To decide the pathway route and length
2. To decide to include removing the old path and increase the width of the road.

### **Introduction**

Previously the committee asked for the pathway at the Centenary park entrance to be brought up to DDA compliance when it is repaired. We had a site visit from a civil engineer, and he proposed that it would be cheaper to upgrade the bridle path on the opposite side of the road.

### **Background**

The path is crumbling and in need of repair causing trip hazards.

### **Analysis**

I have contacted ESCC about the bridle path and they have said they would support us upgrading the bridle path with a tarmac surface. We could renew the pathway all the way to the café (blue and red line together) or decide to cut back halfway down to re-join the existing pathways by the carpark (Blue line only).

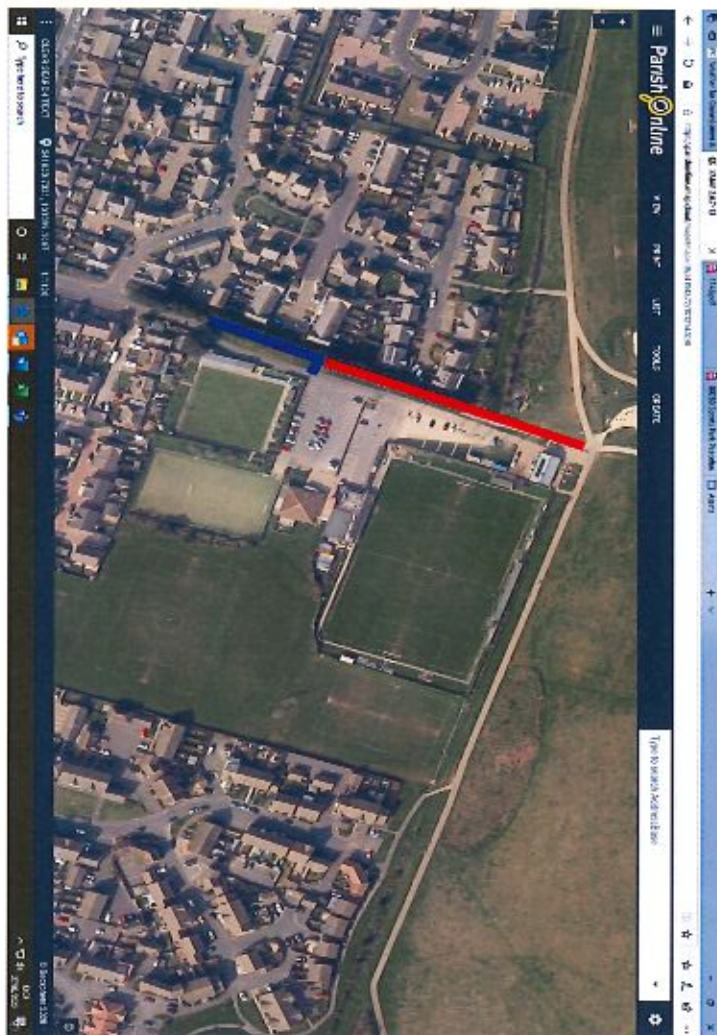
If we take up this option, this would be cheaper option for the path, but we would still have to do something with the old pathway and road. It has been suggested we widen the road by relocating the kerbs thus removing the crumbling path. (The road is currently 4.6 meters wide and a normal road is 5 meters wide.)

We can either continue to employ a civil engineer to survey and draw up a specification and plan at a cost of £2000 for the survey and plans, or we can ask an experienced contractor to assess and price up the whole job and then use the spec they recommend getting further quotes.

## Implications

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

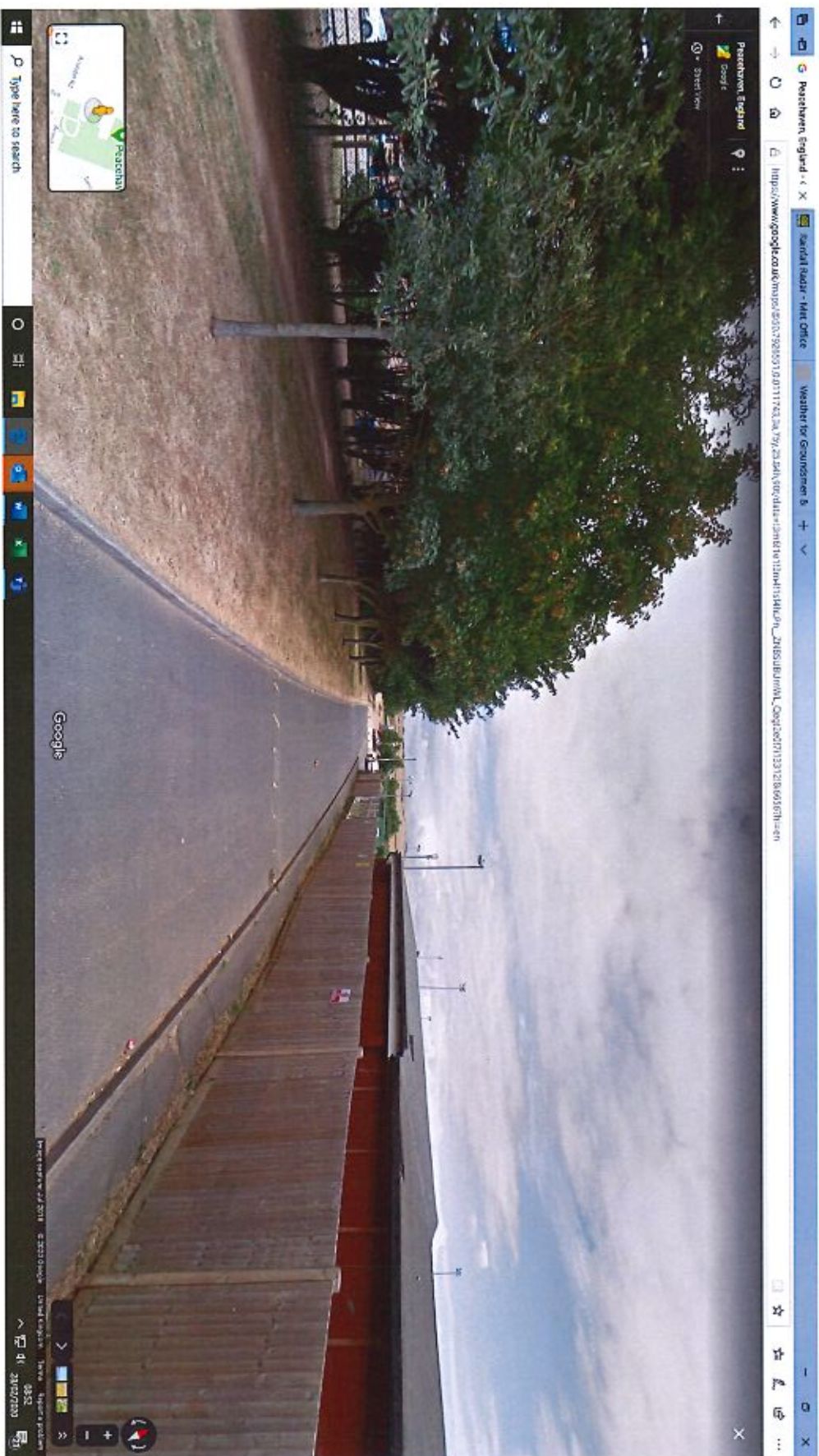
<u>Financial</u>	PTC to apply for CIL funding
<u>Legal</u>	Removing the old path will prevent accidents and possible litigation
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	



### Key

Blue - would be a shorter path to cross back over the road to connect to the path around the car park to the Hub.

Red - path all the way down to the café.





**Agenda Item: LA 408**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: macadam pathway from Flint way to Centenary Park**

**Report Author: Kevin Bray**

**Purpose of Report: To decide to accept a quote and suggest where to allocate funding for the project.**

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**Summary of recommended actions**

1. To decide to employ one of the contractors listed to build a pathway to connect from flint way to Centenary Park

**Introduction**

When we took over the grass areas of the Bovis sites I was flagged that there would need to be some works to improve the access from flint way to Centenary park.

**Background**

The macadam pathway from Flint way stops 12 meters short of the connecting macadam pathway in the park, there is a gap in the fence which has been cut through and pushed aside.

This would have been paid for by the funds given to PTC by Bovis homes when we took over the grass areas of the new estates, this money is now not available.

**Analysis**

The specification for the works was drawn up by the parks officer and include creating the path, making good the fence to create a proper opening and installing a bollard.

Three companies were as asked to quote only to have replied so far if the third quote come in in time I will give a verbal report on it

## Implications

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

<u>Financial</u>	No budget set for this, recommend CIL
<u>Legal</u>	The grass pathway has worn out and has become dangerously slippery
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

## Appendices/Background papers

Quotes were as follows

### **Sussex Driveways**

To construct new footpath from flint way to Centenary Park

#### **Excavations:**

1. Excavate 24 m<sup>2</sup> (12 linear metres long x 2 m wide) to a depth of 175mm and cart away spoils.
2. Remove damaged fencing and cart away.
3. Back fill with dot type 1 100mm thickness.

#### **Edging:**

1. Set in 26 linear metres of path edging to retain tarmac.

#### **Bollard:**

1. Install one recycled bollard, would recommend only one needing to be installed as this will leave you a 1metre opening for pushchair and wheelchair access (as agreed with Kevin Bray at site meeting)

#### **Surfacing:**

1. Lay a base course macadam 20mm DBM 50mm compacted thickness.
2. Surface in 6mm DBM wearing course macadam 25mm compacted thickness.  
*Colour: Black*

**Price: £ 2875.00**

**VAT @ 20% £ 575.00**

**Total: £ 3450.00**

**NB; Should you require any additional bollards; this would be an additional; £120.00 + vat each.**

## South East Driveways

<i>Service: Tarmac Pathway</i>	<b>Total Cost</b>
<ul style="list-style-type: none"><li>• <i>Excavation</i></li><li>• <i>Earth Disposal</i></li><li>• <i>Materials (Type 1, Sharp Sand, Cement, Path Edgings, Kerb Edgings Recycled Bollard &amp; Tarmac)</i></li><li>• <i>Machinery</i></li><li>• <i>Labour</i></li></ul>	<b><u>£2,500</u></b>
	<b>Deposit £1,250</b>
	<b>Remaining to be Paid on Job Completion £1,250</b>

# note they want part payment up front.





**Agenda Item: LA 409**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: Centenary park sand**

**Report Author: Kevin Bray**

**Purpose of Report: To decide how much sand we replace with safety surfacing**

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### **Summary of recommended actions**

1. To decide which areas are replaced with safety surfacing in the Centenary Park play areas.
2. To choose a type of surface.

### **Introduction**

When the playgrounds at Centenary park were created, the design incorporated over 950m<sup>2</sup> of play sand areas within them.

### **Background**

The sand has become an issue, because of the exposed nature of the park we are finding the sand migrates on the wind away from the park and we paid £8000.00 to top up the sand last year. This year's bad weather means a similar cost could be incurred this year.

### **Analysis**

The areas of sand could be reduced without effecting the overall design of the park by choosing the more exposed areas for the sand to be removed and replaced with wet pour type surfacing.

I recommend replacing the three areas of sand under the tyre swing, the climbing frame and the climbing wall/ bank slide<sup>3</sup> on the exposed northern end of the junior playground, this is approximately 370 m<sup>2</sup> of sand this will reduce the amount of sand required each year in the future.

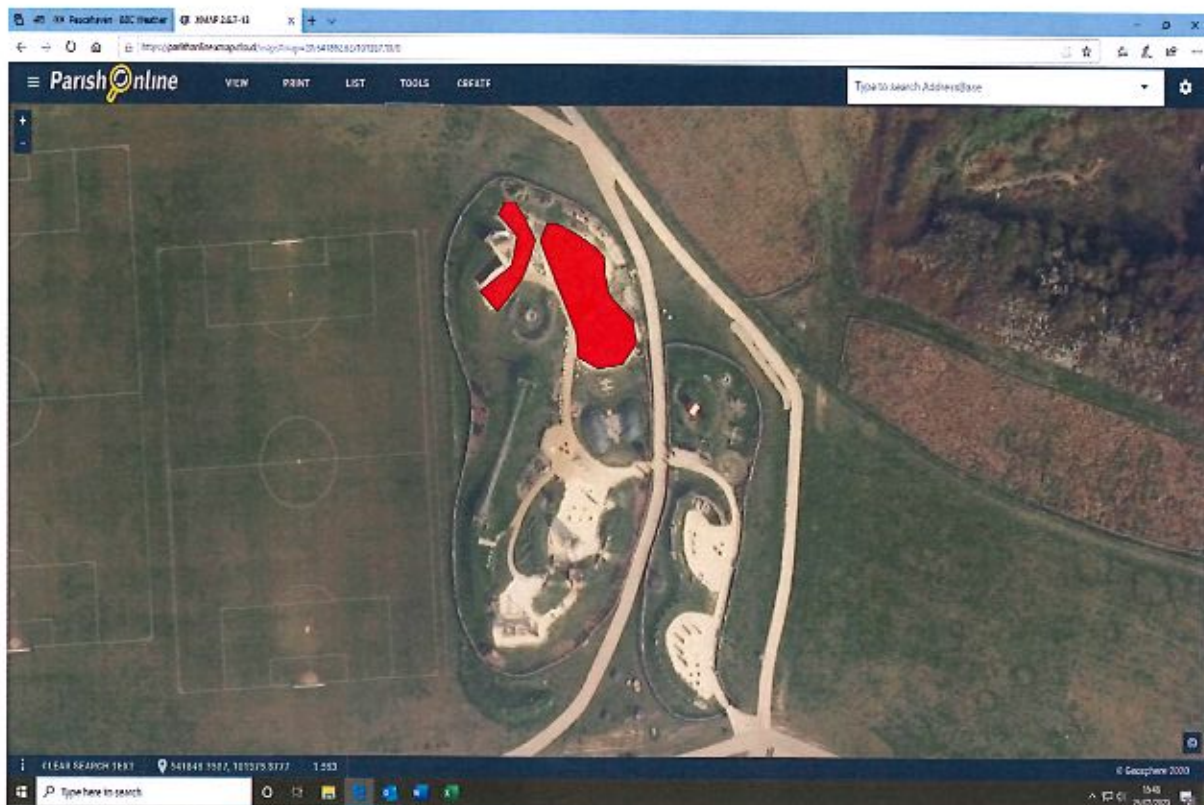
We have been made aware of an outstanding 106 fund held by LDC that has to be spent in the east end of the town which we hope will cover the costs.

## Implications

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

<u>Financial</u>	LDC have moneys available to be used in the east of the town
<u>Legal</u>	
<u>Environmental and sustainability</u>	Spending £8000 a year on sand is not sustainable or cost effective
<u>Crime and disorder</u>	
<u>Climate</u>	

## Appendices/Background papers



**Agenda Item: LA 410**

**Committee: leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: Centenary park football pitch report**

**Report Author: Kevin Bray**

**Purpose of Report: To decide to adopt the recommendations in the report**

---

### **Summary of recommended actions**

1. To decide to carry out the recommended works to the pitches as per the report attached
2. To decide where the works can be funded from and give the permission to book the works in

### **Introduction**

Centenary park was created in 2014/15 and we have two football pitches on the west end of the park, they have always had issues with holding water, this year has meant that since November 2019 one pitch has not been usable and the other pitch has only been in play on three occasions. In comparison the youth pitches have had 7 weeks where they were playable in the period of time.

### **Analysis**

The football Association (FA) have been offering a subsidised site assessment service in conjunction with their Pitch Improvement Plan (PIP) scheme. We asked them to carry out an assessment in December and the report highlighted the issues that are causing the drainage issues.

In layman's terms, there is a compacted layer 200mm below the ground, probably caused by the machines when the pitches were constructed, also the surface levels are poor leaving many dipped areas where water collects.

The recommendations are to deep aerate and follow this with a topdressing of sand to help build up the levels and ameliorate the soil to allow the water to percolate faster through the profile

### **Implications**

Without this works, the councils pitches will become unusable during the wetter months and this will lead to less revenue and possibly teams migrating away from Peacehaven to play football.

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

<u>Financial</u>	106 money can be accessed or used to pay for other budgeted items so money can be available for this.
<u>Legal</u>	
<u>Environmental and sustainability</u>	If the pitches become un-usable, teams will have to travel out of town.
<u>Crime and disorder</u>	n/a
<u>Climate</u>	Teams migrating out of the town causes more pollution.

#### Appendices/Background papers

### FOOTBALL PITCH PROGRAMME REPORT

#### Centenary park

##### History

When Peacehaven town council were asked to take over the big park grass areas, it was highlighted that the football pitches had several issues.

##### The issues were:

- I. The pitches had settled since construction and the area has many parts that puddle and hold water after little rainfall.
- II. There were compaction issues across the whole site meaning that any water does not filtrate through the soil profile fast enough for sports pitches, due to the heavy machinery used during construction.
- III. The topsoil profile had big flint stones (up to 8 inches long) which was dangerous.
- IV. The grass was very long.

##### Now

Lewes District Council and the Big park project agreed to pay for the pitches to be aerated and top-dressed heavily once with sand this cost them approximately £12,000 for just the two pitch areas in 2015.

This did improve the drainage in some of the areas worst affected but since this the pitches have slowly deteriorated becoming more compacted and holding water again, this has led to cancellations of football taking place for 10 weeks from November (approximately 35 games). The pitches now cannot take more than 2 or 3mm of rainfall without puddling and despite hand forking etc the pitches remain too wet to use.

**Agenda Item: LA 411**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: Dell playground update.**

**Report Author: Kevin Bray**

**Purpose of Report: To note**

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### **Summary of recommended actions**

1. To note this Dell update report
2. To arrange for the surveys to be carried out and what form this should take.

### **Introduction**

There is £48,000 held with LDC, allocated to be spent on inclusive play equipment and infrastructure

### **Background**

The S.106 money was meant to pay for the disabled swing already installed at the Dell but that project was completed before gaining permission from LDC, so PTC paid for part of it, with the rest of the funding coming from a donation.

### **Analysis**

I have had a site meeting with Chris Bibb from LDC to ascertain how the £48K could be used, and we came up with the following

- To create a new entrance gate from the south coast road and have a DDA compliant resin bonded pathway down to join the existing resin bonded pathway in the park.
- To include reducing the size of the sand area by removing the dolphin spring equipment, removing the rotten retaining wall, using the sand to top up the rest of the area and putting a new retaining wall, not wooden, moving it 4 meters to give a new area for play equipment of 4m x 5.5m See plan.
- Removing the cone climber and having an inclusive roundabout sited there.
- To include other inclusive play equipment, spring seats and play boards, etc.

PTC will need to carry out a survey of residents and users to ask what they would like the money spent on, to aid the release of the 106 money, this will need to include leaflets to the surrounding houses and the flats above Sainsbury's on the coast road. It would also be prudent to carry out a couple of on-site surveys of users once the plans are drawn up, this could be carried out during the Easter holidays?

## Implications

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

<u>Financial</u>	This should be paid for by 106 money held by LDC
<u>Legal</u>	
<u>Environmental and sustainability</u>	Some areas can be recycled mulch safety surfacing in the areas that have less wear.
<u>Crime and disorder</u>	
<u>Climate</u>	



Key:

Red- proposed pathway

Blue – new retaining wall around the sand area

Yellow – potential equipment places

**Agenda Item: LA 412**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: swing seat replacement.**

**Report Author: Kevin Bray**

**Purpose of Report: to decide**

---

**Summary of recommended actions**

1. To decide to purchase a new nest swing seat and where from.

**Introduction**

The nest swing in the playground at Firle road needs to be replaced

**Background**

The swing away relocated to Firle road when the Centenary park was created but the chains and seat are now worn out.

**Analysis**

Nest swing quotes including chains

From onlineplaygrounds ltd Total **£1077.00+vat**

From NGF Play LTD Total **£1121.30+vat**

From Huck nets LTD Total **£1156.00+vat**

**Implications**

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

<b><u>Financial</u></b>	Cost to come from 2020/21 budget 330/4301 purchase of equipment.
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Climate</u></b>	



**Agenda Item: LA 413**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: café sink replacement**

**Report Author: Kevin Bray**

**Purpose of Report: to decide.**

---

**Summary of recommended actions**

1. To decide which company to use to supply and install the new sink and shelf units at the gateway cafe.

**Introduction**

The gateway café proprietor has highlighted that the sink unit has started to show signs of rot in the wooden parts due to water damage from poor sealant and small leaks

**Background**

The Gateway café is now nearly 6 years old and the kitchen area is showing signs of wear and tear. At a catch up meeting the sink unit was highlighted as a priority to be replaced.

**Analysis**

The costs are as follows, please note two do not come with a tap included.

Commercial catering contracts ltd Total **£2,621.45+vat including mixer taps**

South Coast Catering Equipment Ltd Total **£3,180.00 + vat plus mixer taps**

Catercraft Supplies LTD Total **£2181.00 + vat plus mixer taps**

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### Implications

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

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

### Appendices/Background papers

#### **Commercial catering contracts ltd**

S/Steel Wall bench W/ Sink Doors 1850x610x930mm(h) £ 1,733.33

Deck Mounted Twin Mixer Taps LEVER operated TX-B-30 base with 150mm swivel spout. H: 254mm £ 99.37

S/Steel Wall Bench W/ Void for Fridge 650x610x930mm(h) £320.00

Delivery and positioning of above items to kitchen £100.00

Installation cost £368.75

**Total 2,621.45 + vat**

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#### **South Coast Catering Equipment Ltd**

Single bowl sink unit £1,450.00

Wall bench £250.00

Delivery/installation £950.00

Merchandise £2,650.00 + VAT 20% £530.00

**Total £3,180.00 + vat plus mixer taps**

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#### **Catercraft Supplies LTD**

The 1850 x 610 x 930 sink unit complete with doors is £1500.00 ex vat

The 650 x 610 x 930 wall bench is £276.00 ex vat

Delivery of the units and installation would be an additional £405 ex vat

**Total £2181.00 + vat plus mixer taps**

**Agenda Item: LA 414**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: Bowls club letter**

**Report Author: Kevin Bray**

**Purpose of Report: To consider the contents of the letter.**

---

**Summary of recommended actions**

1. To allow or deny the felling of the evergreen oak (*Quercus ilex*) tree
2. To allow or deny putting in another gate in the fence by the entrance road

**Introduction**

The Bowls club committee have written a letter asking to remove the large tree by their club house and to put in a new entrance gate to the rear of the club house

**Background**

The wooden fence alongside the bowling green and entrance road was erected by the Groundstaff at the request of the club several years ago. They then put in a gate in the end nearest the car park for disabled access and deliveries.

**Analysis**

The tree

This is a large healthy specimen tree which is rare in our town.

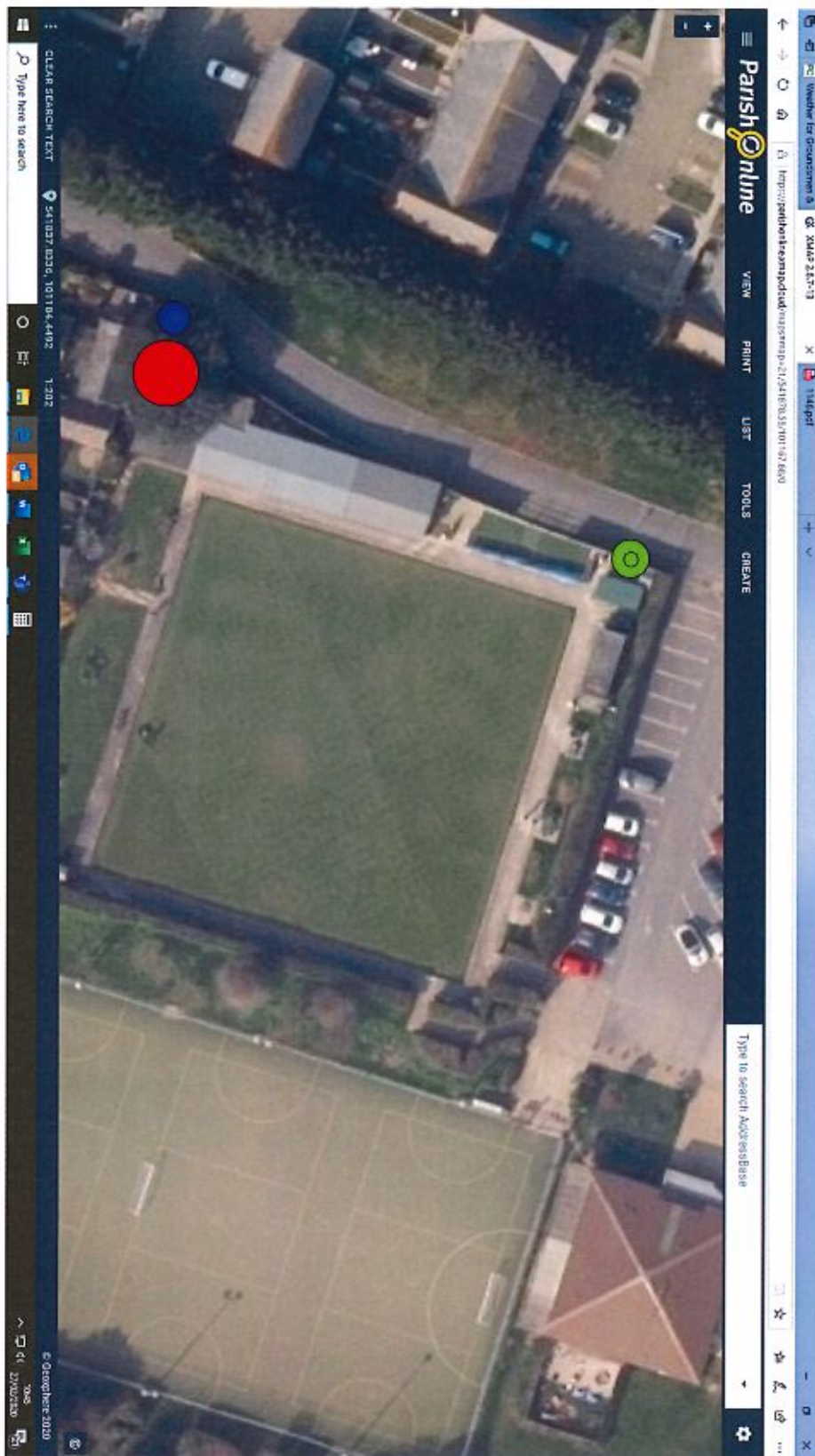
The gate

We need to consider the proposed changes that might take place with the entrance road and pathway reconstruction. Also, if an entrance is placed here will vehicles block the road during deliveries?

**Implications**

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

<b><u>Financial</u></b>	Cost to be supplied from Bowls club.
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Climate</u></b>	



Key

Red – tree

Blue - proposed new gate

Green - current gate

Agenda Item: LA 415

Committee: Leisure, Amenities and Environment

Date: 17/03/2020

Title: Tree planting request

Report Author: Kevin Bray

Purpose of Report: To note

---

### Summary of recommended actions

1. To note the parks officers' recommendations

### Introduction

A resident has asked if we are planning to plant trees around the town could we consider planting them behind her property at 2 Abbey close, to reduce the road noise

### Background

The area is in Foxhill and already has one tree on this verge.

### Analysis

The area is surrounded by houses and planting any tree which would grow significantly to help disperse road noise could lead to complaints of causing shading and overhanging branches in the future. There are also a number of drain covers on the grass verge indicating underground services etc.

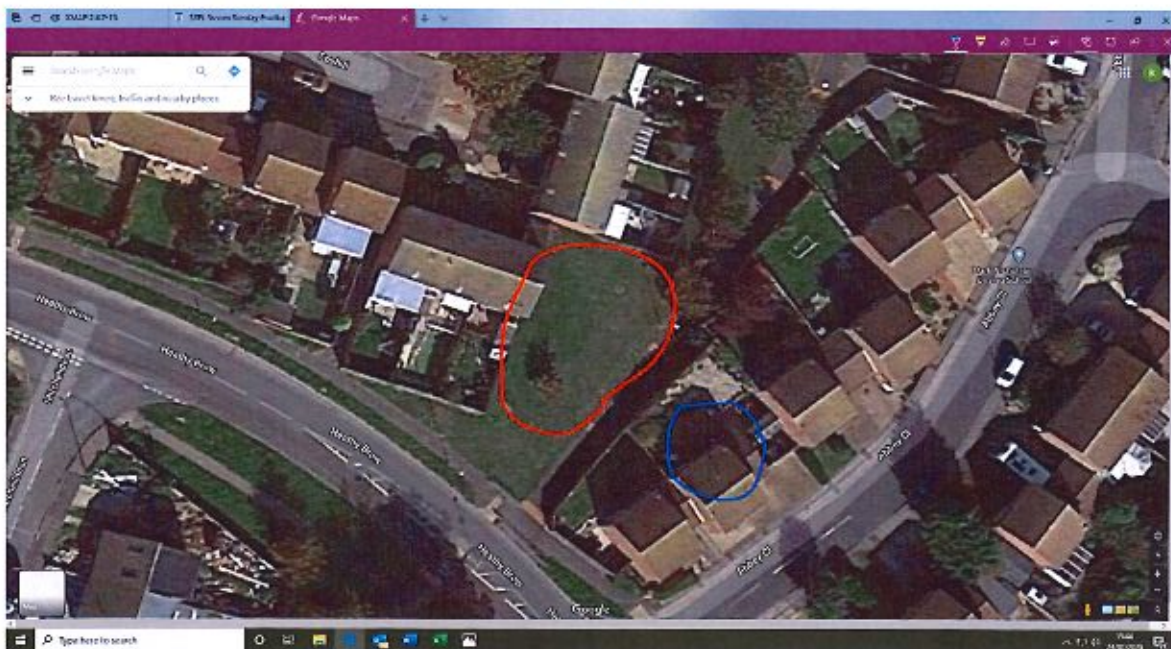
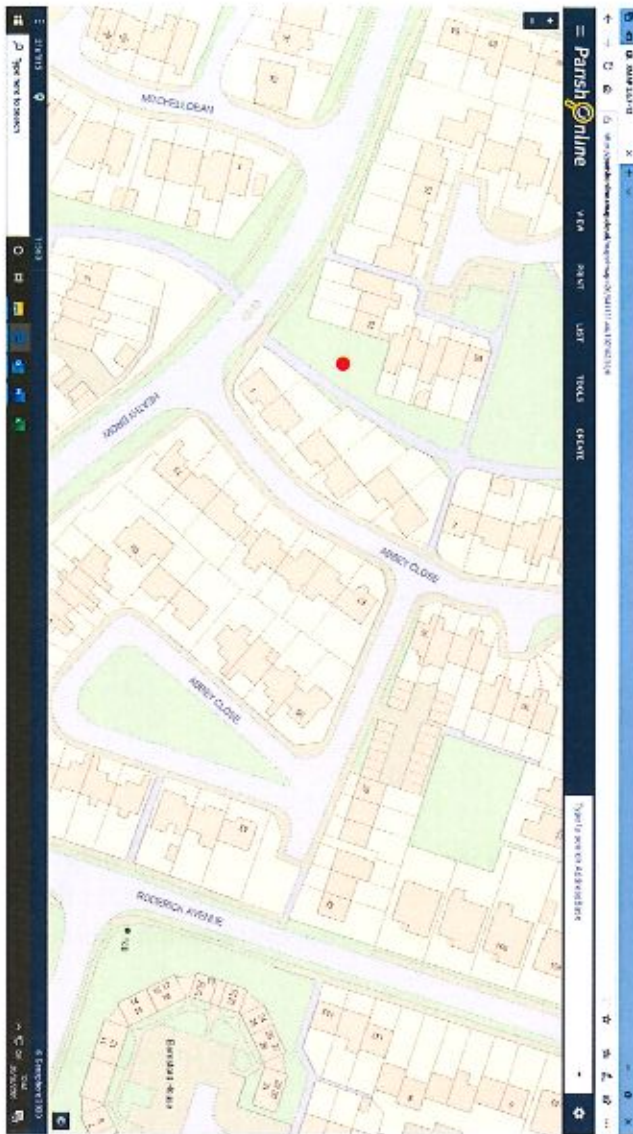
Due to the above factors it is recommended that we do not plant any more trees in the area but do look at replacing existing trees if they die or are damaged in the future.

### 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>	When trees mature they could become unneighbourly and roots could affect the drains.
<u>Crime and disorder</u>	n/a
<u>Climate</u>	n/a

## Appendices/Background papers



Orange – requested area for planting

Blue- house

**Agenda Item: LA 416**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: sewage pump replacement**

**Report Author: Kevin Bray**

**Purpose of Report: to recommend**

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**Summary of recommended actions**

1. To recommend replacing the sewage pumps at Centenary park
2. To recommend using CIL funds for this.

**Introduction**

The sports park was created in the late 1970's and to remove sewage a pump and back up pump are required to get the waste up to Arundel road.

**Background**

Every year we have Arun Pumps service and upkeep the pumps, over the last few years due to the extra waste produced by the café and toilets built during the big park construction, the engineers recommended replacing the pumps when the big park was created but no funding was allocated.

The service in February 2020 again highlighted that the pumps, when tested, are now reading very poorly and this could lead to them failing soon

**Analysis**

Arun pumps have provided a cost for like for like replacement and for a different make of pump slightly cheaper.

To replace like for like **£5492.00+ vat**

With a cheaper make **£4622.00 + vat**

### Implications

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

<u>Financial</u>	No budget set for this but 106 moneys could be used to fulfil this cost.
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

### Appendices/Background papers

5492.00

**Agenda Item: LA417**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: Green waste disposal**

**Report Author: Kevin Bray**

**Purpose of Report: To note**

---

**Summary of recommended actions**

1. To note this report for future reference.

**Introduction**

PTC produces green waste when hedge and tree cutting.

**Background**

Currently we dispose of our green waste at the Biogen beddingham waste site, taking truck loads at a time. Biogen have decided to halt all smaller loads being dropped at their sites with immediate effect. The nearest green waste disposal site is now in Isfield.

**Analysis**

Driving to Isfield is not practical on a regular basis so it is recommended that PTC invest in a chipper which will produce mulch which will be reused on the shrub beds

The type of chipper will depend on research looking at different types and recommendations from the industry and because of the low usage from us a refurbished machine should be considered.

A refurbished model would be in the region of £10,000 or a new model £24,000 and this could be funded using 106 moneys vire from within budgets.

### Implications

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

<u>Financial</u>	The cost of a chipper, funding to be confirmed, 106 money could be used.
<u>Legal</u>	
<u>Environmental and sustainability</u>	Recycling the mulch is a sustainable use of cuttings
<u>Crime and disorder</u>	
<u>Climate</u>	Driving to Isfield will produce unnecessary emissions

### Appendices/Background papers

**Agenda Item: LA 418**

**Committee: Leisure, Amenities and Environment.**

**Date: 17<sup>th</sup> of March 2020**

**Title: The Dell CIL Bid Project Update**

**Report Author: Cllr. Griffiths**

**Purpose of Report: To Note report & agree to inform adjacent Residents of the project**

---

#### **Summary of recommended actions**

1. To note that funding has been sought from the Sea-Change Coastal Fountain Fund for £2000 towards the cost of the Water Refill Station at the Dell
2. To note that the SDNP Ranger has agreed to fund the wildflower planting near the play area as a project with local school children.
3. To agree that the Town Clerk writes a letter to the nearby residents to notify them of the proposed project.

#### **Introduction**

The Dell CIL Bid was first discussed at the Leisure, Amenities & Environment Committee of 21<sup>st</sup> January 2020

#### **Background**

Peacehaven Town Council have declared a climate emergency and have committed to reducing net carbon emissions to zero by 2030. These projects will contribute to this target.

#### **Analysis**

Items 1 & 2 will improve the biodiversity of the Dell, offset carbon emissions and reduce waste. It will also be partly funded by other organisations and provide for partnership working and enhance the education of our children.

Item 3 will keep residents informed of development in the Dell.

## Implications

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

<b><u>Financial</u></b>	LDC CIL bid, Grant funding, SDNP funding, PTC CIL fund
<b><u>Legal</u></b>	<p>The Paris Agreement is an agreement within the United Nations Framework Convention on Climate Change, dealing with greenhouse-gas-emissions mitigation, adaptation, and finance, signed in 2016 by the UK Government.</p> <p><a href="https://unfccc.int/process-and-meetings/the-paris-agreement/what-is-the-paris-agreement">https://unfccc.int/process-and-meetings/the-paris-agreement/what-is-the-paris-agreement</a></p>
<b><u>Environmental and sustainability</u></b>	<ol style="list-style-type: none"><li>1. The water refill station will reduce the amount of single use plastic and therefore less CO<sup>2</sup> It will also reduce the amount of plastic litter and remove the need to dispose of it in either landfill or incineration.</li><li>2. Wildflower planting will be carried out by school children who will learn about the environment and carry this forward to their children. Wildflowers will improve biodiversity by attracting insects and birds.</li><li>3. Informing residents will encourage them protect the wildflowers.</li></ol>
<b><u>Crime and disorder</u></b>	None
<b><u>Climate</u></b>	Reduced levels of CO <sup>2</sup> that will contribute towards meeting the councils carbon target by 2030.

**Agenda Item: LA 419**

**Committee: Leisure, Amenities and Environment.**

**Date: 17<sup>th</sup> March 2020**

**Title: Community Noticeboard at the Dell**

**Report Author: Cllr. Griffiths**

**Purpose of Report: For Committee Decision**

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### **Summary of recommended actions**

1. To agree to position a Community Noticeboard in the picnic area at the Dell (near the cafe)
2. To agree that it is included in The Dell CIL bid

### **Introduction**

On the 21<sup>st</sup> of January the Leisure, Amenities & Environment committee decided that the suggested site for a Community Noticeboard was not acceptable because of the strong winds across the Dell. Since then an alternative site has been identified in the picnic area beside the now closed cafe.

### **Background**

The need for Community Noticeboards was raised at The Havens Community Network.

### **Analysis**

The new site is sheltered from the prevailing wind by hedging on two sides and the cafe building to the east.

The noticeboard will provide local organisations with another way to communicate their existence and their events.

The noticeboard will provide a way of providing information to more residents.

### **Implications**

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

<b><u>Financial</u></b>	CIL bid & PTC CIL money
<b><u>Legal</u></b>	None
<b><u>Environmental and sustainability</u></b>	The notice board will be made from environmentally friendly materials that are long lasting and durable given the extreme climate location.
<b><u>Crime and disorder</u></b>	None – Notice board should be as vandal proof as possible.
<b><u>Climate</u></b>	Material used should be long lasting and durable and will require minimal maintenance e.g. recycled plastic.



**Agenda Item: LA 420**

**Committee: LESUIRE, AMENITIES & ENVIRONMENT**

**Date: 17/03/20**

**Title: FURTHER BANNER BOARD AT THE DELL**

**Report Author: Matt Gunn**

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**Summary of recommended actions**

- a- To Confirm the purchase of a second banner board at the dell
- b- To Confirm the location of a new banner board

**Introduction**

Currently we have one banner board at the Dell that fits two large 455cm width X 82.5cm Height banners.

**Background**

The Banner Board is completely booked for the whole of 2020.

We are receiving extremely high demand from new customers that we currently have to turn away, as we do not have enough space in the diary to have their banners up on the board.

It is also becoming increasingly difficult to fit our own event banners onto the board as the diary is so packed.

An additional banner board would both be a useful and profitable investment

**Analysis**

**The estimated cost:** is around £1000 to £1500

**Potential Income based on two banners per:** monthly £288 Yearly £3,456

**Payback Period:**

14 weeks based on banner board costing £1000

21 weeks based on banner board costing £1500

## Implications

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

<u>Financial</u>	Cost of installation of the board
<u>Legal</u>	ESCC would have to be notified
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	Vandalism possible but unlikely
<u>Climate</u>	



**Agenda Item: LA 421**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: Hub working party report**

**Report Author: Kevin Bray**

**Purpose of Report: To note**

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**Summary of recommended actions**

1. To note this report

**Introduction**

The hub working party has been formed to look at the long-term future of the Hub and to keep the building in a usable condition until a plan is finalised.

**Background**

The building called the hub previously the sports park pavilion has been gradually deteriorating since it was built in the early 1980's. The Gas Boiler is 40 years old now and is expensive to keep in a working order, the roof has leaked for many years and a suitable solution has yet to be found.

**Notes of the Working Party**

*Notes of the Hub working party from Wednesday 5<sup>th</sup> February 2020 4pm*

*Members of the working party Cllr Griffiths, Cllr Seabrook, Cllr Simmons, Cllr Symonds, Cllr Paul and Kevin Bray.*

***In attendance:*** Cllr Griffiths, Cllr Seabrook, Cllr Paul, Kevin Bray

***Apologies:*** Cllr Simmons and Cllr Symonds other commitments.

*The Working Party met at the Hub and discussed various subjects regarding the future of the building, it was resolved to discuss these at a future meeting and to concentrate on what needed work now.*

*Works that are to be done*

- *Repaint the hall to match the light grey wall on the eastern end of the building up to the height of the bi-fold doors, with all gloss paint to be a dark grey to match the colour of the new bi-fold doors.*

- To repaint the cubicles in the toilets Blue, walls to remain magnolia and investigate a floor paint to cover the toilets preferred colour to be blue.

*(The above works are to be added to the handyman's works list to be done during school holiday times this year)*

- To repair and clean out the guttering (this is now in stock and will be erected over the next month)
- To order grey blinds for the side window and doors (a supplier has been chosen and we are awaiting a return visit to finalise sizes and colour).

*It was agreed that Mr. Duncan Baker- Brown should be invited to share his ideas about sustainable buildings.*

*The meeting ended at 4.55pm*

### **Implications**

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

<b><u>Financial</u></b>	Cost from within the set budget
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	To be looked at in any future plans
<b><u>Crime and disorder</u></b>	
<b><u>Climate</u></b>	

I was contacted by the FA, who have a scheme called "pitch improvement plan" (PIP), they came out to carry out a survey of the all pitches that PTC look after. The results of this are the pitches have drainage issues due to compaction and the soils profile being poor.

I will be writing a separate report for the football club to see if they want to improve their pitch, as they pay for any works carried out. The PTC 11v11 pitches on Centenary park have serious drainage issues which are forcing our hirers to cancel games and find other pitches to use thus we lose out on revenue.

It is recommended that the pitches need to have the following actions:

***Employ contractors to***

Immediately to relieve the severe compaction, shatter the soil profile using a decompaction machine across the whole area between the playgrounds and the skate park in March/ April  
**cost £995.00**

**1<sup>st</sup> year's programme 2020/21**

***Employ contractors to***

End of the season aerate with a vertidrain machine and top-dress with 60 tonnes of silica sand on each pitch, heavy dressing in the worst areas that hold the water and brush the sand into the holes, **cost £9,500.00.**

***In house***

To over seed the football pitches@35gm/m2 is a normal end of season practice

**Total cost for 1<sup>st</sup> years' work- £10,500.00**

*We would then monitor the pitches to evaluate if a repeat of the work is required*

**2<sup>nd</sup> year's programme 2021/22 (if needed)**

End of the season aerate with a vertidrain machine and top-dress with 60 tonnes of silica sand on each pitch, heavy dressing in the worst areas that hold the water and brush the sand into the holes, **cost £10,000** in 2021

**3<sup>rd</sup> year's programme 2022/23 (if needed)**

If the pitches are still having issues, then repeat the previous year's programme at the end of the season if not revert to normal practices at the end of the season.

IOGIFA PQS Table - Football Pitch - Mid Season - 1st Visit							
PeacehavenTC Big Park site		Pitch Location			Indicative Grading Results		
Assessment Criteria		Unit	Goal Mouth (1)	Centre Circle	Goal Mouth (2)	Median	PQS Grade
1	Length of grass	mm	35	35	35	35	Advanced
2	Total grass cover	%	65	70	65	65	Basic
3	Desirable grasses	%	65	60	65	65	Good
4	Weeds	%	2	2	2	2	High
5	Pests & Diseases	%	5	5	5	5	Advanced
6	Thatch	mm	10	10	10	10	Good
7	Root depth	mm	140	140	140	140	High
8	Growing Medium	mm	200	200	200	200	High
9	Pitch surface levels	mm	50	30	35	35	Poor
10	Compaction	PSI					Below Standard
11	Goal posts	Vis					Compliant
12	Line Marking	Vis					Standard
13	Surface debris	%					Standard
14	Pitch Usage	%					Standard
Performance Quality Standard:		Good					
FACS Threshold Standard		Threshold for Total Grass Cover Achieved					

In addition to this a **Yearly decompaction programme** should be implemented using either a Vertidrain or a linier decompactor type of machine on all the other pitches, to break up the compaction layer 200mm below the surface (it is recommended that **all** pitches have this carried out once a year in October) cost approximately **£2000.00 per annum**, We would monitor the amount of cancelled games to show the improvements.

## Funding

If the works programme was adopted it would have to be funded from the money that we have received from the Chalker's rise development as we do not have this in the maintenance budget,

There is also another £10k fund from Chalker's rise held by LDC (this is paid yearly to LDC for ten years), this is ring fenced to be used for maintenance of Centenary park. I put the works programme to Chris Bibb at LDC and he was adamant that, as the issue was an ongoing problem from the construction this could not be used directly to fund the work, the fund was aimed at tackling the extra footfall on the park from the development. The money can however be used to purchase machinery, pay for staffing, new bins, benches car park extending, etc that are used across the whole site, which we will investigate further.

### *Quotes received*

*To Earthquake just the big park pitches*

*SGC Ltd **£1,200.00***

*Rigby Taylor Ltd **£995.00***

*To vertidrain and top-dress with 60 tonnes of silica sand*

*Rigby Taylor **£3912.00 per pitch.***

*To note- it was also suggested we employ a terralift machine to deep aerate just the worst areas of compaction which hold the most water this would cost £2500.00 as a one off, I feel this might only be looked at if the works programme fails to sort out the issues.*

*To note- the PIP report also recommended we update our machinery to include a Sisis quadraplay type unit which will carry out up to 4 operations in one pass brushing, shallow slitting, raking and rolling saving time and money. The cost of a used model is between up to £4,000.00 and new from £8,000.00 this would be added to our future machinery purchase programme, there are cheaper alternatives.*

The full report can be sent to anyone wishing to look at it.



Agenda Item: LA 422

Committee: Leisure, Amenities and Environment.

Date: 17<sup>th</sup> March 2020

Title: The Hub Working Group Terms of Reference

Report Author: Cllr. Griffiths

Purpose of Report: To discuss

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### Summary of recommended actions

To agree the Terms of reference.

### Introduction

The Terms of Reference create the parameters in which the Working group will operate.

### Background

The Hub Working Group was set up by the L,A & E Committee on the 9<sup>th</sup> of November 2019 to focus work to improve the Hub and to look at possible options for the future in line with PTC's commitment to becoming carbon neutral by 2030.

### Analysis

Proposed Terms of Reference

1. Identify and agree the short-term maintenance requirements of The Hub
2. Consult with users and potential users of the building on future requirements
3. Create user specification and seek expert advice while complying with Council policies and obligations.
4. Procure designs to meet the new specifications with options and costs.
5. Take all options to the Leisure, Amenities & Environment Committee

### Implications

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

<u>Financial</u>	Architects fees will need to be agreed by Council before proceeding to step 3.
<u>Legal</u>	Building regulations, planning permission & climate legislation.
<u>Environmental and sustainability</u>	Any new building will need to meet the requirements of the climate emergency declaration.
<u>Crime and disorder</u>	Crime prevention measures to be considered in the design
<u>Climate</u>	To aim for a net zero carbon building



**Agenda Item: LA 423**

**Committee: Leisure Amenities and Environment**

**Date: 17/03/2020**

**Title: Project list**

**Report Author: Kevin Bray**

**Purpose of Report: To prioritise the list of works outstanding**

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**Summary of recommended actions**

1. To prioritise works that are urgently needed and to create a wish list of work for the future.

**Introduction**

We have a long list of work required around our parks, we cannot do all of them at the same time so we need to prioritise the list and put some items on a wish list for the future, that way the parks officer can allocate resources efficiently.

**Background**

The list includes some items which were not completed by the big parks project.

**Analysis**

Prioritising the list will allow the parks officer to concentrate on the more urgent tasks/items.

**Implications**

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

<b><u>Financial</u></b>	Some items will be included in future CIL bids others will come from 106 contributions.
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Climate</u></b>	

### Appendices/Background papers

List of works that are required in Peacehaven compiled by Kevin Bray not in any order of priority.

#### **Centenary park.**

- a) Café sliding door refurbishment
- b) The main pathway from the height barrier to the car park to be brought up to DDA compliance or upgrading the bridle pathway and extending the width of the road to 5 meters.
- c) The unfinished pathway and entrance to the park from flint way (a site visit by Sussex driveways is due next week to give an idea of the cost)
- d) The football pitches aeration and topdressing with sand (they have been waterlogged and unusable for 10 weeks leading to the clubs finding other venues to use)
- e) Bowls club pathway.
- f) Extending the over-flow car parking and stopping vehicle access onto the park. (plans to be drawn up and contractors to be approached)
- g) Increasing the height of wire fence attached to the wooden the play area fences to stop dog entering the areas.
- h) Fence replacement alongside the Bovis estate east end of the park (to prevent vehicle access on to the big park)
- i) The café forecourt, to remove the grass and block pave the area.
- j) Preventing Motorcycle access to the park (improving entrances to help prevent this)
- k) 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*)
- l) A new Kick about/ basketball area for youths? (funded by 106 money if there is no 3G pitch on football)
- m) Outside Toilet upgrade (to solve blocking up issues)
- n) Renewing the sewage pumps (40 years old now) quote
- o) Topping up the breedon sand on the overflow carpark
- p) Removing the grass overflow carpark and slabbing, then extending the breedon sand area to cover this (this has been suggested).
- q) Repairing the washed away paths around the park.
- r) New fencing for the MUGA courts
- s) Cycle paths through the park lighting etc
- t) The Hub and its surrounding land.

## Approved works in **Centenary Park**

- a) The Hub, guttering and blinds (handyman ordering)
- b) Café sink unit replacement (awaiting as price)
- c) Café light repairs (awaiting cost from contractor)

## **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.

## **Green gym**

- a) Replace gates (not compliant)
- b) Re-surfacing the area to allow winter use? (this has been requested by users of the gym)

## **Epinay Park**

- a) Retaining posts rotting around the park.
- 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



**Agenda Item: LA 424**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: Staff update**

**Report Author: Kevin Bray**

**Purpose of Report: To note**

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**Summary of recommended actions**

1. To note that a new member of the Groundstaff team will be starting work soon on a 6-month probationary period.

**Introduction**

The new member of staff comes from a background working with local authorities and the national trust.

**Background**

The need for a new member of staff is because a team member left PTC in December 2019

**Analysis**

We had 70 applications for the position and the parks officer reduced this to 4 people who were qualified to do the job, interviews were carried out by the Town clerk, Cllr Seabrook and the Parks officer, the job was offered to one applicant, who decided not to take the offer up, so it was offered to the next person, who accepted.

**Implications**

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

<b><u>Financial</u></b>	Within budgets set.
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Climate</u></b>	



# LA 425 - Leisure, Amenities and Environment Committee – Project updates

## Month March 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	New idea of using the bridle path as main entrance path into the park. Work would still be needed on the roadway.		Report on this agenda	K Bray	CIL	Specification needs to be written so we can obtain 3 quotes
Lease/licences	September 2019	Letters sent to the Football club and cats club, meeting to take place soon.	Spring 2020	Policy and finance	Town clerk		Policy committee want zero cost to the council.

Hub	2019	Painting and gutter works to be carried out by the Handyman. New blinds have been ordered		Working party	K Bray	In budget	
Dell playground	Sept 2019	£48K from 106 to be spent on inclusive play equipment and infrastructure		Report on this agenda	K Bray	106 contributions	Awaiting plans from 3 companies
Dell wildflower project		To create a wildflower area in the Dell.		Report on this agenda	Cllr Griffiths	CIL	
Over-flow parking at the Centenary park	2019	Plans to be drawn up to gain permissions to cross the bridle path and erect gateways	2019		Kevin Bray	Big park	On the list for prioritising
Groundsman's new accommodation	Spring 2018	Mr Poplett has estimated the new shed will be ready in April	16 <sup>th</sup> Jan 2019		Kevin Bray	L and A budget	Still awaiting services to be connected to the building.
Sports park fence replacement	Sept 2019	R J Meekers contracted to carry out the work	Dec 2019	Jan 2020	Kevin Bray	CIL	<b>Completed</b>

**Agenda Item: LA426**

**Committee: Leisure, Amenities and Environment**

**Date: 17/03/2020**

**Title: works update**

**Report Author: Kevin Bray**

**Purpose of Report: to note**

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#### Summary of recommended actions

- To note this report

#### Introduction

A list of extra works carried out above the usual maintenance tasks by the Groundstaff/handyman since the last meeting.

#### Analysis

- Two gates fitted at Firle road play area
- Fence repairs at Coney furlong
- Fence repairs at Epinay park
- Replace wooden gate damaged by the wind in the dell playground
- Erecting a new work bench in the new Groundstaff accommodation.
- Install refurbished bench in Cavell avenue

