



PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 23rd June 2020 at 7.30pm

Present: 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, Kevin Bray (Parks Officer), Tony Allen (Town Clerk), Victoria Onis (Admin Officer).

In Attendance: Jan Knowlson re. Item LA448.

LA 439 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

LA 440 PUBLIC QUESTION TIME

It was agreed to suspend Standing Orders to allow Ms Knowlson to speak on Item LA448.

LA 441 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr J Harris; technical problems connecting with the meeting.

LA 442 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

LA 443 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 12th MAY 2020

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

LA 444 FINANCE UPDATES

The finance reports were noted.

LA 445 FLINT WAY PATH FUNDING

Following previous discussions by the Committee, it was noted that this funding would come from S.106 monies.

LA 446 BEES

The Parks Officer's report was noted and discussed.

It was noted that 2m high netting is recommended to make the bees take a higher flight path to the hive; Parks Officer to follow this up with the owner.

The Parks Officer reported that the owner had been asked to display a notice giving contact details in case of problems with the bees.

It was noted that the bees had swarmed this year and that there had been no more reported incidents.

LA 447 TREE WARDENS

The Parks Officer's report was noted and discussed.

Cllr Gallagher reported that residents in Telscombe had set up a Tree Wardens volunteer group, which has had meetings with James Newmarsh (ESCC), but its operations have been curtailed by the COVID-19 restrictions.

It was agreed to engage with this group once the circumstances allow.

LA 448 MANAGEMENT OF WILDFLOWER AREAS AT THE DELL

The Chairman introduced her report and noted that the four designated areas had been agreed by the Committee and ratified by Council and that the Committee now needs to consider how to manage these areas, up to and including the sowing of the seeds and then their ongoing maintenance.

It was resolved, by majority, that the 'yellow, blue & brown areas' should be left to self-seed and then cut/raked in the autumn, with any areas that are purely grass scarified if necessary. This to be followed by appropriate seeding for each of these areas, as per the Chairman's report.

For the 'orange area' there was an extensive discussion about the proposed use of the 'hot foam' method as a one-off means of removing the unwanted dominant plant species, to allow more successful seeding of this area with wildflowers.

Cllr Gallagher spoke about the importance of sensitively managing The Dell area, noting its proximity to SSSI designated areas and that the cliff top is part-owned by LDC.

Ms Knowlson reported on the use of the hot foam method and alternatives, noting that a management plan for the area will be forthcoming.

Concerns were also expressed about the costs of using the hot foam process and the many unknown factors about this relatively new process.

It was resolved to do nothing to the 'orange area' apart from hand cutting the barley grass before it seeds.

LA 449 TOILET OPENING

The Parks Officer's report was noted.

The Clerk reported on emerging Government relaxation of COVID-19 restrictions and that the final risk assessment will be carried out on the 26th June 2020, with the aim of reopening the toilets from 29th June 2020.

LA 450 OUTDOOR ACTIVITY POLICY

The Parks Officer's report was noted and discussed.

This policy, adopted in September 2019, was discussed along with appropriate charging and recent requests for the use of outdoor space by regular hirers of The Hub during the COVID-19 restrictions.

It was resolved that existing regular hirers of The Hub will be allowed to use the outdoor space, without the need to sign an additional agreement and the need to pay any fees; subject to appropriate insurance and risk assessment being in place.

It was resolved to review the current policy.

LA 451 LAKE PARK POND REPORT

Cllr Seabrook's report was noted and discussed.

LA 452 HOWARD PARK WILDFLOWERS

Cllr Seabrook's report was noted and discussed.

Cllr Seabrook noted that the 'purple area' shown on the plan was a wildflower area in 2016, but that this has reduced significantly as the area has been left unmanaged and spoilt by rabbit burrowing and by human activity; it has not been mown for some time.

It was agreed to leave the area as it is and inspect it again in the autumn.

LA 453 PROJECT UPDATES

The Parks Officer's report was noted and discussed.

The Parks Officer highlighted the following:-

- The new sliding door for the Gateway Café will be fitted in early July 2020.
- A response is still awaited from the supplier of the new kitchen sink unit for the Gateway Café.
- A company will be on-site on the 26th June 2020 to look at the replacement of the sewage pumps and to provide a quote.

- Gateway Café CCTV inspection report. Rodents have eaten through a lot of the cabling; three cameras need replacing along with extensive rewiring. A quote has been received and other quotes will be sought. The working cameras can now be viewed remotely. A full report will be provided for the next meeting of the Committee.
- Dog proof fencing around the play areas is being repaired.

The Clerk noted that children's play areas will be opened in-line with Government guidelines; it is difficult to see how social distancing will be maintained.

LA 454 WORKS UPDATES

The Parks Officer's report was noted.

Caretaking staff are being used to supplement the Grounds Team.

LA 455 TO CONFIRM DATE OF NEXT MEETING AS THE 15TH SEPTEMBER 2020

It was agreed that the next meeting of the Committee could be held earlier if required.

There being no further business, the meeting closed at 20:40.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Sports Park							
1025 Rent & Service Charge	8,090	15,000	6,911			53.9%	
1039 S/P Cats	(1,000)	3,600	4,600			(27.8%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	(143)	2,500	2,643			(5.7%)	
1061 S/P Court Hire	(103)	5,300	5,403			(2.0%)	
Sports Park :- Income	11,093	30,700	19,607			36.1%	0
4101 Repair/Alteration of Premises	114	0	(114)		(114)	0.0%	
4111 Electricity	32	6,000	5,968		5,968	0.5%	
4131 Rates	1,172	0	(1,172)		(1,172)	0.0%	
4141 Water Services	336	3,500	3,164		3,164	9.6%	
4161 Cleaning Costs	1,218	7,300	6,082		6,082	16.7%	
4164 Trade Refuse	1,084	4,500	3,416		3,416	24.1%	
4171 Grounds Maintenance Costs	3,469	7,800	4,331		4,331	44.5%	
Sports Park :- Indirect Expenditure	7,424	29,100	21,676	0	21,676	25.5%	0
Net Income over Expenditure	3,669	1,600	(2,069)				
315 Big Park							
4101 Repair/Alteration of Premises	3,807	0	(3,807)		(3,807)	0.0%	10,000
4111 Electricity	96	0	(96)		(96)	0.0%	
4121 Rents	6,400	12,000	5,600		5,600	53.3%	
4131 Rates	501	2,500	1,999		1,999	20.0%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	350	1,000	650		650	35.0%	
4173 Fertilisers & Grass Seed	1,400	4,750	3,350		3,350	29.5%	
4303 Machinery Mtce/Lease	0	4,500	4,500		4,500	0.0%	
Big Park :- Indirect Expenditure	12,554	25,250	12,696	0	12,696	49.7%	10,000
Net Expenditure	(12,554)	(25,250)	(12,696)				
6000 plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	(2,554)						
316 Gateway Cafe							
1025 Rent & Service Charge	1,529	8,480	6,951			18.0%	
Gateway Cafe :- Income	1,529	8,480	6,951			18.0%	0
4101 Repair/Alteration of Premises	90	0	(90)		(90)	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	90	900	810	0	810	10.0%	0
Net Income over Expenditure	1,439	7,580	6,141				

Detailed Income & Expenditure by Budget Heading 01/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320 Play Areas							
4101 Repair/Alteration of Premises	47	0	(47)		(47)	0.0%	
Play Areas :- Indirect Expenditure	<u>47</u>	<u>0</u>	<u>(47)</u>	<u>0</u>	<u>(47)</u>		<u>0</u>
Net Expenditure	<u>(47)</u>	<u>0</u>	<u>47</u>				
330 Amenity Area							
1044 Hire of the Dell	1,140	5,000	3,860			22.8%	
1050 Allotment Rent	20	1,950	1,930			1.0%	
Amenity Area :- Income	<u>1,160</u>	<u>6,950</u>	<u>5,790</u>			<u>16.7%</u>	<u>0</u>
4104 Vandalism Repairs	0	5,000	5,000		5,000	0.0%	
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%	
Amenity Area :- Direct Expenditure	<u>38</u>	<u>15,500</u>	<u>15,462</u>	<u>0</u>	<u>15,462</u>	<u>0.2%</u>	<u>0</u>
4101 Repair/Alteration of Premises	15	4,710	4,695		4,695	0.3%	
4141 Water Services	0	1,750	1,750		1,750	0.0%	
4164 Trade Refuse	78	2,500	2,422		2,422	3.1%	
4171 Grounds Maintenance Costs	1,356	10,000	8,644		8,644	13.6%	
4301 Purchase of Furniture/Equipmen	(193)	3,000	3,193		3,193	(6.4%)	
Amenity Area :- Indirect Expenditure	<u>1,257</u>	<u>21,960</u>	<u>20,703</u>	<u>0</u>	<u>20,703</u>	<u>5.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(135)</u>	<u>(30,510)</u>	<u>(30,375)</u>				
355 The Hub							
1084 Sports Pavilion	1,509	16,000	14,491			9.4%	
The Hub :- Income	<u>1,509</u>	<u>16,000</u>	<u>14,491</u>			<u>9.4%</u>	<u>0</u>
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
4101 Repair/Alteration of Premises	206	0	(206)		(206)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	109	1,500	1,391		1,391	7.3%	
4112 Gas	0	1,500	1,500		1,500	0.0%	
4131 Rates	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	177	4,000	3,823		3,823	4.4%	
The Hub :- Indirect Expenditure	<u>492</u>	<u>9,500</u>	<u>9,008</u>	<u>0</u>	<u>9,008</u>	<u>5.2%</u>	<u>0</u>
Net Income over Expenditure	<u>1,017</u>	<u>6,000</u>	<u>4,983</u>				

02/09/2020

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Detailed Income & Expenditure by Budget Heading 01/09/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	15,291	62,130	46,839			24.6%	
Expenditure	21,902	102,710	80,808	0	80,808	21.3%	
Net Income over Expenditure	<u>(6,611)</u>	<u>(40,580)</u>	<u>(33,969)</u>				
plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	<u>3,389</u>						

Agenda Item: LA 462

Committee: Leisure, Amenities and Environment

Date: 15th September 2020

Title: Update the terms of reference

Report Author: Kevin Bray

Purpose of Report: To edit the TOR for the L, A&E committee

Summary of recommended actions#

1. To discuss and ratify the TOR and recommend the updated terms of reference to full council.

Introduction

The committee are asked to update the terms of reference of the L, A&E, this is done on a regular basis

Background

The terms show what the relevant committees' responsibilities are

Analysis

Some recommended changes have been included in the documents attached, items to add in *red italics* and items to remove in *blue* with a line through them. The committee are asked to agree to the changes or recommend new changes.

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>	Adopting climate change goals

LEISURE, AMENITIES AND ENVIRONMENT COMMITTEE

The Leisure, Amenities and Environment Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for creating and maintaining a management plan for each of the Council's green spaces to ensure they are maintained and enhanced in line with Council policies and in consultation with residents. To include a programme of tree planting, rewilding, recycling of waste and maintenance of public amenities.
- Be responsible for the provision, maintenance and upgrading of vehicles, equipment and buildings relating to ~~of a~~ leisure, amenities ~~or~~ and the environment committee.
- To determine annually, all rents and charges (excluding Community House) for the use of all leisure, amenity and environment facilities including the commercial use of Council owned green spaces.
- Be responsible for the provision of recreational facilities.
- Be responsible for ~~provision, maintenance and management of street furniture and council owned facilities to a high standard (excluding bus shelters, street lighting and shrub/flower planters – these are the responsibility of the Planning and Highways Committee), but including~~ safety checks and maintenance of all playground equipment owned by Peacehaven Town Council and to keep records of this for 7 years.
- ~~Be responsible for the preparation and publication of the official Town Guide and other publications relevant to the work of the committee~~

- ~~Prepare a specification for the maintenance of grass verges and street furniture in Peacehaven and such extended areas as agreed from time to time and seek quotations for the maintenance of the said grass verges and street furniture~~
- ~~Award and monitor the grass verge and/or street furniture cleansing contracts accordingly~~
- Make recommendations to the Personnel Committee regarding matters relating to the council's staff engaged on the maintenance of grounds and facilities. ~~caretaking and cleaning duties~~
- Prepare annual Committee budget estimates for review by the Policy and Finance Committee.
- Manage and monitor **at each committee meeting** ~~(at least on a quarterly basis)~~ the income and expenditure against the approved budget for the committee.
- To advise on tenders and contracts for all aspects of maintenance and ground works associated with recreational facilities in accordance with the Parish Council's financial regulations.
- To advise on leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
- **Be responsible for complying with Council Policies, in particular, those relating to climate change and the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.**
- Monitor and report progress against the Council's Internal and Community Business Plans.

PEACEHAVEN TOWN COUNCIL - COMMITTEE TERMS OF REFERENCE

GENERAL

The standing committees of the council shall be as follows:

- Civic and Community Events
- Leisure, Amenities and Environment
- Personnel
- Planning and Highways
- Policy and Finance

The Policy & Finance Committee shall have 9 members consisting of the Chairman and Vice-Chairman of Council, the Chairman of the other Standing Committees (or if unavailable, their Vice-Chairmen) and three other members.

The Planning & Highways Committee shall have 9 members, if possible to include at least one Member from each Ward of the Town

The Leisure, Amenities & Environment Committee, the Personnel Committee and the Civic & Events Committee shall each have 9 members.

Committees have delegated authority to make decisions on items within their terms of reference, apart from where specifically restricted by either Standing Orders (SO) or Financial Regulations (FR). The acts and proceedings of a committee shall be deemed to be the acts and proceedings of the council.

The council is not empowered to delegate certain specified decisions. The following will be matters for Full Council only (FR 1.13):

- Setting the final budget or the precept (council tax requirement)
- Approving the Annual Governance Statement
- Approving the Annual Accounting Statements
- Borrowing
- Writing off bad debts
- Declaring eligibility for the General Power of Competence
- Addressing recommendations in any report from the internal or external auditors

Additionally, the council must (FR 1.14):

- Determine and keep under regular review the bank mandate for all council bank accounts
- Approve any single grant or a single commitment in excess of £30,000
- In respect of annual salary for any employee, have regard to recommendations made by the relevant committee in accordance with its terms of reference

Unless council determines otherwise, a committee may appoint a sub-committee whose terms of reference and membership shall be determined by the committee. (SO 4a)

The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council. (SO 4b)

The council shall determine the terms of reference of standing committees (SO 4d (i)), the number and time of the ordinary meetings of the committee (SO 4d (ii)), appoint the members of the committee (SO 4d (iv)) and appoint the chairman of the committee (SO 4d (vi)).

The chairman of a committee may convene an extraordinary meeting of the committee at any time (SO 6c). If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee. (SO 6d)

The quorum for each committee shall be one-third of the membership (with a minimum of three).

The Mayor and Deputy Mayor are ex-officio members of every committee.

CIVIC AND COMMUNITY EVENTS COMMITTEE

The Civic and Community Events Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for determining the number and type of civic events held during the year
- Be responsible for determining the number and type of large mayoral fundraising events held during the year
- Support the Civic and Marketing Officer in the day-to-day organisation of the agreed events
- Review the success of events, including attendance levels and charitable profit made
- Agree and regularly review the council's marketing strategy
- Ensure adequate risk assessments are completed for all events
- Agree and regularly review the council's publications
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee
- A Community Events working party is attached to this committee led by the Information Officer, to review current community events and develop ways of maximising the use of PTC facilities to benefit the community. This group will report their ideas directly to the CCE committee for approval

LEISURE, AMENITIES AND ENVIRONMENT COMMITTEE

The Leisure, Amenities and Environment Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for the provision, maintenance and management of all council land holdings, vehicles and buildings of a leisure, amenities or environment nature
- Determine annually all rents and charges for the use of all leisure, amenity and environment facilities
- Be responsible for provision, maintenance and management of street furniture and council owned facilities (excluding bus shelters, street lighting and shrub/flower planters - these are the responsibility of the Planning and Highways Committee)
- Be responsible for the preparation and publication of the official Town Guide and other publications relevant to the work of the committee
- Prepare a specification for the maintenance of grass verges and street furniture in Peacehaven and such extended areas as agreed from time to time and seek quotations for the maintenance of the said grass verges and street furniture

- Award and monitor the grass verge and/or street furniture cleansing contracts accordingly
- Make recommendations to the Personnel Committee regarding matters relating to the council's staff engaged on grounds maintenance, caretaking and cleaning duties
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee

PERSONNEL COMMITTEE

The Personnel Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Be responsible for approving adverts, job descriptions, personnel specifications and salary terms for staff vacancies
- Arrange interview panels or delegate authorisation to senior employees (as appropriate) in accordance with agreed council policy
- Regularly review the staff structure and employee terms and conditions of service, taking appropriate expert advice where necessary
- Assess and act where necessary in respect of staff grievances in accordance with agreed council policy
- Assess and act where necessary in respect of staff disciplinary in accordance with agreed council policy
- Approve annual salary increases in accordance with the requirements of Financial Regulations
- Make recommendations to Full Council with regard to the appointment or dismissal of the Town Clerk

PLANNING AND HIGHWAYS COMMITTEE

The Planning and Highways Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Make representations to the Local Planning Authority on applications for planning permission
- Make representations in respect of appeals against the refusal of planning permissions
- Make recommendations regarding street names
- Consider and monitor the Town and other developmental plans and the making of all appropriate representations
- Facilitate economic development initiatives, including those pertaining to town centre matters, for the benefit of Peacehaven and make recommendations on all related matters, including liaising as appropriate with other agencies
- Make representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to

- Make representations to the appropriate authority in respect of highway matters and public transport services
- Make representations to Lewes District Council regarding Public Entertainment Licensing and Licensed Premises generally
- Manage the Town Enhancement projects including shrub/flower planters as determined from time to time.
- Be responsible for the provision and maintenance of Town Council owned bus shelters, street/footpath lighting and shrub/flower planters
- Prepare annual committee budget estimates for review by the Policy and Finance Committee
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee

POLICY AND FINANCE COMMITTEE

The Policy and Finance Committee shall operate within the general guidance provided within these terms of reference, and shall in particular:

- Make recommendations on any financial matters to be dealt with by Full Council (as outlined in the general terms of reference)
- Be responsible for the review and adoption of appropriate policies to support the day-to-day administration of the council
- Be responsible for matters not specifically delegated to any other standing committee
- Make appropriate decisions in respect of community and other grants/subsidies
- Be responsible for ensuring risk assessments are undertaken as appropriate
- Be responsible for ensuring the council has adequate insurance
- Act as lead committee in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including the development of Joint Partnership Committees and constitutional matters.
- Prepare annual Committee budget estimates in October on all Terms of Reference referred to above and forward to the Policy & Finance Committee not later than December;
- Manage and Monitor at least on a quarterly basis the expenditure incurred and committed against the approved budget estimates for the Committee and monitor all other Standing Committees
- Prepare annual committee budget estimates, and review alongside other standing committee budget estimates to formulate a recommended budget and precept requirement for approval by Full Council
- Manage and monitor (at least on a quarterly basis) the income and expenditure against the approved budget for the committee and council as a whole

Agenda Item: LA 463

Committee: Leisure, Amenities and Environment.

Date: 15th September 2020

Title: Internal Business Plan

Report Author: Cllr. Sue Griffiths

Purpose of Report: Committee to provide input, feedback and any proposed changes.

Summary of recommended actions

1 To review the two attached documents

2 To send both documents back to the Business Committee with any additional comments for completion.

Introduction

This was an action agreed at the Council meeting of 28th July 2020

Background

Council agreed to adopt the Internal Business plan as presented but that each Committee and the new Senior Project Officer should provide input and comment on it with a further review by Council at it's next meeting.

Analysis

The section relating to the Leisure, Amenities and Environment Committee should relate to The Terms of Reference of the Committee and it's Powers and Duties.

Implications

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

<u>Financial</u>	Any Financial implications to be included in next years budget.
<u>Legal</u>	The Committee has a legal responsibility to act within it's Terms of Reference
<u>Environmental and sustainability</u>	All items need to be evaluated against Council Policies on the Climate Emergency and Environmental impact.
<u>Crime and disorder</u>	Crime and Disorder should be mitigated against in all Council actions where possible.
<u>Climate</u>	Reduction of CO2 to net zero by 2030

Appendices/Background papers

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	Not started	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 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	Ste eri ng Gr ou p ND P	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	To be sta rte d	Initial report Oct 2020	

LEISURE, AMENITY AND ENVIRONMENT

Project	Responsibility	Activity Required	Current Position	Deadline
To produce a five-year Management Plan for PTC Green Spaces. https://parkscommunity.org.uk/wp-content/uploads/2019/05/WriteParkManagementPlans.pdf	Parks Officer LAE Committee	Wildflower areas in Dell identified and agreed.	Trees Survey commissioned. Howard Park Consultation complete.	
Take steps to increase Carbon Capture by creating a five-year tree planting scheme	Parks Officer LAE Committee	Tree Planting 2020/2021	£2500 in 2020/2021 budget	February 2021
To reduce the effects of Global warming in Peacehaven within the responsibilities of this committee	LAE Committee		Not started	
Encourage reducing, reusing, repurposing & recycling of resources by our hirers and leaseholders of PTC premises.	LAE Committee	Implement single use plastic policy. Education programme for users.	Single Use Plastic Policy agreed at Council.	
Appropriate recycling facilities to be provided for all leisure amenities.	Parks Officer LAE Committee	Report to be produced detailing options and costs	Not started	

Project	Responsibility	Activity Required	Current Position	Deadline
Vehicles and equipment to be net carbon zero by 2030	Parks Officer LAE Committee	Replacement costs to be included in future budgets.	Inventory with replacement dates complete.	
To determine annually, all rents and charges (excluding Community House) for the use of all leisure, amenity and environment facilities including the commercial use of Council owned green spaces.	LAE Committee Finance Officer		Commercial use of green spaces policy in place.	Annually prior to setting the budget.
To create a Management and Development plan for the Hub.	LAE Committee Senior Projects Officer	Working party has been set up		

Agenda Item: LA 464
Committee: Leisure, Amenities and Environment
Date: 15th September 2020
Title: Howard Park Consultation
Report Author: David Seabrook
Purpose of Report: To determine policy

Summary of recommended actions

To receive and accept the report of Howard Park Consultation. Recommendations will be considered at the next meeting.

Introduction

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

Background

See Consultation Report.

Analysis

See Consultation Report.

Implications

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

<u>Financial</u>	Dependence on which recommendations in the report are accepted. A CIL bid will be required and possible some fundraising activity.
<u>Legal</u>	Adverse possession of tow parcels of land in Howard Park is ongoing. The park needs to be accessible and meet DDA and equality requirements.
<u>Environmental and sustainability</u>	The proposed management plan will need to ensure that the park is sustainable. Recommendations include measures to improve biodiversity and to protect existing wildlife.
<u>Crime and disorder</u>	Any structures need to be vandal proof.
<u>Climate</u>	This park is an important link in the green corridor along the South Coast.



Peacehaven Town Council

Howard Park Consultation 2019/2020



August 2019 to August 2020
Cllr David Seabrook

Introduction

Howard Peace Park was transferred to Peacehaven Town Council on 26th July 2006. It was redesigned in 2013 and given a new lease of life. It was officially opened on Sunday 31st August 2014. It is located between the cliff top and the A259 next to the carvery and provides access to the undercliff and the rugged beach. It also provides access to the coastal footpath.

This windswept park is a particularly challenging site from a horticultural point of view. There are two distinct areas; the north of the site has a meandering path that surrounds a pebbled area with various plantings in raised beds and the use of reclaimed timbers which reflects elements of the coastline nearby. The south of the park provides a place for quiet reflection and remembrance with a number of memorial benches and views of the dramatic coastline.

There is a Petanque pitch which was built for the use of the local Twinning Association who were part of a 3-way Twinning with Epinau-Sous-Senart and Isernhagen.

The park is separated from the A259 by a wild shrub area which is a haven for wildlife including a large badger sett.

Background

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

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

The consultation

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

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

A meeting that took place on Wednesday 21st August, the following points were agreed:

1. To hold a Public Consultation Event in Howard Park during September 2019. This event will be advertised on council notice boards (both Peacehaven and Telscombe), the Council website, some Facebook groups and other suitable locations such as estate agents. The 14th and 21st September were suggested as suitable dates.
2. To write to local residents who live adjacent to the park, owners of the memorial plaques, the Town Twining Association and Mrs Howard requesting their views on the future of Howard Park. A survey form to be designed to facilitate this process.
3. Following this process, a report will be written and consideration given to the setting up a "Friends of Howard Peace Park" group.

The final proposals for the consultation were presented at the Leisure, Amenities and Environment Committee meeting on 10th September 2019.

Due to deteriorating weather conditions in September, the public on site event did not take place. It was hoped to do this in the Spring but COVID19 has prevented that. The survey was launched in January 2020, paper copies were made available in the Community House and an online version launched in February 2020 which appeared in eNEWS, on the Council's website and several Facebook groups. Several local groups were also consulted:

- ✓ Peacehaven Town Forum
- ✓ Peacehaven Residents Association
- ✓ Peacehaven and Telscombe Access Group
- ✓ Rowe Avenue Patient Participation Group
- ✓ Greenhavens Network
- ✓ South Downs National Park Authority
- ✓ Residents living adjacent to the park

Response to the consultation

There were just over 100 responses to the consultation with most of them via the Peacehaven Town Council Website. As most questions were open there are significant variations in responses. Summarising the main comments:

Q1 What do you like about Howard's Peace Park?

An open space with views of the sea and landscape, tranquil, peaceful, a place to sit and relax, reflect and contemplate. Good for wildlife with unspoilt greenery. Access to the cliff top and beach.

"The park has a calming and spiritual sense of well-being."

"It's a very special place which I have only recently discovered, not usually walking beyond The Dell. The landscaping is beautiful and the inscribed benches commemorating loved ones is moving and uplifting. Perfect for dog walking and wonderful views of the sea. And an old-fashioned air."

"Nice open green space straight down to the undercliff walk providing easy access for most users. Plenty of open space to go sit and enjoy the views and the peaceful atmosphere."

"As in the name Peace! Green, calm and peaceful with magical view of the sea."

"A nice area of green between houses and the sea, and it is a pretty place."

Q2 What do you dislike about the park?

Lack of maintenance and poor access for disabled people and families are the main dislikes.

"Uninspiring area with little shelter from wind and weather. The area is planted with non-native vegetation."

"The amazing architectural wooden pieces which were also used for the pétanque area were not treated properly when they were installed and are now rotting away! Such a shame because they could have stood for many years!"

"Needs better pedestrian access to the beach - dangerous as can't see oncoming bikes etc."

"The many potholes made by rabbits."

"Badly designed, path should be tarmac not gravel, grass mounds full of rubble, wood posts an eyesore, not disabled or buggy friendly, no parking facilities for visitors."

"I can no longer access by the barrier in my mobility scooter as the small access is far too narrow. I have asked councils at all levels to change it but to no avail. Currently a large number of our community are denied access due to disability. 😞"

Q3 What improvements would you like to see?

Improved maintenance and access are the main points. A small café has been suggested by a number of residents, some car parking facilities and shelter from the wind. More trees and encouragement of wildlife.

"Some sort of large structure/artwork relevant to the area and by local artists, that could possibly incorporate some sort of memorial display area (the seating area at Splash Point in Seaford is a wonderful example) also some sort of shelter but not one to encourage unsociable behaviours."

"Maybe more large trees at the road end to hide carvery and road."

"Better access mobility scooters and place to get cup of tea toilet."

"More information about Peacehaven being a site of special scientific interest SSSI. Especially the geology."

"More native flora- some trees etc to encourage birds and insects into the area. Possible hedge to act as a wind break. "

"Cleaned up, tarmac path in Peace Garden and green, remove earth mounds, more shrubs, create parking spaces down lead road, remove boules pitch, add cafe/toilets."

"A little beach hut cafe doing teas and coffee. Easier access for disabled people as you can see the sea from the park. Our beach does not have easy access for disabled people and this would make them feel they were nearer to the sea."

"More planting and sheltered places to sit, out of the wind."

"A peace memorial."

"Weatherproof pathway along the southern edge from cliffs top paths (avoiding wet slippery grass)."

"Music events in the Summer."

"Nothing. Leave it as an open space for people to enjoy. I live overlooking the park and it is used by many to play, run around and so many people just sit and enjoy the view. Please don't change it!!"

Q4 What else could the park be used for?

The main message here is overwhelmingly, keep it the same. It's a Peace Park.

"We DESPERATELY need a place for people to bury their loved-ones ashes with a small stone to commemorate them. We are fairly large town with NO cemetery. All the surrounding towns have a Cemetery i.e. Seaford, Newhaven, Lewes, Woodingdean etc. We badly need one here - maybe we could at least have a place for our loved ones after cremation. I'm terminally ill, have lived here for 50 years and would dearly love to stay here after I die, as would my husband. We have so many new homes being built but NO plans for our own cemetery. The number of seats with memorial plaques show we should have one. Please, please remember our beloved PEACEHAVEN (and Telscombe Cliffs) needs more than memorial benches. "

"Nothing! It's a beautiful peaceful space which is used by many, especially during lockdown. It's a peace park which should remain peaceful! "

"It's a peace park for remembrance and contemplation- don't change it."

"Remembrance garden more organised."

"Cafe/Toilet to attract visitors to cliff top upper and lower promenade, to attract walkers, surfers, make parking spaces on lead road, & add picnic benches."

"Nothing. Leave it as an open space for people to enjoy. I live overlooking the park and it is used by many to play, run around and so many people just sit and enjoy the view. Please don't change it!!"

"It should remain a peaceful place to be and deliver biodiversity enhancements for wildlife as it is an important green space in the green corridor."

Q5 Would you like to see events take place in the park? if so, what events would you like to see?

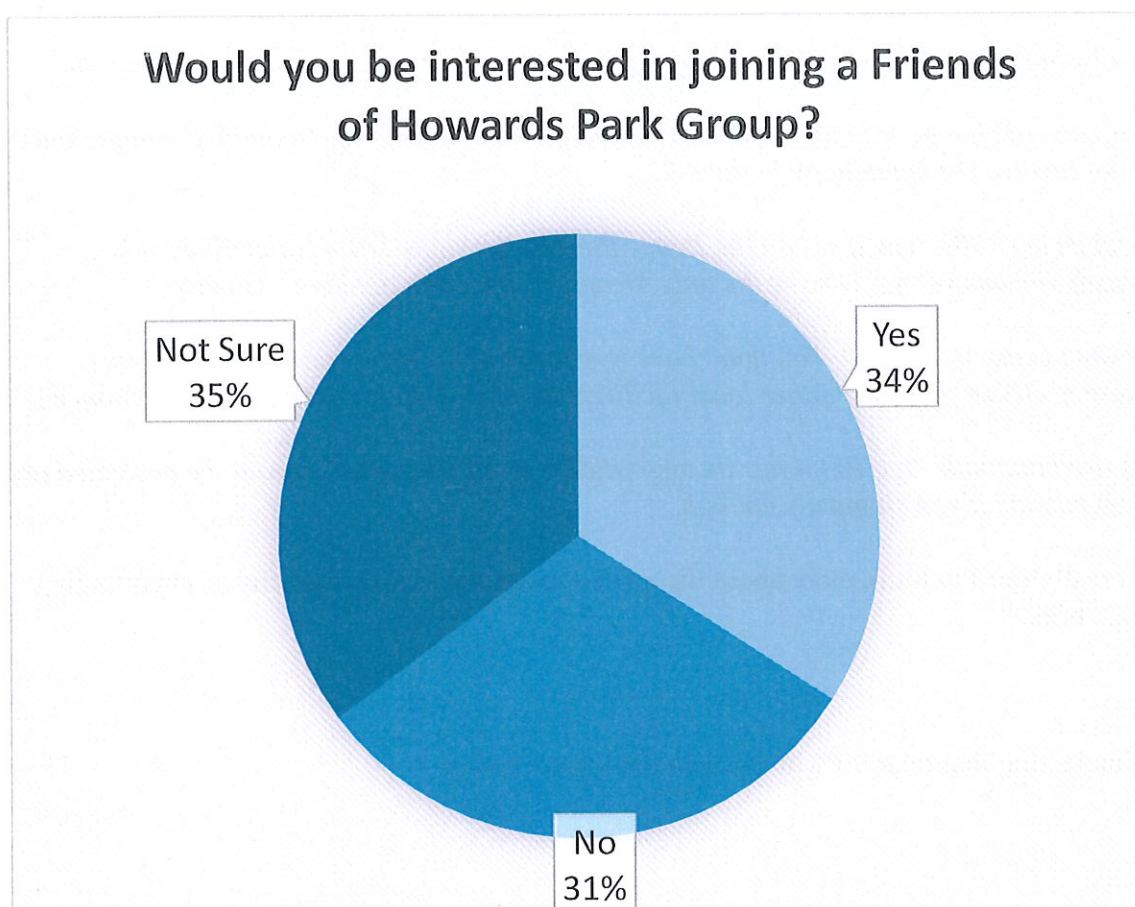
Most residents do not want to see any events in this park.

"No... Peacehaven has the 'Big Park' and the 'Dell' which are both already perfect suited parks for events to take place in. It really doesn't need it in the Peace Park which should remain a peaceful and tranquil space! "

"No I would not like any events, first it would upset the wild life and second it is too near to the beach. Events carry alcohol which would be dangerous being accessible to the beach. "

"Yes, farmers market stalls and artisan food stalls, street food fare, mini market, fare, dog shows, children's festivals, mini fetes, indoor and outdoor area and shelter and more trees if so."

Q6 Would you be interested in joining a Friends of Howard Park Group?



Q7 Any other comments

A few of the comments provided:

"Howard Peace Park is beautiful! It doesn't need to be turned into anything more than it already is. We're lucky to have an amazing green space with beautiful views. The neighbouring Dell already has extra facilities (playground) and perfectly hosts events with good vehicular access. Howard Peace Park just needs regular upkeep to keep the existing planting areas looking good... it just feels a little neglected in recent years!"

"As one of the councillors involved in transforming a piece of waste land into a Peace Park, I would like to see this side of it developed as was originally planned. I think that after the terrible Covid 19 situation people will be looking for ways to help cope with the future and the recent past. Peacehaven was ahead of many towns developing a Peace Park, please go forward and develop it into the area of tranquillity and peaceful contemplation it was meant for. A Peace Park for Peacehaven. "

"Keep the open space, it's wonderful to have these open green spaces for families and friends to come and enjoy the outdoors and appreciate the local environment. Swift easy access to the coast nice open space."

"We need to protect our green spaces for our own wellbeing and reintroduce areas that wildlife can thrive for theirs."

"My disabilities are very restrictive and I long to be able to access Howard Park again."

"Some sort of change is badly needed - and the Park needs regular committed maintenance - why not involve the community in this? "

"Considering £30K was spent on the Peace Park by previous Town Councillors it is extremely disappointing. Ours is the only Memorial Bench in the Peace Garden."

*"If it ain't broke don't fix it. You don't have to spend public money on *anything*, just because it's there. Plenty of other local facilities need urgent improvements/maintenance."*

"It is tired and unkempt. But it has its own wildlife of badger which need to be protected and endless rabbits if you sit quietly enough. "

"You really need to think more about the environment, rewilding, more trees, encouraging insects, bees. "

It is interesting that over 90% of the responses were online

Issues identified during the consultation

1. **Access for wheelchair and mobility scooter users.** This is difficult but not impossible as space is limited and with a tight turning circle around the barrier. Larger mobility scooters cannot access the park. There is space on the right hand side of the barrier to create a suitable access but this will also require some hard surfacing and removal of kerb stones. It is likely that the roadway is owned by the adjacent property owners i.e. Peacehaven Town Council and others. The grass verge alongside the road is owned by ESCC.



2. **Lack of car parking for blue badge holders.** There is no suitable parking for blue badge holders. There is limited parking on the North Side of the A259 but crossing this road is dangerous. In theory drivers with blue badges can park on the main road on the double yellow lines but getting out of a car would be quite dangerous. The Adjacent Stone House car park is now restricted to customers only with significant parking fees if the rules are not followed.

3. **Rabbit holes.** Rabbits continue to be a problem in this park due the proliferation of rabbit holes which can cause park users to trip and twist ankles. This has been reported by residents on numerous occasions.

4. **Borders need weeding.** The raised bed border at the north end of the park is overgrown with pernicious perennial weeds, mostly thistles and ferns. These have smothered the plants and wooden blocks that were planted originally. Attempts were made in 2018 by the Peacehaven Task Force to manage this bed. It was thoroughly weeded and planted with new plants. These borders are high maintenance and unfortunately due to a lack of volunteers this has not progressed



5. **Petanque court.** The Petanque Court needs weeding and protecting from dogs and other animals. There has been discussion in the past about moving this facility to the Big Park. The boules can be hired from the Town Council Office but it is closed at weekends when it is most likely to be used. This facility is not advertised anywhere. The Petanque pit is accessible to wheelchairs (just). The Petanque court was used by the Newhaven Town Twinning Association but they now use the new larger, better maintained court in Newhaven. It is no longer used.



6. **The footpath sign** is damaged; it has a missing arm that should direct you to Brighton 6 miles. This was reported to East Sussex County Council on 21st September 2019. It is still broken.



7. **Kerb stones are broken.** These are loose and pose a trip hazard to park users. It is unclear who owns the roadway and has responsibility for the kerb stones but is likely to be the responsibility of adjacent property owners. This problem was reported to Lewes District Council on 26th September 2019 who have denied that it is their responsibility. Although they use this as an access road to the undercliff and beach and control access with a barrier.



8. **Location of litter bins** There are two litter bins which are for litter and dog waste. They are sited very close to each other along the coastal path. They are used but there is always a significant amount of litter and dog excrement elsewhere in the park. Consideration should be given to relocating one of them to nearer the entrance on the South Coast Road.



9. **Pernicious Weeds** in hard landscaping area and the path around the hard-landscaped area has some pernicious weeds. Removing these is difficult due to the membrane underneath and chemical methods such as Glyphosate are not permitted by Peacehaven Town Council. See Appendix 1.
10. **Notice Boards** There are two notice boards in the park. One that displays heritage information about the park and the Cliff Top Walk was refurbished in 2019 but is already showing signs of wear. The other one which has the plan for the development of the park in 2016 is in a poor state. The wooded surround has rotted, the plastic sheeting is badly discoloured and the content almost unreadable. It needs to be replaced or removed.



- 11. Trees and Plants** Most of the trees and shrubs that are listed on the original plans have either died or were never planted. The predominant plant in the hard-landscaped area is *Phormium Colensoi* or Coastal Lily. This plant from New Zealand will grow up to 6 feet high and 6 feet across, it produces a very tall flower spike. Native species such as Hawthorn and Blackberry have taken over most of the raised bank areas.



12. Contemporary Timber Design

The vertical timbers used for this design have rotted at the base and have now been removed for health and safety reasons.

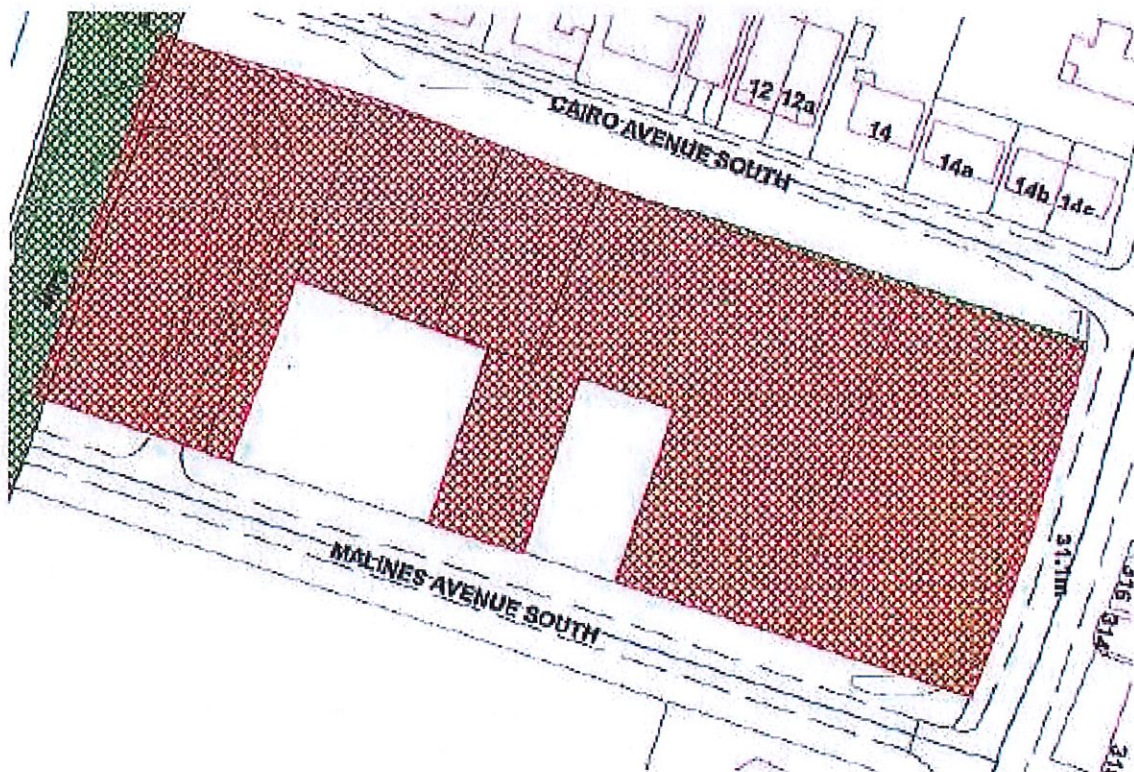


- 13. The Wild Area** – There are wild areas to the North and the west of the park with mainly native species of shrubs and trees. These areas are full of birds, insects and small mammals. There is evidence of badgers being present.

- 14. Signposting** – The park is signposted at the main entrance on the South Coast Road and at the South Eastern corner. The main signpost is not clearly visible due to the angle at which it is presented. Signage is being considered by a separate working party to ensure that all necessary information is included and that signs are standardised within Peacehaven. As there is no vehicle access or parking at Howard park it should not be necessary for signs to be clearly visible to motorists.



- 15. Land Ownership** – There are two parcels of land within the park that are not owned by Peacehaven Town Council but have been maintained continuously since 2006. The owners of these parcels cannot be identified.



On the 2nd July 2019, The Leisure, Amenities & Environment committee resolved that we should take action for adverse possession under the Land Registration Act 2002. This is now underway.

Some further ideas for consideration

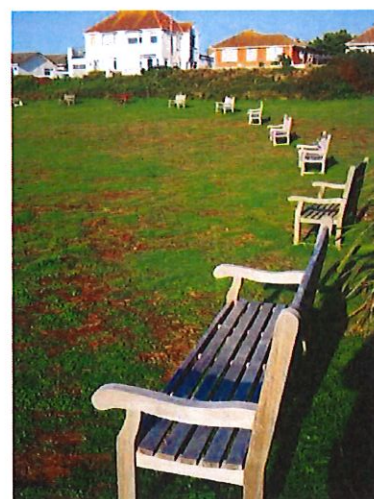
- ❖ Sensory Garden
- ❖ Improved Access including handrail down to beach
- ❖ Move the Petanque Court elsewhere (Centenary Park)
- ❖ Taller trees to screen the road & reduce noise.
- ❖ Sunken Garden
- ❖ Dew Pond
- ❖ Wildflower Area
- ❖ Memorial Sculpture with inexpensive memorial plaques – similar to that at Splash point in Seaford.
- ❖ Time Capsule
- ❖ International Peace Day event in 2021 and then annually

How the park is used by residents and visitors

Howard park is used in the main to access the coastal path and the beach by local residents and dog walkers. No formal activities take place there, but it is a place to chill out, enjoy a picnic with family, take in the views, read a book or remember loved ones. The public consultation has shown that most residents want it to stay that way.

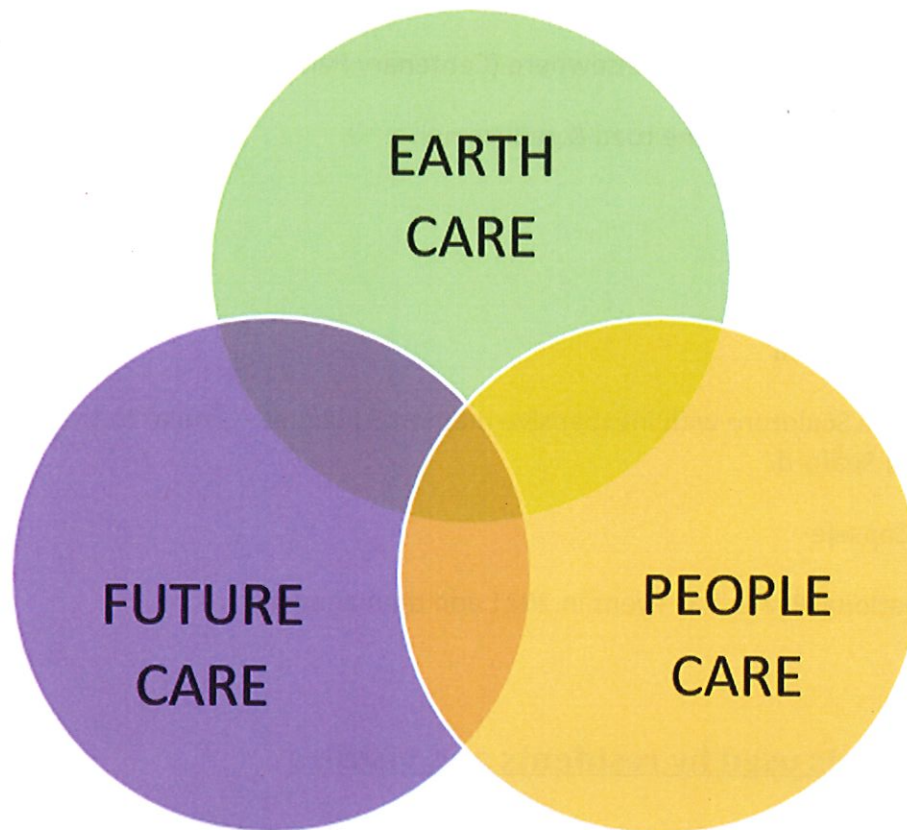
Memorial Benches in Howard Peace Park

There are 17 memorial benches in Howard Park. These cost around £600 each and the available space will limit the number of residents who can have a memorial.



Balancing needs

With any management plan for green spaces it is necessary to balance the various needs:



Earth Care

Aim to care for and rehabilitate all living and non-living things: from the soil to the air, including plants, animals and water.

How is the soil? How can it be improved) etc.

People Care

Aim to meet our human needs for community, shelter, health, education while not harming (and preferable benefitting) the earth.

Are people's needs being met? How can they be? etc.

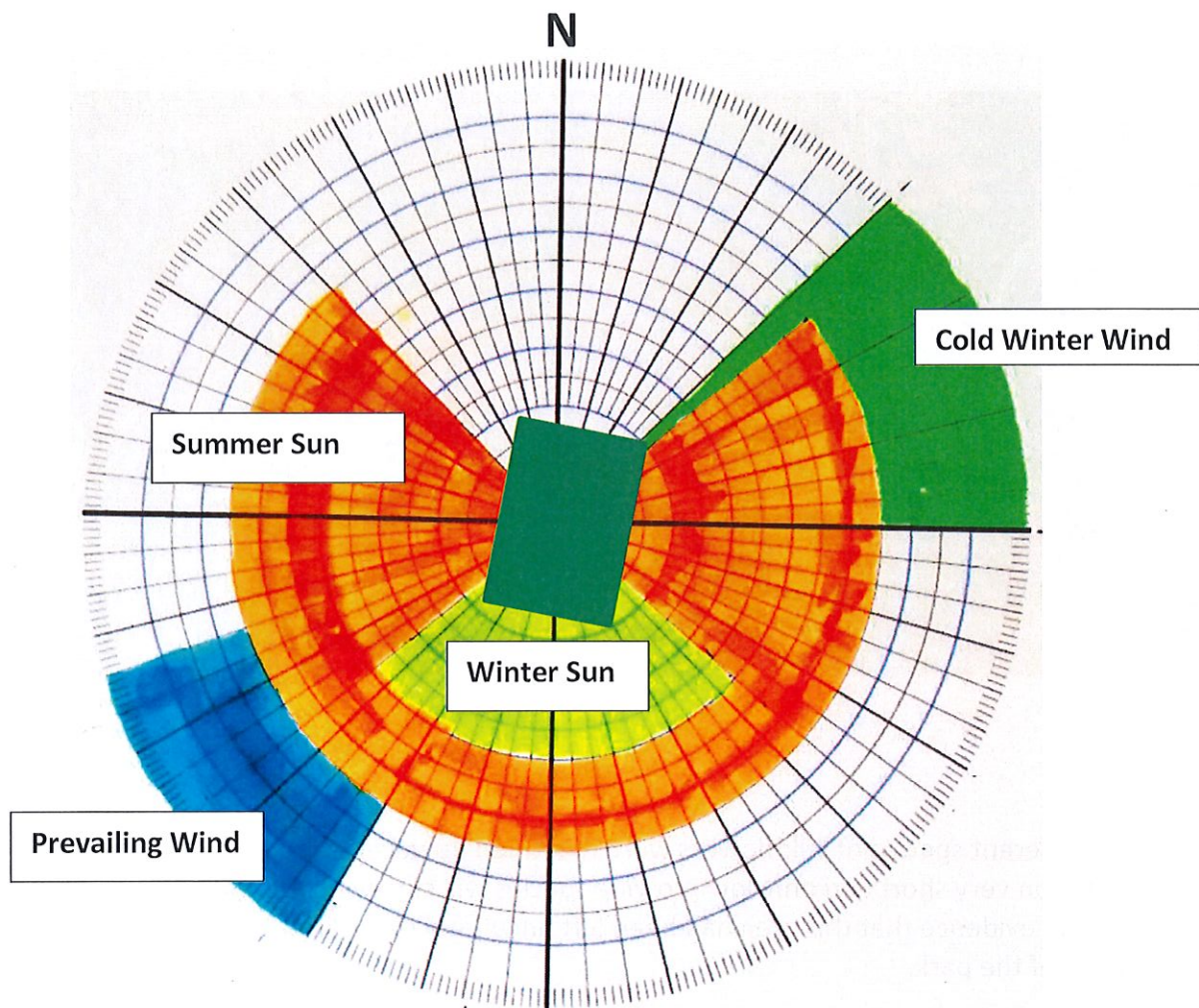
Future Care

Aim to reduce consumption and increase the creation and re-distribution of surpluses.

Consider current and future generations.

Are any resources used unnecessarily? What alternatives can be used?

Sectors



Wildflower meadow area

The original 2016 plans included a triangular area for wildflowers but was never completed. This area has been left unmown during the summer of 2020.



In May, 8 different species of wildflowers were identified however, rabbits keep the grass and vegetation very short and only low growing species will survive. Later in the summer there was no evidence that this area had been left uncut and the grass was no longer than other areas of the park.

Some of the species of wildflowers currently growing in this location (5th May 2020).



Recommendations

Improved Access

1. Provide wheelchair / mobility scooter access from South Coast Road.
2. Fix loose kerbs and provide ramps at strategic places onto the grass areas.
3. Provide a handrail down to the beach.
4. Resin bond the path around the pebbles to make it more wheelchair friendly and provide ramp access from the road.
5. Provide parking for two cars for people with disabilities.
6. Create a sensory garden around the path around the pebbles, colour, sound, touch and smell, maybe taste (edible berries?) Some plants will need to be 2 feet high so wheelchair users can access them.
7. Provide secure cycle parking.

Enhancement of the Memorials

8. Commission and install an Ammonite Memorial with individual plaques. This is a similar idea to that at Splash Point in Seaford. Plaques are inexpensive which makes a memorial accessible to everyone. The Ammonite concept reflects the fact that large ammonites can be found on the beach at Peacehaven.



9. Allow a few more benches around the memorial area.
10. Bury a time capsule, perhaps in one of the mounds that resemble Tumuli.



Improving the Biodiversity

11. Replant the raised borders with native edible fruiting bushes. This will provide a windbreak for the centre of the memorial area and encourage more wildlife.
12. Provide a wildflower meadow in the triangle at the western edge using species suitable for poor chalky soils and a windy cliff top site. This is in the original plan but never completed. This area has been left unmown over the summer of 2020; however, the rabbits are doing an excellent job keeping the grass and wildflowers short. It is unlikely that any wildflower sowing / planting here will be successful and that we should just leave this area unmown and allow the native low growing varieties of wildflowers to develop naturally.
13. Plant more trees and a hedge to screen the park from the road and block out some of the traffic noise and pollution. Scots Pines?
14. Use of steam, flame weeding or remove by hand as appropriate to control the pernicious weeds in the hard-landscaped areas. Chemical weed killers such as Glyphosate are banned by Peacehaven Town Council.
15. Extent of wild areas to the West and North to be controlled to prevent creeping vegetation.
16. Remove some of the large coastal lilies that overpower the central hard landscaped area. These self-seed and are not a native species.

General Maintenance

17. Remove the Petanque Court and maybe relocates to Centenary Park.
18. Move one of the litter bins or install a new one near the entrance.
19. Repair and upgrade the notice boards in line with the new Council branding.
20. New signage in line with Council branding. A separate working party will make proposals for signs and notice boards.

Enhancing the use of the park

21. Use the park for events such as a Summer Solstice celebration or May Day celebration, Picnic in the Park. Educational uses, yoga, meditation, celebrations of historical importance etc. As this park lacks any car parking, events should be aimed at local people and be low key.
22. Setup a Friends of Howard Park group to help with the maintenance and organising of events together with regular litter picks and a Facebook page.
23. Provide a few picnic tables.

Management Plan

24. To create a five-year management plan for this park. Any improvements need to be sustainable within the resources of Peacehaven Town Council.

The Commission for Architecture and the Built Environment (CABE) have produced an excellent guide to Producing Park and Greenspace Management plans.

This guide has been produced by CABE Space to enable anyone involved in the management of publicly accessible parks and green space to write management plans that help them to manage, maintain, develop and improve their green space in the most appropriate way. A copy can be downloaded here.

<https://parkscommunity.org.uk/park-green-space-management/a-guide-to-producing-green-space-and-park-management-plans/>

Other Considerations

I would not recommend general car parking on site as this will distract from the peaceful nature of this park and potentially restrict emergency access to the beach. It is within easy walking distance for most residents and is served by an adjacent bus stop.

Despite numerous requests, a mobile café would require a generator creating additional pollution and noise. Possibly an ice cream and cold drinks vendor could be considered provided it does not need a generator (wind and solar power?).

Whatever plans are decided upon, it is crucial that the park is low maintenance and any improvements are sustainable.

Costings and Sources of Funding

CIL bid for improving access and maintenance

PTC CIL funding

Public donations for memorial, GoFundMe campaign?

Coop Funeral Services have expressed an interest in helping pay for the memorial.

Sponsorship for the memorial from local business

Purchase of memorial plaques (around £20 each)

Conclusions

It is unfortunate that the original 2016 plans were never completely achieved however, the plans required a high degree of maintenance and were not sustainable; Peacehaven Town Council does not have the necessary resources required.

The report has taken a year to complete and has allowed me to observe the park throughout the seasons.

The report is the first step in improving Howard Park and producing a Management Plan for the next five years. Ideas should be considered carefully by the Peacehaven Town Council Leisure, Amenities and Environment Committee and possibly to create a working party charged with the detailed planning of the project.

The next opportunity for a CIL bid to Lewes District Council is not until next year so there is time to work out the details.

Appendix 1 - Foamstream

Foamstream

Foamstream helps organisations to make outdoor areas greener, cleaner and safer for all those who enjoy them. Safe, cost-effective and multi-functional, it has become the leading herbicide-free solution for managing outside spaces.

Our technology

Foamstream is the leading herbicide-free solution for controlling unwanted vegetation. Its patented low-pressure process combines heat with our biodegradable foam, making it safe for use around people, animals and delicate environments.

Due to the systems high heat retention, Foamstream is also suitable for outdoor cleaning tasks including chewing gum removal, power washing and general sanitisation jobs. This makes it a highly effective, all-round, green and urban space management system.

Why herbicide-free weed control?

The use of glyphosate in public spaces has long been part of a wider debate around the herbicide. The general safety of its use in both the public sector and in agriculture is still in question.

This debate has led to changes in legislation around the world as concern about its safety continues to rise.

Why eco-friendly cleaning?

Foamstream Clean has been developed so that our machines can be used beyond the traditional season for vegetation control. This means Foamstream's capital cost can be shared across many departments of your organisation.

Our Foamstream Clean lance range enables customers to use Foamstream for a multitude of outdoor cleaning and sanitisation tasks, including power washing and gum removal.

Foamstream vs Alternatives

Foamstream requires fewer treatment cycles than any other herbicide-free solution. Its treatment cycles are even comparable to those of glyphosate.

When treating moss and algae, Foamstream requires only one treatment per year.

For more information: <https://www.weedingtech.com/why-foamstream/>

Appendix II – Policy for Memorial Benches in Peacehaven

- All applications to erect a memorial bench must be approved by the Town Clerk, or using their delegated powers, the Chair and Vice Chair of the Leisure and Amenities Committee
- All applications must be in writing and signed by the applicant
- Written correspondence declaring confirmation of location is provided to the purchaser, by the Town Council, detailing map location and photograph in situ, within 28 days of installation
- Payment of asset will be due to the Council, within 28 days of invoice
- The style and location of the bench will be subject to consultation with the Town Clerk, Chair or Vice Chair of the Leisure and Amenities Committee)
- The owner of a memorial bench is responsible for the maintenance of their bench, providing a signed Maintenance Agreement to the Council, unless agreed otherwise by the Town Clerk
- Memorial benches are secured to a solid foundation and fitted by Leisure and Amenities Ground staff where possible
- All benches installed are done so at the owner's risk. Replacement benches are subject to terms and conditions of the current Council Public Insurance Policy and are not guaranteed cover
- The Town Council will attempt to notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Council is in possession of current contact details
- The Council cannot guarantee the long-term safety or security of the bench and does not assume responsibility for the replacement of benches resulting from damage or deterioration with age, subject to Maintenance Agreement Terms. The Council reserves the right to remove any bench that is in a considerable state of disrepair or in their view is a risk to health and safety
- In the unlikely event the seat is stolen, the Town Council shall not be responsible for providing a replacement

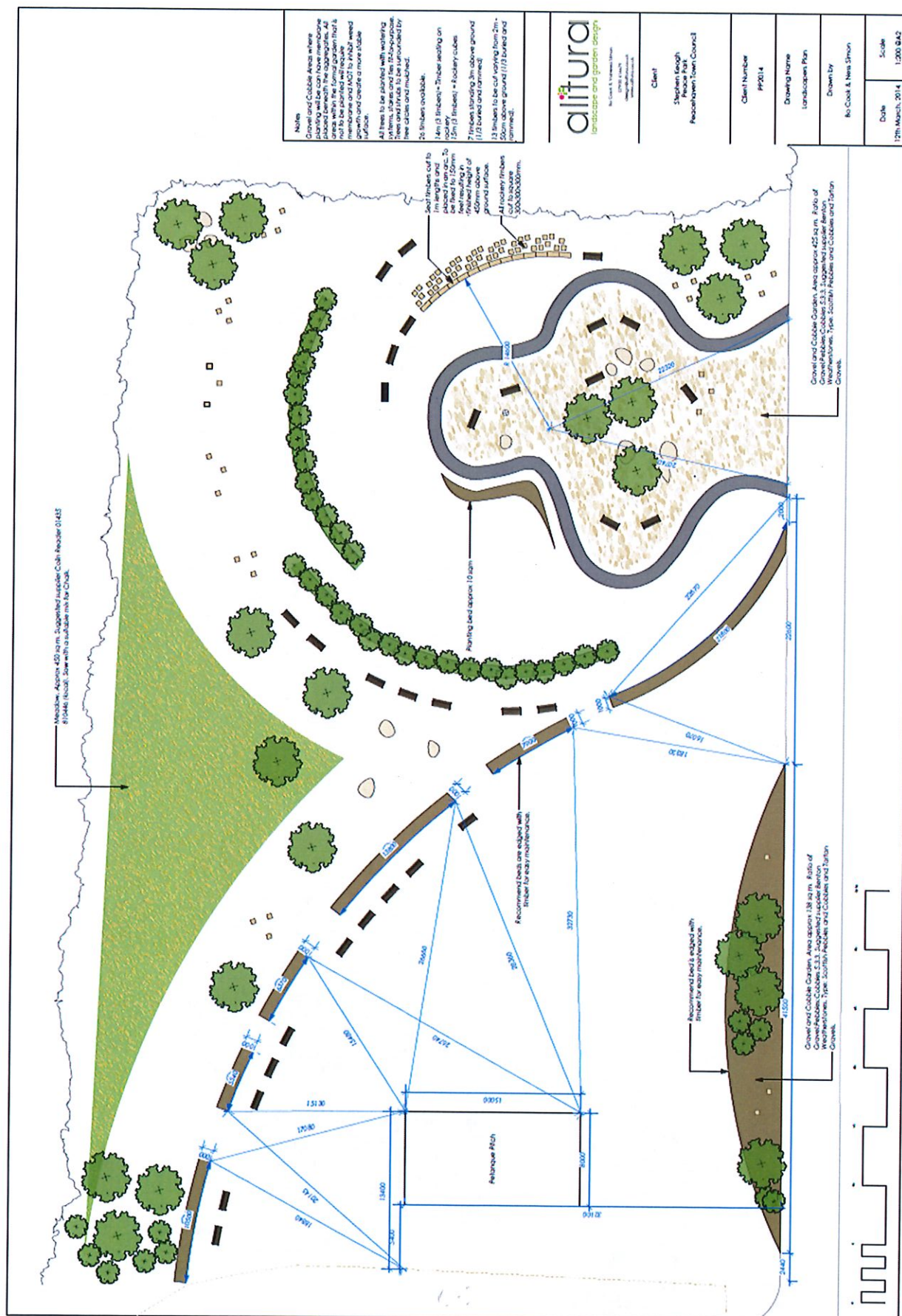
Adopted by Policy and Finance Committee November 2016

To be reviewed November 2019

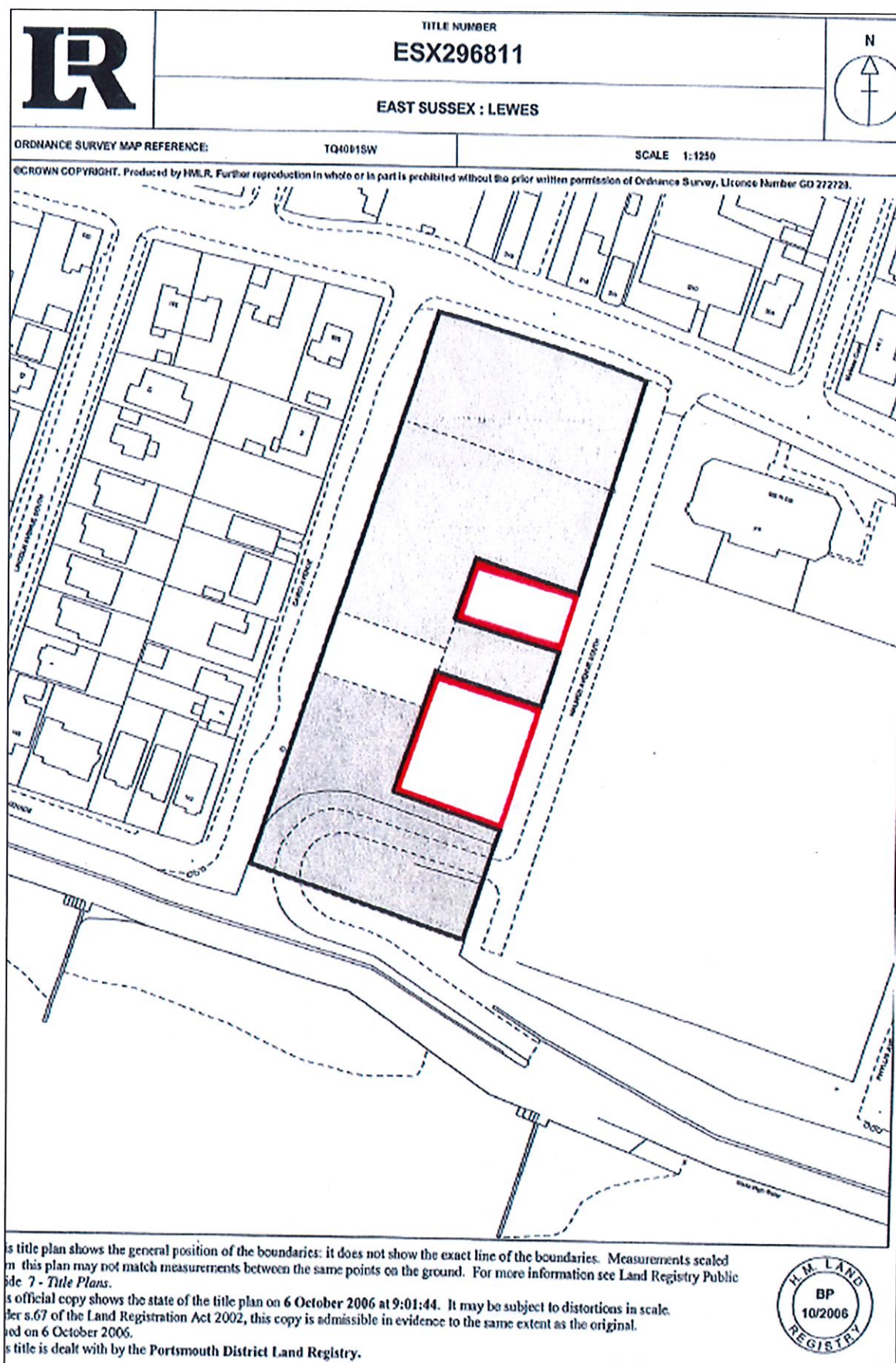
Appendix III – Aerial View



Appendix IV – Original Landscaping Plan



Appendix V - Land Registry Entry



Appendix VI – Consultation Form



Howard Peace Park Public Consultation

What do you like about Howard Peace Park?

What do you dislike about the park?

What improvements would you like to see?

What else could the park be used for?

Would you like to see events take place in the park? If so what events would you like to see?

Would you be interested in joining a Friends of Howard Peace Park?

Any other comments

Name and contact details (If you would like to be kept informed about Howard Peace Park?)

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

Appendix VII – Trees and Shrubs suitable for exposed coastal locations

Trees tolerant of full exposure to sea winds

Acer pseudoplatanus (n)
Alnus glutinosa (common alder) (n)
Carpinus betulus AGM (hornbeam) (n)
Crataegus (hawthorn) including C. persimilis 'Prunifolia' AGM (n)
Cupressus macrocarpa (e) (v)
Fraxinus angustifolia, F. excelsior
Juniperus scopulorum cultivars (e)
Pinus mugo (dwarf mountain pine) (n), P. nigra (European black pine) (n),
P. pinaster (maritime pine), P. pinea AGM (stone pine), P. thunbergii (Japanese black pine),
P. radiata (Monterey pine) (e) all
Populus alba (white poplar) (n), P. tremula (common aspen)
Quercus cerris (Turkey oak), Q. ilex AGM (holm oak) (e), Q. petraea (sessile oak), Q. robur (common oak)
Salix alba (n), S. caprea (n)
Thuja plicata (e)

Trees for planting slightly back from the sea

Acer platanoides AGM (Norway maple)
Arbutus unedo (e)
Betula pendula
Castanea sativa
Cercis siliquastrum
Cordyline australis (e)
Crataegus laevigata (hawthorn)
Elaeagnus 'Quicksilver'
Genista aetnensis AGM
Ginkgo biloba AGM
Gleditsia triacanthos f. inermis 'Sunburst'
Griselinia littoralis AGM (e)
Ilex × altaclerensis, I. aquifolium (e)
Laburnum
Laurus nobilis (bay) (e)
Phillyrea latifolia (e)
Picea abies, P. omorika AGM (e)
Pinus sylvestris AGM (Scots pine)
Podocarpus lawrencei, P. nivalis, P. salignus (e)
Prunus cerasifera 'Nigra' AGM
Sorbus aria (whitebeam) (n), S. aucuparia (rowan) (n)
Syringa vulgaris

Shrubs for exposed situations liable to salt winds

Berberis (n)

Baccharis patagonica (n)

Bupleurum fruticosum (n) (e)

Elaeagnus × ebbingei (n)

Euonymus japonicus (Japanese spindle) (n) (e)

Hippophae rhamnoides AGM (sea buckthorn) (n)

Lonicera nitida (n), *L. pileata* (n) (e)

Olearia × haastii, *O. ilicifolia*, *O. macrodonta* AGM, *O. phlogopappa* 'Comber's Blue', *O. traversii* (e) all

Prunus spinosa (n)

Pyracantha (n)

Rhamnus alaternus 'Argenteovariegata' AGM (e) (v)

Rosa rubiginosa, *R. rugosa* AGM, *R. spinosissima* (n) all

Sambucus nigra (n), *S. racemosa* (n)

Tamarix tetrandra

Appendix VIII - Portobello to Peacehaven Heights-Cliff Top SSSI

This is a narrow strip of grassland between residential area and the cliff. The majority of interest is along the cliff edge. The fence line along the clifftop has been re-aligned approximately 10 -25 meters inland so it is difficult to assess this part of the site.

There is evidence of garden waste being dumped over the fence line onto the cliff edge at the western end of the Esplanade and opposite Dorothy and Bramber Avenues. Good numbers of Thrift, *Ameria maritima* and Sea beet, *Beta vulgaris* with *Matthiola incana* present mixed with garden variety of wall flower and other garden escapes.

Dumping of garden waste is to be discouraged due to nutrient enrichment and spread of non-native species. Unfavourable due to dumping of garden waste.

Inverts and Kittiwakes not assessed however the main colony of kittiwakes has moved to Seaford to Beach Head SSSI and therefore both SSSIs need re-notifying to reflect this.

Assessment: Unfavourable - Recovering

6th June 2014



Agenda Item: LA465
Committee: Leisure & Amenities
Date: 15th September 2020
Title: NDP/OPEN SPACES
Report Authors: Cllr Gallagher
Purpose of Report: To note progress on the audits of green spaces

Summary of recommended actions

Committee to note the attached reports from Cllr Gallagher

Introduction

At the meeting of the Committee on 12th May 2020, some members were selected to work with the NDP SG on this matter.

Background

Identification and protection of green spaces is a key element in the emerging NDP

Analysis

Work Has started – see attached report

Implications

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

<u>Financial</u>	To be borne by the NDP project.
<u>Legal</u>	Council duty to protect open spaces under its stewardship.
<u>Environmental and sustainability</u>	Retention of green spaces is essential for the protection of the environment.
<u>Crime and disorder</u>	N/A
<u>Climate</u>	Retention of green spaces is essential for the protection of the climate.

Appendices/Background papers

Cllr Gallagher's report.

Extract from the Committee's meeting minutes of the 12th May 2020

To Note progress in formulating Management Plans for Open Spaces and Parks within Peacehaven Town

BACKGROUND

This Committee on the 12th May 2020 agreed Item No LA434 .

To formulate management plans for

1. Peacehaven open land South of A259
2. Centenary Park and Piddinghoe Car Park (LDC Owned)
3. Open Green Spaces North of A259

The project once completed will add in budget planning and priority setting for the Parks Officer and Grounds Team. Play and sports areas need to be identified and a capital investment and on-going maintenance plan identified.

To achieve protection through the Neighbourhood Development Plan the spaces need to be included in the Plan and show "Public Benefit" .and how evidence how they fulfil one or all of the following criteria.

Beauty

Tranquility

Wildlife

Historical Value

Recreation

Volunteers to support the project are : Peter Seed, Cllrs Hill, Sharkey, Mills,Gallagher, Seabrook, Paul, Dr Maureen Berg (Principal Lecturer in Plant Ecology , University of Brighton)

ACTION TO DATE.

1. An Audit sheet has been prepared for each Space (see attached)

The Parks Officer and others have completed sheets (continuing Action)

The purpose of the sheets is to identify what facilities are available e.g. Play equipment and the current condition plus and minus of the space.

Boundary definition and impact on neighbouring properties are being audited.

Accessibility for wheelchairs ,mobility scooters and those with limited physical abilities.

2. The Asset list of Peacehaven Town Council has been compared with actual spaces to ensure that all assets are listed.(ongoing)
3. The Dell and Howard Park have been reviewed and are the subjects of other consultations which need to be incorporated into this project.
4. Lewes District Council own GreenSpace in Peacehaven and are producing a policy to cover Sports and Recreation in LDC. Liaison with this project to be established further.

FEEDBACK ON LAND NORTH OF A259

A list of spaces has been completed with the main three being:

1. The Oval
2. Epinay Park
3. Shepherds Down off Glynde Road

Epinay Park has play equipment for under 12's and teenagers , picnic benches and is well maintained

The Oval has no play equipment, No pathways, few benches and picnic tables. Described as a wild area with lots of trees and bushes.

Shepherds Down has some pieces of equipment for dogs, no play equipment , no benches ,no flowers . Several large trees in the centre.

WHAT NEXT?

Continuation of the audit and completion of a spreadsheet with results.

Recommendations brought forward to this Committee by the end of October 2020

MANAGEMENT PLAN FOR GREENSPACES AND PARKS.

EPINAY PARK

CHARACTER AREAS

Playgrounds

YES / No

Age Appropriate	Under 5	Yes/No
	Under 12	Yes/No
	Teens	Yes/No

EQUIPMENT

What available? Climbing, swinging, sliding, balancing, basketball, seesaw, shelter

What Condition is it in? Adequate, 3-6 years life left.

What is missing or needs repair? Some minor surface damage to wooden shelter, surface wear around some items of equipment and safety surfacing.

SPORTS AREAS

Yes/No

Which Sports? Basketball/ football goal in an unsuitable area

OPEN SPACE, Yes

WILD LIFE AREAS Yes, trees and shrubs

TREES

Where? Around the whole park perimeter and along the centre pathway

What Variety? Many native deciduous and evergreen varieties.

BUSHES

Where? Around perimeter and along centre pathway.

What? Various mainly native deciduous varieties

FORMAL FLOWER BEDS Yes/NO

What species? n/a

Where located? n/a

WATER SUPPLY Yes/ No Where?

Water for public YES/No Where?

PUBLIC TOILETS Yes/ No

Condition? n/a

CAFÉ FACILITIES YES/NO

PATHWAYS Yes/No

DDA Compliant Yes/No (entrance gates to narrow)

Steps? Yes/no

Ramps? Yes/NO

Cycle Paths? Yes/No

Walking Paths? Yes/No

BINS Yes/No

Notice Boards Yes/no

Benches Yes/ No?

Boundaries Defined Yes / ~~No~~

FENCES Yes/~~No~~

Bushes ~~Yes?~~ No

Biodiversity Rating 1 to 5: rating 4

7 LA 434 NEIGHBOURHOOD PLAN / OPEN SPACES

Cllr Gallagher is the Chair of the Steering Group Peacehaven and Telscombe Neighbourhood Development Plan. Cllr Gallagher would like volunteers to help with research for a Green Spaces management Plan.

For the Town to gain protection for its green spaces, we need to put together a very strong case. Public involvement is needed to determine:-

*What spaces are available?

*What people want from green spaces?

*Mapping out where things will go and how will be paid for and maintained and enhanced in future years.

Cllr Duhigg suggested that once the current COVID situation is over, it may be of benefit to have an open air exhibition, at Centenary Park for example, to involve the residents of Peacehaven in determining the future, of our green spaces.

Cllr Sharkey, Cllr Paul, Cllr Seabrook, Cllr Hill, Cllr Mills volunteered to support this initiative.

Cllr Gallagher thanked the Committee for endorsing the project within the auspices of the NDP Steering Group.

8 LA 435 ALLOTMENT DDA

Peacehaven Town Council received an enquiry regarding whether we had any DDA compliant allotment plots in Peacehaven. The Parks Officer updated the Committee, noting that we currently do not have any allotments suitable for those with disabilities.

The Town Clerk has investigated this, and concluded PTC would only have to have DDA access if creating new allotments. DDA adaptations to the existing allotments and the approaches to them would be impractical cost wise.

Purchasing more land at the site in Cornwall Avenue would come at a significant cost and currently the rental paid for an allotment just about covers the cost of the water used.

Cllr Seabrook reported that he has been in contact with the Doctors Surgery and had several meetings at the Community Garden. He has been arranging some gardening sessions for some of the patients, but sadly only a couple of people have attended so far. Cllr Seabrook suggested that the Community Garden is the way forward for looking after those with disabilities by working to make this more accessible for all, to make long term use of it. We have recently had a new gate installed to make it accessible for wheelchairs and mobility scooters.

The Green Havens LDC lottery bid, which has been put forward, has a request for some money for raised beds for wheelchair users and a DDA accessible composting toilet, which will cost about £5k. This approach was supported by the Committee members.

Agenda Item: LA 466

Committee: Leisure, Amenities and Environment

Date: 15th September 2020

Title: Green waste disposal

Report Author: Kevin Bray

Purpose of Report: To decide

Summary of recommended actions

1. Recommend purchasing a new shredder or second-hand shredder for the grounds team now (if funds can be found)
or
2. To continue to take our green waste to Ringmer for this year and budget for a new or used shredder next year.

Introduction

The groundstaff produce green waste and this needs to be recycled into usable mulch

Background

When the beddingham green waste site shut down we found the nearest site we could take green waste is in Isfield, this is a 30-mile roundtrip and takes just an hour if not busy. During the year we would be using this around 20 times a year.

Analysis

We have a few things to consider, reducing the time driving on the road will reduce chances of an RTA, the environmental impact of driving 30 miles each time, plus the time taken

- Co2 emitted by truck is approximately 411 grams per mile = 12,300 grams per trip x 20 = 246,600 grams co2 per year.
- A chipper would use petrol 2392 grams of CO₂/litre of **petrol**. (ref google.com) and use approximately ½ litre per hour of use and to shred a truck load would take about 1 hour, 20 x 2392 = 47,840grams co2 per year.

Any mulch produced would be used on shrub beds etc.

Costs are : new £11,000 and decent second-hand model £7000, The machine would need to have auto feed and be capable of taking smaller hedge cuttings as well as branches, the best machine would be sort out by having demo's to make sure it the correct machine for us.

I would recommend purchasing a shredder, a second-hand machine would be suitable if maintained yearly, due to the usage being relatively low as we are not permanently tree felling and hedge cutting.

Implications

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

<u>Financial</u>	The cost of purchasing and annual servicing of the chipper. Training for staff
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	This would help reduce the co2 produced by the groundstaff

Appendices/Background papers

Example of machine.



- Engine

22hp Honda 4 stroke

- Fuel

Unleaded Petrol

- Tank Cap

18 litres (4 gallons)

- Weight

608kg

- Length

2935mm (tray up) 3475mm (tray down)

- Width

1266mm

- Height

2108mm

- Max dia. infeed

152mm (6")

- Throughput

Up to 3.5 tonnes per hour

- Feed Method

Twin hydraulic rollers c/w Auto Feed Control

- Blades

2 x 109mm double sided, fully hardened

Agenda Item: LA 467

Committee: LEISURE, AMENITIES & ENVIRONMENT

Date: 24/08/20

Title: TO SUGGEST AN ADDITIONAL LOCATION FOR A BANNER BOARD AT CENTENARY PARK

Report Author: Matt Gunn

Summary of recommended actions

- a- To Confirm the purchase of a second banner board in the Town
- b- To Confirm the location of a new banner board in Big Park

Introduction

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

At the recent CCE meeting it was discussed that to improve marketing income it would be beneficial to have further banner board in the Town, possibly at Centenary Park (the Big Park).

Background

The Banner Board is completely booked for the whole of 2020 with dates already booked for 2021.

We are receiving extremely high demand from new customers that we are currently turning 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 be a profitable investment and will encourage connections with our local businesses

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 468

Committee: Leisure, Amenities and Environment

Date: 15th September 2020

Title: Dell playground updating.

Report Author: Kevin Bray

Purpose of Report: To decide

Summary of recommended actions

1. To set up a working party to look at what PTC want in the Dell
or
2. To choose what equipment PTC want to fit into the playground.

Introduction

There is approximately £48,000.00 being help by LDC earmarked for the dell playground, for inclusive play

Background

The Sainsburys development had to pay 106 contributions this was then earmarked for inclusive play at the Dell, PTC did install a disability swing but did so without gaining permission for the funding from LDC. This needs to be spent and it is up to PTC to choose an outline plan to put to LDC for funding

Analysis

I have had two companies come to do a site visit and come up with ideas, these include putting in a new entrance from the main road and associated pathways to avoid using the unmade Rowe avenue. I also suggested removing a small amount of the sand area so we could get the retaining fence repaired within the quote, to save PTC money, the quotes are attached.

We could choose a wish list of items / infrastructure to send to LDC for them to ok which we could then get a price for, this could be done by a working party looking at brochures and the site and what would be suitable. We need to include any pathway's or new gates/ entrances suitable for inclusive use.

There is a time scale for getting the funds spent or allocated some of this can be set aside for repairs and maintenance.

Implications

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

<u>Financial</u>	106 funded
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

WICKSTEED IDEAS/ QUOTE

Peacehaven Town Council

Total Excluding VAT: £54,355.00

**QUOTATION FOR REMOVALS AND THE SUPPLY AND INSTALLATION OF
PLAY EQUIPMENT AND SURFACING AT THE DELL PLAY AREA. DWG REF
10/75166 ISSUE 2**

Quotation number: 122117 Document Date: 29/07/2020

Qty	Code	Description	Unit Price	Total
		<u>Removals</u>		
		Remove and dispose of wooden revetments and footings from around the existing sandpit.		
		Remove springer and digger from sandpit		
		Remove and dispose of 2x Play Panels		
		Reshape the sandpit.		
		Install 324 round logs to make new retaining sandpit wall.		
		Remove boulders and level area next to sandpit in preparation of new roundabout		

1	L-Installation	For the sum of:	10,075.00	10,075
1	B610-75166	Plastic Logs - approx 36 lin mtrs for sandpit wall	13,150.00	13,150
<u>Supply and Install the following Equipment with Wet Pour Surfacing</u>				
1	6020-090	Swirl - DDA Roundabout Installed flush with the ground for wheelchair access, this roundabout includes a designated wheelchair station and a seat for the accompanying user. Play value - Interactive Inclusive Coordination Rotating	5,995.00	5,995
1	L-Installation	Installation Charges	1,492.00	1,492
26	6180BLK040	Playscape Wetpour - Eco Fleck (Black/Grey) 40mm thick	78.50	2,041
26	Basework	Allowance for new baseworks	67.00	1,742
<u>Supply and Install the following Equipment with EcoTumble Surfacing</u>				
1	6060-111	Buddy Board (with Suspension unit) The fantastic Buddy Board is the latest edition to our range of rocking playground equipment. It is simple in design, whilst providing a brilliant opportunity for 'buddies' to rock in unison and have great fun together. Play value - Interactive Balancing Rocking Agility Coordination	1,955.00	1,955
1	L-Installation	Installation Charges	478.00	478
14	EcoTum40Forest Green	Ecotumble Surfacing - Forest Green - 40mm Thick	88.00	1,232
			7,739.00	7,739
♥	1901-WIDE	Tropica Multi-Play System - Wide Slide Our Wide Slide has been designed for integrated play, enabling children with special needs to play alongside their able-bodied friends or be assisted by adult carers. The slide is wide enough to accommodate a child and a helper where necessary and play panels from our Tropica Multi-Play range can be incorporated at the lower level if desired.		
	L-Installation	Installation Charges	1,000.00	1,000
1	EcoTum50Forest Green	Ecotumble Surfacing - Forest Green - 50mm Thick	104.00	3,016
29	<u>Additional Surfacing</u>			
	EcoTum40Forest Green	Ecotumble Surfacing - Forest Green - 40mm Thick - Infill	88.00	3,300
37.5	EcoTum40Forest	Ecotumble Surfacing - Forest Green - 40mm Thick for		

38.5	Green	Area Around Existing Trampoline	88.00	3,386
		<i>Optional Costs: 108 sqm of EcoTumble for around existing Swing units to make area more accessible - £9,504.00 **The above cost does not include any discount and is only applicable if ordered and carried out at the same time as the main project**</i>		
10	L-Installation	Allowance for Soil and Turf to make good area around Wide Slide	25.00	250
		<u>Supply and Install the following DDA path</u>		
33.5	L-Installation	Allowance for 33.5sqm of Full Spec Tarmac to Create a 1.5m Wide Pathway	120.00	4,020
		<u>Supply and Install the following Gate Into the Mesh Fencing</u>		
1	NFLGATE12	Flat Top Single Self-Closing Gate With Hydraulic Mechanism - Yellow "Wicksteed's Single Self-Closing Gate is designed for installation with our Flat and Bow Top Fencing and has been developed for maximum children's safety. With a dual action hydraulic unit built into the bottom rail, the closing mechanism is 'progressive' - it slows down at each end of the range of movement. This makes it virtually impossible to slam shut and prevents the gate from bouncing back should anyone push hard to open it. This gate conforms to BS EN 1176 and can be set to conform with RoSPA's recommendation - to close within 5 to 7 seconds. Installation Charges	974.00	974
1	L-Installation	Allowance to Remove Some of the Chainlink and Install Posts to Allow for Gate to be Installed	181.00	181
1	L-Installation		767.00	767
1	Fencing	<u>Final Costs, Carriage and Discount</u>	400.00	400
1	Storage	Temporary Security Fence Hire	350.00	350
1	Welfare	Secure storage on/off site	350.00	350
1	Pll	Temporary Hire of Welfare Facilities - Portaloo Post Installation Inspection	575.00	575
1	Carriage	Subtotal Carriage	1,489.60	64,471
-1	Discount		11,604.60	1,489
		Total Excluding VAT:		£54,355

THE DELL

Play Area

Commercial Playground
Manufacturer Since 1918

W. W. WICKSTEED & CO. UK

OPP No: 10/25166
ISSUE No: Issue 2
DATE: 29/07/2020
DRAWN BY: Designer 5
NOTE: Artists Illustration Only



Wicksteed Leisure Limited
Dilby Street, Kettering
Northants, NN16 8YJ
Tel: (0)1536 517028
Fax: (0)1536 410633
E-mail: sales@wicksteed.co.uk

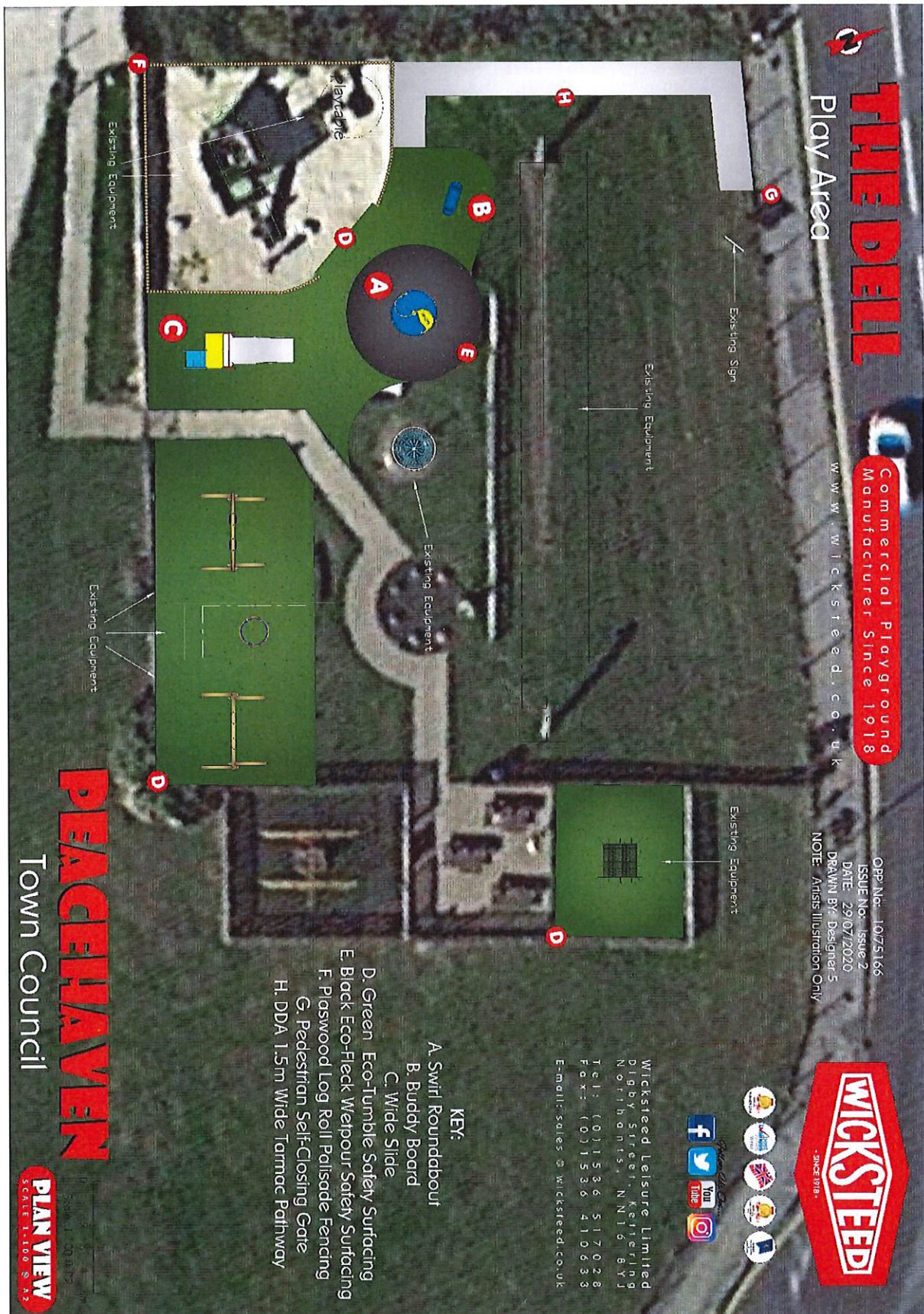
KEY:

- A. Swirl Roundabout
- B. Buddy Board
- C. Wide Slide
- D. Green Eco-Tumble Safety Surfacing
- E. Black Eco-Fleck Wetpour Safety Surfacing
- F. Plaswood Log Roll Polysade Fencing
- G. Pedestrian Self-Closing Gate
- H. DDA 1.5m Wide Tarmac Pathway

PEACEHAVEN

Town Council

PLAN VIEW
SCALE 1:100 @ A2





SUTCLIFFE IDEAS AND QUOTE

5200027

Peacehaven TC

Kevin Bray

The Dell, Rowe AV Park

29 June 2020

<u>Equipment</u>	Qty		
1 Flywheel SWD900	1	Equipment Total	£4,495.00
		Installation	£919.29
2 Play Fence DZW273	1	Equipment Total	£3,130.00
		Installation	£478.69
3 Flower Springie SSB150	1	Equipment Total	£820.00
		Installation	£218.59
4 Wilbur Whale SSB040	1	Equipment Total	£795.00
		Installation	£218.59
Equipment sub-total			£9,240.00
Equipment Installation sub-total			£1,835.15

Site Setup

Site setup, security fencing and welfare facilities for the
in compliance with current health and safety practices

£2,213.29 duration of the works,

Site set-up sub-total
£2,213.29

Additional works

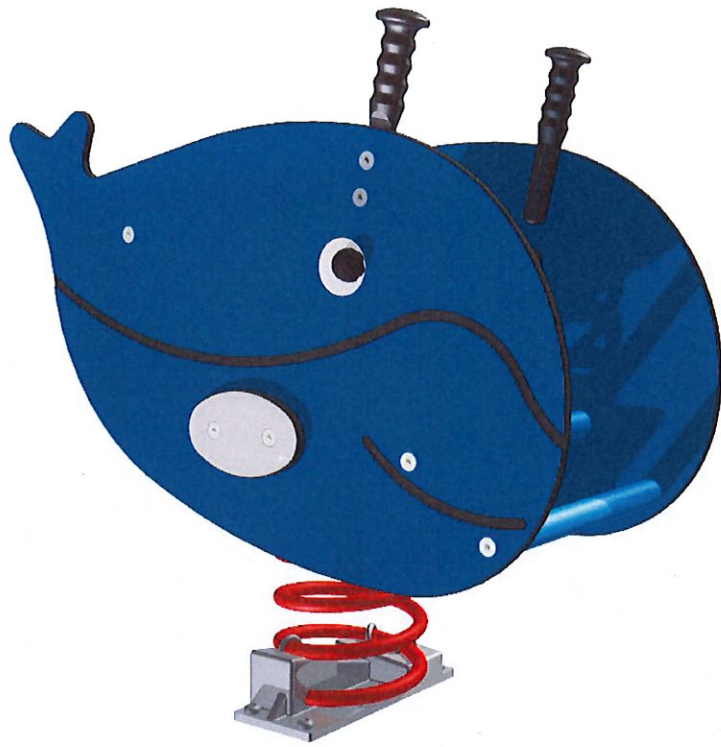
Qty

Removals: Existing equipment
 Existing sand
 Grassmats
 Existing log wall approx 50Lm
 Concrete step
 Existing equipment
 Existing sand
 Grassmats
 Existing log wall approx 50Lm
 Concrete step

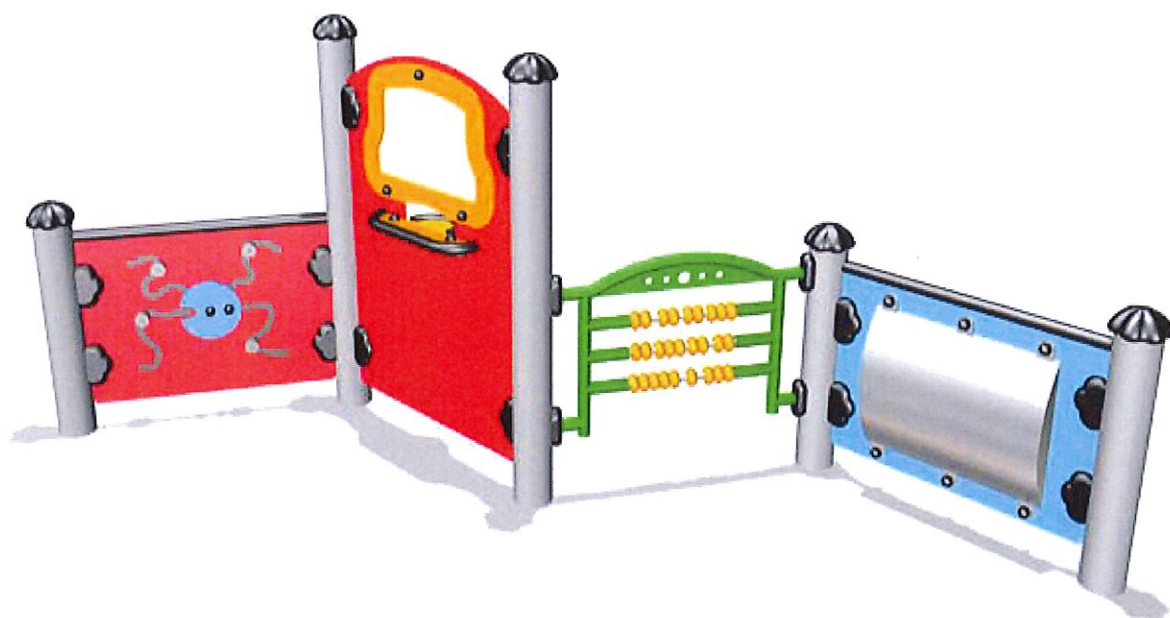
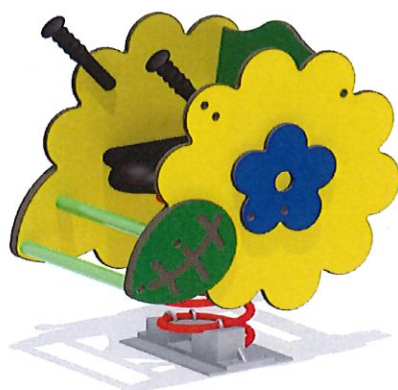
	1	£7,812.86
Water point	1	£1,357.14
Reduce levels	1	£2,232.86
Proposed pathway	1	£13,220.00
Proposed wet pour area:	1	£3,470.00
Safagrass surfacing	1	£1,478.57
500mm Height retainer with 100mm entrance	1	£3,788.57
1160mm Height	1	£4,042.86
Additional works Sub-total		£37,402.86

Equipment Total	£9,240.00
Equipment Discount	£2,772.00
Carriage	£369.60
Installation and Ancillaries	£41,451.29

Grand Total exc. VAT **£48,288.89**







Agenda Item: LA 469

Committee: Leisure, Amenities and Environment

Date: 15th September 2020

Title: fire damage at Centenary park.

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. To note

Introduction

During the heat wave an area of small trees approximately 60m² had a fire.

Background

The incident was attended by the fire brigade, the cause was unexplained.

Analysis

A few of the trees are showing signs of recovery and the grass is growing (see pictures) it was suggested we re-plant the area but, in my opinion, we should wait to see if the trees recover

Implications

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

<u>Financial</u>	Cost to replant may need to be put into next year's budget?
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



Agenda Item: LA 470

Committee: Leisure, Amenities and Environment

Date: 15th September 2020

Title: bowls club letter

Report Author: Kevin Bray

Purpose of Report: to note and comment

Summary of recommended actions

1. To note and comment.

Introduction

We have received a letter from the bowls club regarding the tree next to their clubhouse

Background

Previously the club asked for the tree to be removed, this was declined by the committee

Analysis

PTC have insurance through Zurich to cover this, and we have a full tree report every three years.

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

clubmark



PEACEHAVEN & TELSCOMBE BOWLS CLUB

Affiliated to B.E. & S.C.B.

THE SPORTS CENTRE

PIDDINGHOE AVENUE, PEACEHAVEN, EAST SUSSEX. BNIO 8RJ.

Telephone: 07767-755797

www.peacehavenbowlsclub.com

Chairman

Ted Giles

Tel. 01273 586217

patted70@hotmail.com

President

Alan Wallace

Tel. 01273 583835

wallace.alan2@sky.com

Treasurer

P Giles

Tel. 01273 586217

patted70@hotmail.com

Secretary

Frank Leach

Tel. 01273 584741

leachf@cldmail.co.uk

Date:- 30th April 2020,

REF:-Questions raised in our letter of the 24th February 2020.

Mr. Tony Allen, Town Clerk
Peacehaven Town
Council Office, Meridian
Way, Peacehaven, East
Sussex. BNIO 8BB.

Dear Mr. Allen

Further to your letter dated 24th February concerning the tree which impinges on the roof of our pavilion, our Insurance Company has now issued us with the following statements:-

Removal of Trees Cover Enhancement

It is noted that Event 14 of the Section 1- Property Damage is enhanced to read 14. Falling Trees or parts thereof excluding:-

A. Damage resulting from any process of felling or lopping operation Be any amount in excess of £1,000 for the cost of their removal and disposal

C. any resulting Damage to hedges, gates or fences

D. the amount of the Excess specified in the Schedule or in respect only of cups and trophies EIOO, whichever is the less

Waste Warranty:-

It is a condition precedent to liability for Damage by fire or explosion that:

1. All hazardous and/or combustible trade waste such as sawdust, shavings, clippings or cuttings be swept up and bagged daily and removed from the Premises at least once a week. If such waste is stored external to the buildings pending collection, it should be stored either in metal lidded containers or at a distance of at least five metres from any building.

2. All oily and/or greasy waste and cloths which remain in the buildings overnight be kept in metal lidded containers.

In answer to our direct question they stated that they include dead leaves as a potential fire hazard within item Waste Warranty 1. The tree concerned generates considerable leaf fall behind our pavilion which needs constant clearing.

If the amenity committee are prepared to accept the costs to repair any damages resulting from the continued presence of this tree then we will accept their assurances and leave the tree to develop as it may, again assuming that the amenity committee ensure that it is regularly pruned so as to prevent it damaging our newly replaced asphalt roofing. This to include damage from damp caused by leaves and branches from this tree or fire caused by external sources igniting the dead leaves.

Your written acceptance of this liability would be appreciated.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Frank Leach', written over a large, loopy circular flourish.

Frank Leach
Club Secretary.

Agenda Item: LA 471

Committee: Leisure, Amenities and Environment

Date: 15th September 2020

Title: MUGA court opening experiment

Report Author: Kevin Bray

Purpose of Report: to note

Summary of recommended actions

1. To note

Introduction

The L,A&E committee decided to trial leaving the muga courts unlocked during the school holidays as youths were cutting the fence down to gain access.

Background

The muga courts are mainly used in the winter for football training under floodlights in the evenings

Analysis

The courts have been busy everyday over the period they were open, this has led to some complaints from residents about noise, swearing etc. The goals have been damaged during this time and the nets burnt, the goals can be repaired but the nets will need replacing.

Implications

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

<u>Financial</u>	Cost of new nets
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



Agenda Item: LA 472

Committee: Leisure, Amenities and Environment

Date: 15th September 2020

Title: Dell picnic area

Report Author: Kevin Bray

Purpose of Report: to note

Summary of recommended actions

1. To note this report

Introduction

Peacehaven town council helped create a picnic area in The Dell for the previous owners of coffee haven and they rented the space from PTC.

Background

The ownership of the shop has now changed, the new proprietors contacted PTC to ask to continue the rental of the area, the Town Clerk and Finance officer, agreed a price and a lease was given to them on an annual basis.

Analysis

This is a great asset to the town and encouraging a new business in the process.

Implications

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

<u>Financial</u>	Small income to PTC
<u>Legal</u>	Lease drawn up by Town Clerk
<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 September 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	Initial bid submitted to LDC CIL; full bid needs to be sent by end of September 2020			K Bray	CIL	Specification needs to be written so we can obtain 3 quotes
Lease/licences	September 2019	Second draft is being drawn up by our solicitors	Spring 2020	Policy and finance	Town clerk		

Hub	2019	Repainted the hall, toilets, entrance		Working party	K Bray	In budget	Completed
Dell playground	Sept 2019	Two ideas have been submitted by companies		Report in this meeting	K Bray	106 contributions	
Dell wildflower project		Initial bid submitted to LDC CIL, complete bid required by the end of September.			Cllr Griffiths	CIL/ Southdown's national park.	
Over-flow parking at the Centenary park	2019	Site visit needed to decide on what councillors/ users want	2019		Kevin Bray	106 contributions	On the list for prioritising
Groundsman's new accommodation	Spring 2018	Finally, moved in	16 th Jan 2019		Kevin Bray	L and A budget	Completed
Dog fence around Centenary park playgrounds	March 2020	Delayed due to coronavirus effecting the manpower on the Groundstaff			Kevin Bray	106 funds	Price of fence to be £650.00
Sewage pump replacement	March 2020	To obtain other quotes, waiting for a second quote			Kevin Bray	CIL/	

Purchasing replacement nest swing	March 2020	Delayed purchasing due to coronavirus			Kevin Bray	Playgro und 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.
CCTV at Centenary park	March 2020	Repairs have been authorised and being paid for through PTC CIL contributions			Kevin Bray	budget	Ordered.
Café sliding door refurbishment	2019	Replace all the running gear on the doors to the cafe			Kevin Bray	2019 budget	Completed
Café sink	March 2020	Order has been placed and hope to be fitted by 19th sept			Kevin Bray		Investigating a grease trap for the café due to the build up in our sewage tank, this may be financed through 106.

Agenda Item: LA474

Committee: Leisure, Amenities and Environment

Date: 15th September 2020

Title: works update

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. To note

Introduction

This last 6 months has been tough, with the effects of covid 19, the Groundstaff/ Handyman/ Caretakers have been striving to keep the playgrounds safe by spraying sanitising liquids over all the equipment and gates around the town's playgrounds.

Due to Community house being closed, two caretakers have been out with the groundstaff doing a great job of litter picking, bin emptying around the towns amenities and sanitising the equipment, this has utilised their hours well. This helped cover some of the aspects of the job that would have been carried out by the new member of staff who declined the job after the 12-week lockdown.

We have also had one member of the groundstaff off sick for 10 weeks now and this does not look like it will end soon unfortunately, with this and holiday's it has led to works falling behind schedule, we hope to advertise soon for a permanent grounds person, again.

Background

We offered a job to a suitable candidate in March, but when the lockdown started, we delayed him starting, when we contacted him 12 weeks later, he had accepted another job offer.

The groundstaff are still understaffed so works are building up we hope this will be rectified soon. The caretakers time is starting to be diverted back to community house, as the building starts to open up.

Analysis

Tasks completed:

All football areas are now marked out and in use, the bowls season is still running until the end of September, some hedge cutting has been carried out.

The handyman has been repairing playground equipment when required.

Works outstanding:

Fence repairs

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