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PEACEHAVEN TOWN COUNCIL

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Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 12th May 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: It was resolved that Cllr Duhigg participates in the meeting in a non-voting capacity.
One member of the public.

GENERAL BUSINESS

1 LA 428 CHAIR ANNOUNCEMENTS

You will have received a paper from the CIL working Party which is to be added to the updates to note. We can add a fuller report to the agenda of the next meeting.

The Civic and marketing Officer has asked me to thank all the Councillors and Officers who contributed to make the VE Day a success.

We have had some more problems with motorbikes in Centenary Park. Steve O'Connell from the Safer Roads Partnership has stated "The issue in the Park with the teenagers on motorcycles is in hand and we are sure at this point who they are." I also have had a phone call from PCSO Chris Marchant following up a complaint from myself. Chris is self-isolating but has been given the job of phoning the 40 people who have complained about this issue.

Some very good news came in this afternoon from Aimee Harman who created the original mosaic around the flower planter on the Dell roundabout. She had planned to refurbish it but had a change of circumstances. Her circumstances have changed again, and she hopes to continue with the project which has a new theme. Each panel will be a different colour of the rainbow and the words around it will be - Bee Love, Bee Strong, Bee Happy, Bee Calm. This is at no cost to the Council.
Aimee is a very talented artist who is known for her refurbishment of the tiled floors in the toilets of the Orient Express.

2 LA 429 PUBLIC QUESTION TIME

A resident asked if the disabled swing at The Dell is still functioning and will it be moved. The Parks Officer confirmed that it is working and has had a yearly inspection. The Parks Officer confirmed there are funds available from LDC to do works at the Dell, but this is an ongoing situation and doubts the swing will be moved.

3 LA 430 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Cheta – other commitments

4 LA 431 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Sharkey declared an interest in Item 8, as being a resident in the vicinity of Cornwall Ave.

5 LA 432 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 17th March 2020

Cllr Seabrook proposed that the minutes be accepted as a true record.

Amendments to Cllr Seabrook's proposal were received from Cllr Gallagher in order to record matters of accuracy as follows:-

- LA407 - Addition – 'An Engineer's survey to be carried out, up to a cost of up to £2K, funded from CIL monies.'
- LA408 – Addition – 'Contractor to be Sussex Driveways up to a cost of up to £3K to be funded from CIL/S.106 monies.'
- LA410 – Correction – Second sentence to read 'It was noted that S.106 monies (using S106 from the Centenary Park £20K per year allocated fund) or CIL monies can be used to offset the costs of this work. Estimated at a cost of £9950.'
- LA412 – Addition – 'To be paid from 2020/2021 playground equipment budget Estimated cost £1156.'
- LA413 – Correction – Second paragraph to read 'It was resolved to replace the sink and units at the Gateway Café like-for-like and to consult with the lease holder with regards payment by them for any extra attachments/fittings if required (PTC to pay up to £120 towards this).'
- LA413 – Addition – 'Selected company is Catercraft Supplies Ltd at a cost of £2181 plus mixer taps; total cost up to £2500. To be funded from the 2020/21 Gateway Café budget.'

An amendment to Cllr Seabrook's proposal was received from Cllr Mills in order to record a matter of accuracy as follows:-

- LA420 – Addition – 'Cllr Mills noted that, at the Committee's meeting on the 23rd January 2020, it has already been resolved not to have an additional banner board at The Dell and to look for other suitable locations.'

It was resolved to adopt the minutes, as amended, as a true record

Proposed Cllr Seabrook

Seconded Cllr Sharkey

All in Favour

6 LA 433 PLANTING TREES IN VERGES

The Committee discussed a Residents letter requesting tree planting in Peacehaven. Cllr Sharkey spoke of how this idea is welcomed and updated the Committee on Telscombe Town Councils recent tree planting exercise, unfortunately only around 6 trees were planted due to the problems that were encountered with underground services. LDC came to do the survey of the grass verges and found underground cables from Virgin and BT cables, preventing planting.

Cllr Seabrook, also supported the idea and suggested other areas for tree planting are looked at. The verges are unsuitable due to services underneath and also concerns over the ongoing maintenance; these trees will grow and the Town Council will have to fund the costs of cutting them back every year to avoid hazards to traffic and also the trees may become a concern for Residents with leaves on the pavement and blocking out the sunlight. Other areas to consider for planting are the ends of the avenues next to the South Coast Road; here will be no impact on the traffic. Centenary Park is also an option but as we have experienced with tree watering in the Orchard, water supply is a problem. Trees need large amounts of water, not just a watering can, so this will be a challenge if trees were to be planted. Cllr Seabrook also asked if there will be enough volunteers to set up a group and would the resident suggesting the idea, be prepared to organise a tree warden group just as there are in Newhaven & Seaford. This initiative needs to include some of the residents in order to help maintain and water the trees if planted.

Cllr Gallagher informed the Committee that the advantage of a community led group will mean that they are able to apply for grants and funding and free trees, which the Council cannot do.

The Parks Officer shared his experiences and informed the Committee that a tree planting initiative was looked at 10/15yrs ago and again the issue of underground services on verges, including the ends of road where Cllr Seabrook has suggested are also a problem, there is concrete underneath the soil.

Cllr Duhigg also queried which type of trees would we plant bearing in mind we are on the coast with a lot of wind and rain. It was suggested that the types of trees would be decided by the professionals at ESCC, otherwise the trees will die, which is what has happened at Howard Park.

Cllr Mills suggested that grass is better for environment than trees and converts more CO2 than trees will.

Cllr Gallagher recommended that we write to the resident and confirm we would like to help with this request of more trees. An invitation could be made to the resident to attend the next Tree Warden meeting when the current Covid situation has passed; if they can come along to the meeting, we can then take this forward.

Cllr Seabrook proposed that we put the resident in touch with the Telscombe Tree Wardens and at the same time we could find out if the Tree Wardens would be interested in expanding their area of operation, so we cover both Towns with one group. Newhaven and Seaford are also very established we could look for guidance from these Towns.

Proposed Cllr Seabrook

Seconded Cllr Gallagher

All in Favour

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.

9 LA 436 BROWN TAIL MOTH CATERPILLAR

The Parks Officer noted that there had been no further complaints on this matter.

Two options for treatment of the moths were discussed: -

Option 1 in the winter the tents where the moths hibernate could be removed and disposed of and we will need to investigate current disposal regulations.

Option 2 is in that in Spring 2021 we spray them preferably with a biological spray.

It was proposed to cut back affected shrubs in the winter, when the shrubs are full up and the moths are dormant, this will be actioned by the Grounds Team and disposed of following current disposal regulations, unless a better option becomes available before that time.

Proposed Cllr Sharkey

Seconder Cllr Hill

All in favour.

10 LA 437 WORKS UPDATE

Parks Officer gave an update on the current staffing situation, two members of staff need to stay at home and isolate and the two remaining members of staff have been carrying out all essential works when they can do so safely, this includes emptying the bins around the parks and maintaining amenities as well as possible.

It has also been decided to postpone employing the new Groundsman, until the lockdown has eased further and we can resume near normal working.

The Parks Officer confirmed his teams PPE was suitable and available and advised that as they are working outside, the team are very unlikely to come into close proximity to other people. The Grounds Team currently have not got masks but the Parks Officer will be making a Full Risk assessment with the Town Clerk before the staff come back to work. They currently have gloves, hand wash and are keeping to themselves.

11 LA 438 PROJECT UPDATE

The report was noted. Top dressing and aeration of the relevant grass surfaces in the Centenary Park has been completed. The company providing the new sink unit may not be operational at present.

The Parks Officer added that It may be necessary to make adjustments in the future, to the play area if the Government decides to reopen play areas, for example the basket swing is designed for more than one person which will create a problem with social distancing. This will have to all be investigated when the time comes.

It was noted that The Hub is being fully decorated, with new blinds provided.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 12th May 2020

CONFIRM DATE OF NEXT MEETING AS THE 23rd JUNE 2020

There being no further business, the meeting closed at 8.50pm

Draft – unadopted

Agenda Item: LA 444

Committee: Leisure, Amenities and Environment

Date: 23/06/2020

Title: finance report

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. To note this report

Introduction

Please also note the budget update attached.

Implications

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

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

Appendices/Background papers

Detailed Income & Expenditure by Budget Heading 10/06/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	249	4,400	4,151		4,151	5.7%	
4203 Fuel	5	5,600	5,595		5,595	0.1%	
4204 Road Fund License	0	600	600		600	0.0%	
4305 Uniform	0	700	700		700	0.0%	
Grounds Team General Exp :- Indirect Expenditure	<u>254</u>	<u>11,300</u>	<u>11,046</u>	<u>0</u>	<u>11,046</u>	<u>2.3%</u>	<u>0</u>
Net Expenditure	<u>(254)</u>	<u>(11,300)</u>	<u>(11,046)</u>				
310 Sports Park							
1025 Rent & Service Charge	2,888	15,000	12,112			19.3%	
1039 S/P Cats	400	3,600	3,200			11.1%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	(410)	2,500	2,910			(16.4%)	
1061 S/P Court Hire	(205)	5,300	5,505			(3.9%)	
Sports Park :- Income	<u>6,922</u>	<u>30,700</u>	<u>23,778</u>			<u>22.5%</u>	<u>0</u>
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	0	3,500	3,500		3,500	0.0%	
4161 Cleaning Costs	0	7,300	7,300		7,300	0.0%	
4164 Trade Refuse	0	4,500	4,500		4,500	0.0%	
4171 Grounds Maintenance Costs	1,949	7,800	5,851		5,851	25.0%	
Sports Park :- Indirect Expenditure	<u>3,153</u>	<u>29,100</u>	<u>25,947</u>	<u>0</u>	<u>25,947</u>	<u>10.8%</u>	<u>0</u>
Net Income over Expenditure	<u>3,769</u>	<u>1,600</u>	<u>(2,169)</u>				
315 Big Park							
4101 Repair/Alteration of Premises	3,770	0	(3,770)		(3,770)	0.0%	
4121 Rents	2,730	12,000	9,270		9,270	22.8%	
4131 Rates	167	2,500	2,333		2,333	6.7%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	
4173 Fertilisers & Grass Seed	0	4,750	4,750		4,750	0.0%	
4303 Machinery Mtce/Lease	0	4,500	4,500		4,500	0.0%	
Big Park :- Indirect Expenditure	<u>6,667</u>	<u>25,250</u>	<u>18,583</u>	<u>0</u>	<u>18,583</u>	<u>26.4%</u>	<u>0</u>
Net Expenditure	<u>(6,667)</u>	<u>(25,250)</u>	<u>(18,583)</u>				
316 Gateway Cafe							
1025 Rent & Service Charge	1,377	8,480	7,103			16.2%	
Gateway Cafe :- Income	<u>1,377</u>	<u>8,480</u>	<u>7,103</u>			<u>16.2%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 10/06/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Repair/Alteration of Premises	(1,323)	0	1,323		1,323	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	(1,323)	900	2,223	0	2,223	(147.0%)	0
Net Income over Expenditure	2,699	7,580	4,881				
330 Amenity Area							
1044 Hire of the Dell	(780)	5,000	5,780			(15.6%)	
1050 Allotment Rent	0	1,950	1,950			0.0%	
Amenity Area :- Income	(780)	6,950	7,730			(11.2%)	0
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	0	2,000	2,000		2,000	0.0%	
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	0	15,500	15,500	0	15,500	0.0%	0
4101 Repair/Alteration of Premises	0	4,710	4,710		4,710	0.0%	
4141 Water Services	0	1,750	1,750		1,750	0.0%	
4164 Trade Refuse	0	2,500	2,500		2,500	0.0%	
4171 Grounds Maintenance Costs	800	10,000	9,200		9,200	8.0%	
4301 Purchase of Furniture/Equipmen	0	3,000	3,000		3,000	0.0%	
Amenity Area :- Indirect Expenditure	800	21,960	21,160	0	21,160	3.6%	0
Net Income over Expenditure	(1,580)	(30,510)	(28,930)				
355 The Hub							
1084 Sports Pavilion	7	16,000	15,993			0.0%	
The Hub :- Income	7	16,000	15,993			0.0%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0
4101 Repair/Alteration of Premises	29	0	(29)		(29)	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	315	9,500	9,185	0	9,185	3.3%	0
Net Income over Expenditure	(308)	6,000	6,308				

09:27 Detailed Income & Expenditure by Budget Heading 10/06/2020

Month No: 2 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	7,526	62,130	54,604			12.1%	
Expenditure	9,867	114,010	104,143	0	104,143	8.7%	
Net Income over Expenditure	<u>(2,341)</u>	<u>(51,880)</u>	<u>(49,539)</u>				
Movement to/(from) Gen Reserve	<u>(2,341)</u>						

Agenda Item: LA 445

Committee: Leisure, Amenities and Environment

Date: 23/06/2020

Title: flint way path finance

Report Author: Kevin Bray

Purpose of Report: to ratify 106 for funding this project

Summary of recommended actions

1. To ratify that 106 money can be used to fund the flint way path project

Introduction

At the March Meeting the committee chose a preferred contractor to carry out installing a path from flint way to Centenary park, it was forwarded to the CIL working party for funding (£ 2875.00). At this meeting it was suggested the LDC be asked if 106 money can be used for this project, this was done and LDC have said it can be.

Background

There are several 106 money pots connected to Centenary Park, the one it has been suggested we use is from the 16a south coast road flats fund. This has around £18,000 left in it after the football pitch top dressing is taken out.

Analysis

106 money is given to the town when some building projects happen in the town

Implications

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

<u>Financial</u>	Zero cost from the towns budget
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Agenda Item: LA 446

Committee: Leisure, Amenities and Environment

Date: 23/06/2020

Title: Bee's in the allotments

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. To note

Introduction

To report we have had two complaints about the bees again this year, one incident a plot holder was stung, and the other the plot holder had to leave the site as the bees were swarming.

Background

Last year it was reported to the committee that a plot holder had complained about the bees kept on the allotments swarming and causing a nuisance.

Analysis

The bee owner has been contacted and asked to put a notice on the plot with an emergency telephone number on it in case of any issues.

Implications

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

<u>Financial</u>	
<u>Legal</u>	PTC has a duty of care to all plot holders
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Agenda Item: LA 447

Committee: Leisure, Amenities and Environment

Date: 23/06/2020

Title: Tree planting/ warden's

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. To note this report

Introduction

At the last meeting it was recommended that PTC look at setting up volunteer tree warden group for the town

Background

A resident emailed in asking for more tree planting to be done in the grass verges around the town, the committee recommended that the parks officer contact Telscombe TC as they had a similar group.

Telscombe town clerk replied with the following email

Dear Kevin

At the moment we do not have a tree planting group or any volunteer tree wardens. We have planted trees in the past, but this was organised by Council staff. The maintenance of the individual trees was the responsibility of the resident who had requested a tree in the verge outside their property.

We are, however, currently advertising to see if anyone is interested in a further planting scheme and we are looking at possibly setting up a volunteer group/tree wardens.

This is being dealt with by Bianca and I have copied her in to this email so she can update you next week on her return from leave.

Kind regards

Stella

Stella Newman

Town Clerk & Finance Officer

Telscombe Town Council

Analysis

It seems that Telscombe have not got volunteer tree wardens but are looking at setting this up in the future.

Implications

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

<u>Financial</u>	Cost of trees and the future upkeep
<u>Legal</u>	Verges are owned by ESCC
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	Planting trees is good for the environment

Appendices/Background papers

Agenda Item: LA 448

Committee: Leisure, Amenities and Environment.

Date: 23rd June 2020

Title: The Dell Wildflower areas Management Plan

Report Author: Cllr. Griffiths

Purpose of Report: To discuss & agree action

Summary of recommended actions

1. To agree to the management plan for the different areas.

Introduction

On the 21st January 2020 the committee agreed to extend the area that had already been planned for wildflowers.



Background

The South Downs National Park Ranger visited The Dell on the 15th June and identified the many wildflowers already present but which aren't allowed to grow because of the present cutting regime.

Advice given was to cut once a year in the autumn and rake off to reduce the fertility of the soil and to treat the areas individually.

Yellow area has the most diverse wildflowers – cut in autumn and scarify any areas that are purely grass and add minimal seeding.

Blue area – cut in autumn and scarify then seed. Very bare areas could host oxeye daisy.

Brown area – cut in autumn, rake, then scarify and seed.

Orange area contains very dominant species necessitating the use of the Hot foam system, (only alternative would be to spray with herbicide). - scarify and seed in the autumn.

Analysis

The increase in wildflowers will attract more diverse insects and will form part of the larger bee corridor along the coastline.

It will also help to prevent soil erosion and will provide an opportunity for learning about our native environment.

Implications

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

Financial	Saving in time & fuel use with less cuts.
Legal	None
Environmental and sustainability	Increase Biodiversity
Crime and disorder	None
Climate	Less fuel use




Appendices/Background papers

Wildflowers seen at the Dell on 12th June 2020

On bank near the roundabout

		
Birds Foot Trefoil	Rest Harrow	Yarrow
		
Mouse-ear Hawkweed	Red Clover	White Clover
		
Selfheal	Black Medick	

Seen elsewhere on The Dell

		
Common Vetch	Thrift	Plantain

		
Fat Hen	Daisy's	Common Sorrel
		
Salad Burnet	Great Mullein	Mallow
		
Buttercup	Thistle	

BURLEYS.

CASE STUDY.



How Foamstream enables landscape contractors to expand their product portfolio and build their customer base.

Client: Burleys

Sector: Contracting Services

Background: Royal Warrant holders with 60 years experience serving local authorities, housing associations and property managers.

No. of machines: 1 - MW-Series

Areas treated: Hard and soft surfaces including parks, playgrounds, schools, residential areas, sports pitches and tennis courts.

Previous methods used: Glyphosate and manual methods (hard sweep and hand-pull).

OVERVIEW

Burleys, part of the TCL group, have worked with local authorities, housing associations and property managers throughout the UK, looking after a variety of estates for over 60 years. Having been asked to find a herbicide-free solution by one of their clients, Lewes District Council, Burleys trialled various alternatives. Foamstream proved to be far and away the most successful at meeting the companies commercial needs and was subsequently added to their product portfolio.

TESTIMONIALS

"Foamstream is great for weeds, small woody growth like ragwort and for killing moss in places like tennis courts and play areas – and is excellent value".

Simon Cashmore - CEO, TCL Group

HOW FOAMSTREAM HAS BENEFITTED BURLEYS

"Burleys have been commercially using Foamstream now for over two years. Having tested various solutions in the weed control market, we found Foamstream's fit in terms of its compatibility in line with our commercial needs came out above and beyond any other method. In the early days of using it, we didn't expect that we would now be using it in all parts of our landscape contracting business. We are continually taking on new clients across the country as more and more businesses see the merits of Foamstream as a safe and effective, herbicide-free solution to manage outdoor spaces and the benefits that it brings.

We were originally tasked by one of our clients, Lewes District Council, to find a pesticide-free solution to use in the town of Lewes as they wanted to move away from using pesticides. Foamstream has proved very successful here. The residents are delighted with the results and its environmentally-friendly-credentials, as are the local businesses and councillors.

What we love most about Foamstream is that we can use it anywhere, in pretty much all weathers, and it gives us the results we want. It's fantastic for graffiti as well as brilliant in playgrounds and schools. We intend to continue to develop this business model as an alternative to pesticides that we can offer our clients."

Mark Tavener - Contract Manager, Burleys

WHAT BURLEYS CLIENTS SAY

Another key client for Burleys using Foamstream is Seaford Head School in Seaford. Business Manager, David Greaves is very pleased with the results delivered:

"I am extremely pleased with the results achieved following Burleys' 'Foamstream' treatment. As well as killing off unsightly moss build-up on some areas, certain slopes around the site that were proving rather slippery and hazardous when wet, are now safe. In view of recent concerns surrounding the use of chemical-based weed killers, it is pleasing that we have been able to achieve a resolve through the use of non-hazardous techniques".

BACKGROUND

Burleys is owned by TCL Group which was named in 2017 as one of the London Stock Exchange's 1,000 companies to Inspire Europe. Burleys has won a number of awards for its focus on community and sustainability, including being National Winners of "The Fine Turf Award" from The Institute of Groundsmanship, "Most Sustainable Business" in the Sussex Business Awards and "Green Business of the Year" in the Lewes District Business Awards.

TREATING AT SEAFORD SCHOOL



USING FOAMSTREAM TO TACKLE GRAFFITI



TREATING HISTORIC MONUMENTS



Agenda Item: LA 449

Committee: Leisure, Amenities and Environment

Date: 23/06/2020

Title: Toilet opening at Centenary park

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. To note

Introduction

Due to the covid 19 virus the public toilets at Centenary park are closed, PTC have been asked to look at opening them again.

Background

To open the toilets PTC, need to carry out risk assessments and method statements on how this could be done so that PTC are covered, and all staff and public are protected.

Analysis

Covid 19 guidelines are available to everyone online, a risk assessment must be carried out by a person trained to do so, that way PTC is protecting itself, its staff, and the public. The guidelines are clear, and PTC should be aware of the risk of opening too soon.

The process is being overseen by the Town clerk

Implications

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

<u>Financial</u>	Extra cleaning and staffing levels
<u>Legal</u>	To keep staff and public safe.
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

UK Government Covid Alert Levels

5 - Maximum social distancing measures and restrictions

4 - Social distancing measures and restrictions

3 - Gradual relaxing of restrictions and social distancing measures

2 - No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening

1 - Routine international monitoring

NOTE The toilet opening comes under level 2 on the guide lines the government have indicated the country is at level 4 and entering level 3

Agenda Item: LA 450

Committee: Leisure, Amenities and Environment

Date: 23/06/2020

Title: use of grass areas for group outdoor activities

Report Author: Kevin Bray

Purpose of Report: To discuss, adopt and decide

Summary of recommended actions

1. To discuss and adopt this policy
2. To decide if historic hirers of the Hub can use the grass and should they pay a fee?

Introduction

After the government started to reduce the restrictions on outdoor activities a personal trainer appeared on Centenary Park teaching groups and individuals on gym equipment he supplied. He was asked to stop as this was not compliant to the rules by the Parks Officer and then again by the Town Clerk, it was then suggested that the gym man should apply for a licence to use PTC land for his business.

Background

There have always been personal trainers etc who use our parks for free and in the past it was suggested they should apply for licences to do this on PTC land. The town clerk has drawn up a form for this purpose and would like the committee to discuss it and provide any changes they feel are required.

Analysis

We have also received requests from some of the hirers of the HUB to see if they can use the grass until the hub is reopened for them to use once the covid 19 restrictions are over.

Implications

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

<u>Financial</u>	Potential small income to PTC
<u>Legal</u>	Allows PTC to check for insurance on users
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Commercial Health & Fitness Activities in Parks

Introduction

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

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

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

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

Please contact the Information Officer,

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

Email: info@peacehaventowncouncil.gov.uk

Telephone: 01273 585493

Fees

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Copies of first aid certificate	Attached? <input type="checkbox"/>
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Please complete one form for each venue and activity

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

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

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

New/Additional Trainers

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

Please specify below the measures you will be taking to ensure that your activity fully complies with the Government's current Laws, rules and advice relating to COVID-19

Declaration

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

Please send the completed form to:

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

Email: info@peacehaventowncouncil.gov.uk

If you have any queries please contact us on 01273 585493

General Data Protection Regulation 2018 - Privacy Notice

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

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

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

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

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

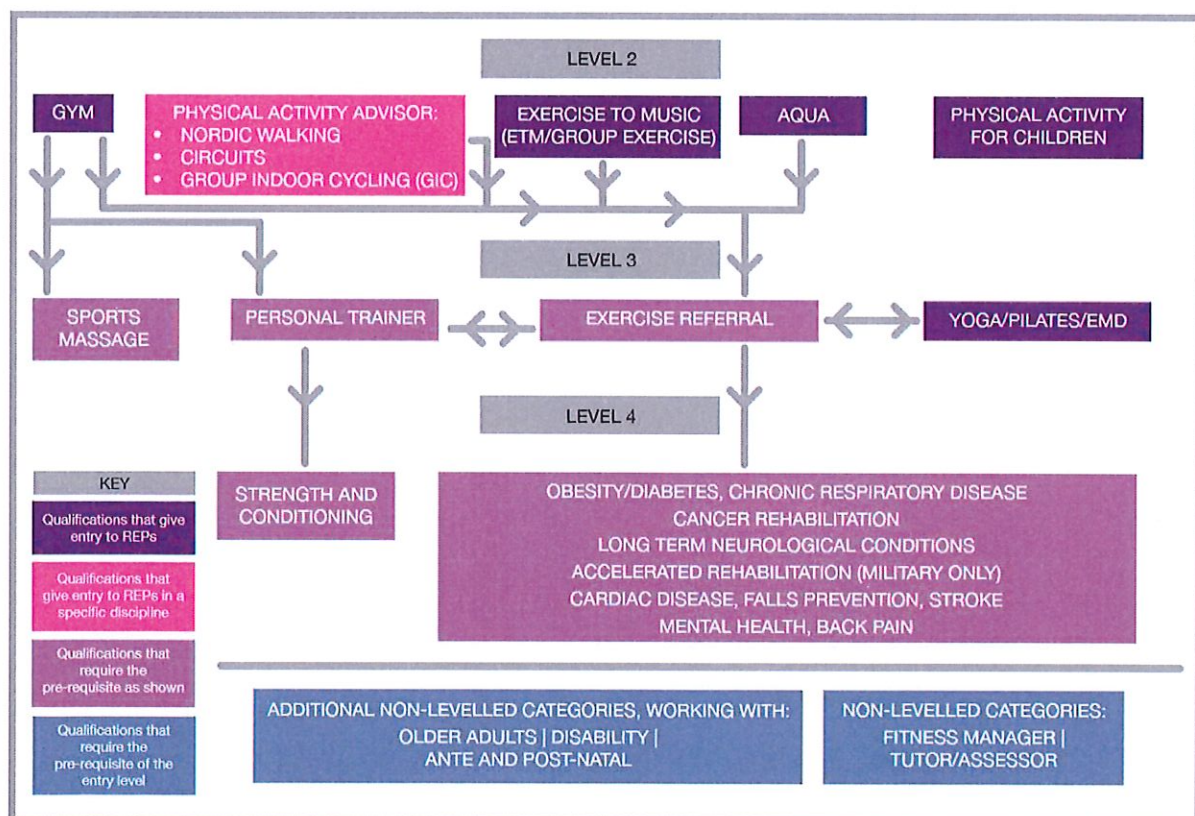
Details of the Council's overarching Privacy Policy can be found using this link:
<https://www.peacehaventowncouncil.gov.uk/policies/>

REPs Categories

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

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

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



Agenda Item: LA 451
Committee: Leisure, Amenities and Environment
Date: 23rd June 2020
Title: Lake Park Pond
Report Author: David Seabrook
Purpose of Report:

Summary of recommended actions

For information only

Introduction

Residents of Lake Drive noticed that the pond was drying up in the hot weather and that the fish had died. They requested that the Fire Brigade fill the pond to prevent it completely drying up. The Fire Brigade stated that they cannot do that without authorisation from Lewes District Council whose policy is not to fill ponds with tap water as it contains chlorine which is harmful to wildlife and in particular amphibians who breathe through their skin. Tap water also contains nitrates which can upset the ecology of the pond.

Town Councillors got involved and met with one of the rangers from Lewes District Council on site. It was clear that the pond had not been maintained recently, silt has built up limiting the amount of water in the pond and causing it to dry up quicker. The reeds were cut back last year but only after representations were made to Lewes District Council by the Town Council.

The fish and terrapins had been introduced to the pond and this has affected the ecology of the pond and reduced its biodiversity including the loss of protected Great Crested Newts.

Councillors requested that a management plan for the pond is put in place and acted upon. Silt will need to be removed during the Autumn which would involve the use of heavy plant and is expensive, however, if this is not done, the primary purpose of the pond which is to manage surface water run off from the estate may fail (SuDS system). The reeds need to be cut back by about 20% to allow a larger body of water and litter removed.

Background

From one of the community rangers who managed the pond in the past.

"I believe it was one of the ponds I managed 20 years ago for LDC as community ranger. It was full of newts. On top of inspection and litter picks it would require 25% to 20% clearance of vegetation and silt on an annual basis between Nov and Feb. We also wired log piles together for the overwintering of the newts in the scrub. Also piled up leaves as they use them to hide in. It was a community engagement and education opportunity so I involved local kids and the then BTCV I think. Such a shame it has been left to silt and had fish put in it."



Great Crested Newts are a protected species and were found in this pond. However, due to the introduction of Terrapins, Goldfish and a lack of maintenance they have not been seen in recent years.

An eDNA test is planned this year sample the water for the DNA of Great Crested Newts.

Analysis

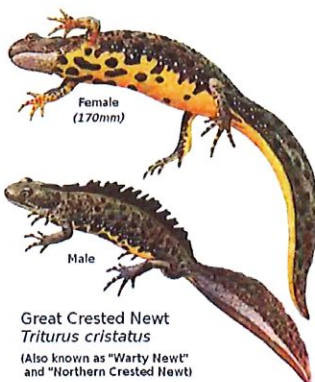
Occasionally ponds dry up. It is a natural part of a wildlife pond's cycle to dry and lose a lot of water in the summer. In fact, it is considered a very good sign for a great crested newt pond if it dries out completely about once every 10 years. The ducks will go somewhere else and return when the water returns. Some of the insects (e.g. dragonfly larvae and some beetles) will bury themselves in the mud and wait or if they die, more will find their way in the next year as these creatures fly and will find the pond again. Some creatures do die in hot dry spells but this is part of the natural processes of a pond.



The pond is of course an essential piece of infrastructure for this estate, it provides a **Sustainable Drainage System (SuDS)**, without which the area will return to its original swamp status. It is essential that this drainage system is maintained regularly. This would include litter picking, grass cutting, removing silt, ensuring that inlet and outlet pipes are kept clear and reducing the vegetation each year by about 25%. The pond belongs to Lewes District Council and this maintenance is their responsibility which has been neglected in recent years. Town Councillors have been in contact with Lewes District Council officers with a view to putting a management plan in place.

It is intended that a **Friends of Lake Park Pond** is created. There is already a Facebook Group which has attracted over 130 people in just a few weeks. Once COVID19 restrictions allow public meetings, this group will become established with a view to safeguarding the areas known as Lake Park Pond as a public open space for future generations, working with other partners to manage the area for biodiversity and public recreation, keeping in touch with local people and what they want from the park and ponds and encouraging local people to participate in activities associated with maintaining and enjoying the park.

One decision that needs to be made is about the purpose of the pond whether for amenity use only or as a wildlife pond. A recent Facebook poll overwhelmingly wanted a wildlife pond. This would mean removing the terrapins who as committed scavengers without natural predators in Britain, find themselves at the top of the food chain in urban ponds and watercourses. "They chomp their way through a menu of native species that includes newts, fish, toads, frogspawn, larvae and for the largest and most aggressive specimens, the occasional duckling or juvenile moorhen and coot."



There used to be Great Crested Newts in the pond but there have not been any recent sightings. Great Crested Newts are very particular in their requirements and will travel up to 1 km to find the right pond, if we can provide the right conditions, they may return. Great Crested Newts are a protected species. They often use ponds that dry up occasionally as this gets rid of the fish which can devastate newt populations. The carp that were released into Lake Park Pond have died as a result of it drying up and should not be reintroduced. An eDNA tests is planned for this year which will sample the water for the DNA of Great Crested Newts.

Response from LDC advisor following a site meeting with the Councillors

We met on site yesterday with Sue Griffiths and David and took a look at the pond at Lake Park, Lake Drive. The water levels were low but the pond still had adequate water in it, much of it hidden under the tall pond plants.

This pond used to have Great Crested Newts in it. My understanding is that they have not been seen for around 10 years. However I have worked for the council since 2009 and to my knowledge, the lake has not been formally surveyed for newts in that time so there may be a possibility that a small population has hung on in the area. A pond that has a lot of fish and ducks (like the Lake Park pond) is usually incompatible with great crested newts. Generally, fish get into a pond because non-native pet fish like goldfish are released into it. They then grow to a considerable size and breed, eating any amphibian eggs and young newts, frogs, tadpoles etc and often practically clearing the pond of native wildlife – i.e. breeding insects, dragonflies, water beetles etc.

This pond was electro-fished by a previous ranger, in an attempt to remove the fish and save the newts and other native wildlife but it was not successful.

Turtles/terrapins have also been introduced to the pond. The terrapins and the ducks can then eat all the smaller vegetation in the pond that often form the best habitat for any native wildlife.

When the pond was first dug, it was designed to drain the surrounding housing area (a SUDs – Sustainable Urban Drainage system). This means that the polluted run-off from the roads/ cars etc will end up in the pond.

None of this bodes very well for a healthy wildlife pond as it no doubt was at some time in the past. However, it does still have vegetation which could act as cover for smaller creatures and I'm sure still has some native wildlife beyond the fish and terrapins.

It is a natural part of a wildlife pond's cycle to dry and lose a lot of water in the summer. In fact, it is considered a very good sign for a great crested newt pond if it dries out completely about once every 10 years. The ducks will go somewhere else and return when the water returns, some of the insects (e.g. dragonfly larvae and some beetles) will bury themselves in the mud and wait – or if they die, more will find their way in the next year as these creatures fly and will find the pond again. Some creatures do die in hot dry spells but we consider this part of the natural processes of a pond.

Mains water has chlorine products and other chemicals in it which can harm amphibians – toads, frogs and newts - since they 'breathe' through their skins and are particularly sensitive to chemicals in the water. Tap water also contains nitrates which also degrades the water quality. We will always avoid topping up wildlife ponds with tap water.

As part of a Sussex-wide mapping study of great crested newt populations to inform new National Development Planning System (District Level Licencing), Lake Park pond has been selected to be sampled and assessed using the eDNA method. An ecologist will visit sometime in June and take water samples from various ponds around the district. I will of course inform you of the results when we know them. It would not be good ecological practice to fill the pond with tap water before this process has taken place and may invalidate the results so we will not be asking the fire brigade to fill this pond.

You asked about the management of the pond. Currently, the pond is litter picked periodically. In addition, some vegetation is cleared from in and around the pond in the autumn every 3 or 4 years to stop the area becoming too overgrown (volunteer work party in 2015 and contractors in 2019). De silting can be beneficial for a pond but is a major undertaking involving considerable expense and heavy machinery so Lewes District Council currently has no plans to do this in the near future.

I hope this covers all your questions

Best regards

Specialist Advisor (Downland and Nature Reserves)
Lewes District Council and Eastbourne Borough Council

Implications

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

<u>Financial</u>	None
<u>Legal</u>	None
<u>Environmental and sustainability</u>	No impact on Peacehaven Town Council
<u>Crime and disorder</u>	None
<u>Climate</u>	Could improve the biodiversity of the area depending on how it is managed.

Agenda Item: LA 452
Committee: Leisure, Amenities and Environment
Date: 23rd June 2020
Title: Wildflowers in Howard Park
Report Author: David Seabrook
Purpose of Report: To discuss and agree action

Summary of recommended actions

1. To NOT cut the grass in the area shown in purple below until Autumn 2020 in order to see what wildflowers will grow and to inform future decisions regarding the planting of wildflowers in this area.

Introduction

The original 2016 plan for Howard Park included a wildflower meadow in roughly the same place but as the benches have been placed differently to the original plan, the proposed area is significantly smaller, around 144 square metres. "More wildflowers" has been identified by many residents in their consultation feedback.

Background

This area is not really used other than by dog walkers walking around the edge of the park. We can leave a mown strip around the edge for this purpose. This will also help to prevent the adjacent scrub from encroaching into the grass areas. The idea of leaving the grass uncut for the Summer season is to allow existing species to grow to their full size. We can then decide for next year whether to sow any more wildflower seeds or allow the naturally evolved ecology to thrive.

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





Proposed area shown in purple below.

Analysis

More wildflowers will attract more insect life and in particular bees. This location will form part of the larger bee corridor along the coastline.

Advice has been obtained from the South Downs National Park Ranger. To improve the wildflowers in this area, the grass should be cut once in the autumn and cut grass should be raked off to reduce the fertility of the soil. Additional seeding can be considered at a later date but this is already a species rich area given the chance to grow.

The outcome from this investigation will form part of the final proposal for the management and future proposals for Howard Park.

Implications

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

<u>Financial</u>	Saving on grass cutting in summer of 2020.
<u>Legal</u>	None.
<u>Environmental and sustainability</u>	This proposal will increase the biodiversity of Howard Park. Wildflowers are important in attracting bees and other insects to the park and ensuring a more balanced ecosphere.
<u>Crime and disorder</u>	None.
<u>Climate</u>	Less fuel will be used cutting the grass in Howard Park.

LA 453 - Project updates

Leisure, Amenities and Environment Committee – Project updates

Please note the coronavirus has delayed most projects

Month May 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	Awaiting funding from CIL directions committee		Report on this agenda	K Bray	CIL	Specification needs to be written so we can obtain 3 quotes
Lease/licences	September 2019	H.O.T. form has been filled out ready to be sent to LDC solicitors	Spring 2020	Policy and finance	Town clerk		Policy committee want zero cost to the council.

Hub	2019	Repainted the hall, toilets, entrance	Working party	K Bray	In budget	Awaiting floor paint to be delivered.
Dell playground	Sept 2019	£48K from 106 to be spent on inclusive play equipment and infrastructure		K Bray	106 contributions	Delayed by coronavirus
Dell wildflower project		To create a wildflower area in the Dell.		Cllr Griffiths	CIL/ Southdown's national park.	
Over-flow parking at the Centenary park	2019	Plans to be drawn up to gain permissions to cross the bridle path and erect gateways	2019	Kevin Bray	106 contributions	On the list for prioritising
Groundsman's new accommodation	Spring 2018	Mr Poplett has estimated the new shed will be ready in May 2020	16 th Jan 2019	Kevin Bray	L and A budget	Awaiting electrical connections this week
Dog fence around Centenary park playgrounds	March 2020	Delayed due to coronavirus effecting the manpower on the Groundstaff		Kevin Bray	106 funds	Added to handyman's list
Sewage pump replacement	March 2020	To obtain other quotes (I have only found one company in		Kevin Bray	CIL/ 106 moneys	LDC have said 106 cannot be used for this. So the CIL

		Sussex that will be quoting once the lockdown has ended)					working group have offered to cover the cost.
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	Install new phone line was completed in March			Kevin Bray	budget	The CCTV has not been connected to the new broadband due to the virus by the contractor sats4u
Café sliding door refurbishment	2019	Replace all the running gear on the doors to the cafe			Kevin Bray	2019 budget	Awaiting reply after covid19
Café sink	March 2020	Contractor chosen			Kevin Bray		Waiting for contact from preferred supplier.

Agenda Item: LA 454

Committee: Leisure, Amenities and Environment

Date: 23/06/2020

Title: works update

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. To note

Introduction

The Groundstaff have managed to return to work whilst following covid 19 rules, they have been issued with face masks and gloves for when near other staff and public.

Analysis

Time has been used up trying to catch up with mowing and strimming as well as bin emptying and litter picking etc.

The new member of staff decided to take another job offer whilst waiting for the job to start after the covid19 delay. A plan has been implemented to give a trial to the idea of the caretaking staff helping cover this by doing the bins, litter, bus shelter cleaning, Hub cleaning and putting the notices up around the town. This will help to make up their hours, with community house being closed for the foreseeable future, this will free up the Groundstaff and handyman to get on top of the works.

Implications

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

<u>Financial</u>	Potential saving on wages
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

