



Tony Allen
TOWN CLERK
TELEPHONE: (01273) 585493 OPTION 6
FAX: 01273 583560
E-MAIL: Townclerk@peacehaventowncouncil.gov.uk

PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE
MERIDIAN CENTRE
MERIDIAN WAY
PEACEHAVEN
EAST SUSSEX
BN10 8BB

DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 15th September 2020 at 7.30pm

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

1 LA 456 CHAIR ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting and made the following announcements:-

It is with great sadness that I must report the passing of Cllr Hill's husband and Ray Burnett who worked for PTC for about 10 years.

Lake Park Pond was visited by James Macleary, Deputy Leader of Lewes District Council and Julie Carr the Lead Member for Open Spaces, to discuss the future management of the area and how to consult with residents with the aim of starting a 'Friends of Lake Park Pond'

The Making it Happen Team from SCDA visited many of the Town's green spaces in the West Ward and North Ward to see if they would fit in with the criteria of their project.

Next Saturday 19th September Dr. Bike will be in Centenary park 10-12.15 for bike checks and advice.

2 LA 457 PUBLIC QUESTION TIME

There were no Public questions.

3 LA 458 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Cllr Duhigg substituted Cllr Hill
Cllr Veck substituted Cllr Symonds.

4 LA 459 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interests.

5 LA 460 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 23rd JUNE 2020

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

6 LA 461 FINANCIAL UPDATE

The Finance report was discussed. The Town Clerk advised that he and the Finance Officer will be approaching Committees soon and discussing the budget for next year.

Report Noted.

7 LA 462 TO DISCUSS AND EDIT THE TERMS OF REFERENCE

The Committee reviewed the circulated draft Terms of reference in detail and several changes were made. It was resolved to adopt the Terms of Reference as amended for ratification by Council and these are appended to these minutes.

8 LA 463 TO REVIEW THE INTERNAL BUSINESS PLAN

The two documents were received, accepted and noted by the Committee. It was agreed that the Committee needed time to digest the content of the Plans and to make recommendations at its next meeting .

Cllr Gallagher added that the next Business Development Committee, will be Tuesday 23rd September, where the documents will be looked at further. Any further comments are welcome and can be emailed to the Marketing Assistant.

Proposed Cllr Sharkey
Seconded Cllr Seabrook
All in agreement

9 LA 464 HOWARD PARK CONSULTATION

Cllr Seabrook noted that the report for Howard Park has only recently been circulated, so there is no rush to discuss at this Committee meeting. Cllr Seabrook requested that Committee members read the report so it can then be discussed at the next Committee Meeting.

10 LA465 TO NOTE PROGRESS ON THE NDP/OPEN SPACE AUDITS

Cllr Gallagher read through the latest report noting that the audit of green spaces is being carried out in conjunction with the development of the Neighbourhood Plan and that a full report and proposals will be available for the Committee's next meeting.

Report noted.

11 LA466 TO DECIDE ON GREEN WASTE DISPOSAL / SHREDDER

The report was discussed by the Committee

- Parks Officer confirmed that the Grounds Team would try the machinery before buying.
- Concerns with storing the green waste if hiring machinery in. With the storing of the hedge cuttings, there could be a fire hazard and piles of hedge cuttings would be tempting for tampering.

- There is a budget for this purchase now, which may not be there next year or could we use S.106 funds towards this.
- If we do not start making equipment changes now, we will not meet our aim to be carbon neutral by 2030
- Currently having to transport cuttings waste to Ringmer and pay to dispose of it. We are giving away a valuable resource, and effectively buying it back as mulch for our trees. It would be far better for us to shred our tree pruning's on site and use it to mulch our own trees. Cash savings, carbon dioxide savings in the future.
- About to do our budgets for next year, we can specifically include this in our budgets, if we want to.

The report was discussed and it was resolved that the Parks Officer will work with Committee members to submit a business case for costs and savings on this piece of equipment and to refer this to Policy & Finance. It was referred to Climate change working group to ask them to release the £5100 from their budget

Proposed Cllr Sharkey

Seconded Cllr Paul

It was agreed by Majority, Two abstained.

12 LA467 TO DECIDE ON THE LOCATION FOR AN ADDITIONAL BANNER BOARD

The Parks Officer confirmed that the fence leading to the big park belongs to the Town Council and not the Bowls Club.

Cllr Gallagher noted that, we have not yet had a discussion as a Council as to whether we want banner boards in the Town at all. In this digital age maybe we could expand our on-line advertising to avoid disturbing our green spaces with advertising boards. All part of the review to work towards a management plan for our green spaces.

Cllr Gallagher proposed that we defer this matter for consideration as part of the management plan of green spaces, which will report at the next Committee meeting.

Proposed Cllr Gallagher

Seconded Cllr Seabrook

Agreed by the majority, two abstained.

13 LA468 TO DECIDE ON THE OPTIONS FOR THE DELL PLAYGROUND

It was agreed to set up a working party for a one-off meeting to discuss the Dell Playground.

Cllr Griffiths, Cllr Gallagher, SPO Michelle Edser, Parks Officer and Sarah Baverstock a member of the public; have volunteered for this working party. It was noted that our SPO has also got experience of playgrounds for disabled children and she has shown interest in being involved.

Proposed Cllr Gallagher

Seconded Cllr Sharkey

All in Agreement

14 LA469 TO NOTE THE FIRE DAMAGE AT THE BIG PARK

The report was noted

15 LA470 TO NOTE AND COMMENT ON CORRESPONDANCE FROM THE BOWLS CLUB

The report and correspondence from the Bowls club was noted. It was agreed to maintain the Oak tree and monitor it.

16 LA471 TO NOTE THE MUGA COURT OPEN REPORT

The report was noted.

17 LA472 TO NOTE THE DELL PICNIC AREA UPDATE

It was requested that the Town Clerk sends to Committee, the letter of agreement between Peacehaven Town Council and Coffee Y.

The report was noted.

18 LA473 PROJECT UPDATE

The Parks Officer updated the Committee noting that the dog fence has now been delivered, to keep dogs out of play areas at Centenary Park.

CCTV at the gateway Café is now being repaired and upgraded.

Gateway Café sink being fitted tomorrow

Quotes for Sewage pumps replacement now received. These works can now go ahead.

19 LA474 WORKS UPDATE

The Parks Officer updated the Committee noting that the Council is now advertising for the Grounds Team member vacancy; the closing date is 30th Sept.

TO CONFIRM DATE OF NEXT MEETING AS THE 3RD NOVEMBER 2020

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

APPENDIX

Leisure, Amenities & Environment Committee

TERMS OF REFERENCE

1. Be responsible for creating and monitoring a management plan for each of Peacehaven Town Council's green spaces and public amenities (excluding Community House and LDC amenities). to ensure they are maintained and enhanced in line with Council policies.
2. Be responsible for the provision, maintenance and upgrading of Peacehaven Town Council's vehicles, equipment, and buildings (excluding Community House).
3. To determine annually all rents and charges (excluding Community House) for the use of all leisure and amenity facilities, including the commercial use of Peacehaven Town Council owned green spaces.
4. Be responsible for the provision of recreational facilities.
5. Be responsible for safety checks and maintenance of all playground equipment owned by Peacehaven Town Council and to keep records of this for 7 years.
6. Make recommendations to the Personnel Committee regarding matters relating to the council's staff engaged on the maintenance of grounds and facilities.
7. Prepare annual Committee budget estimates for review by the Policy and Finance Committee.
8. Manage and monitor at each committee meeting the income and expenditure against the approved budget for the committee.
9. To advise on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with Peacehaven Town Council's financial regulations and with reference to its Policy and Finance Committee.
10. To advise on leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
11. 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.
12. Monitor and report progress against the Council's Internal and Community Business Plans.

Agenda Item: LA 481

Committee: Leisure, Amenities and Environment.

Date: 3rd November 2020

Title: Cycle Hub surrounds

Report Author: Jamie Lloyd

Purpose of Report: To show the proposed building works in front of the Peacehaven cycle Hub and demonstrate the community benefit of them.

Summary of recommended actions

- To build a 5M x 5M patio in front of the double doors of the 40 ft container
- To build a smaller hard standing at the south end of the 40ft container
- To build a pathway directly in front of both containers and running 60 feet from the North end of the 20 ft Container to the south end of the 40 ft.
- To remove the unused bike rack in the main car park and reinstall the bike racks around the perimeter of the cycle hub area
- To build and install oak sleeper planters, around the perimeter of the area

Introduction

The Cycle hub is regularly used as a free community space that can be utilised by any charity, local group or business to promote active travel and health. The area directly in front of the cycle hub is ideal for bike servicing and maintenance and we wish to enhance this area with a patio and to ensure that the area does not get used as a car park.

Electricity needs to be installed at the hub so that it can be used as an office, to charge electric bikes and power the CCTV

Local Groups, like cycle Seahaven offer free bike servicing to the local community and it is vital that the area directly in front of the hub remains clear for them to use. The hub is also used regularly by Sustrans for led rides and bike maintenance lessons.

The Eastbourne Cycle Centre also use the hub to deliver Bikeability lessons.

Other local groups that would like to use the hub are Peacehaven Plodders, the SCDA the SDNP and Peacehaven Community School

The hub has proven to be successful, it has won £15,000 of funding from Public Health and a further £8,000 from Active Sussex and Sport England. This is to purchase bikes and equipment which will be made available to the local community through Active Steps courses and led rides.

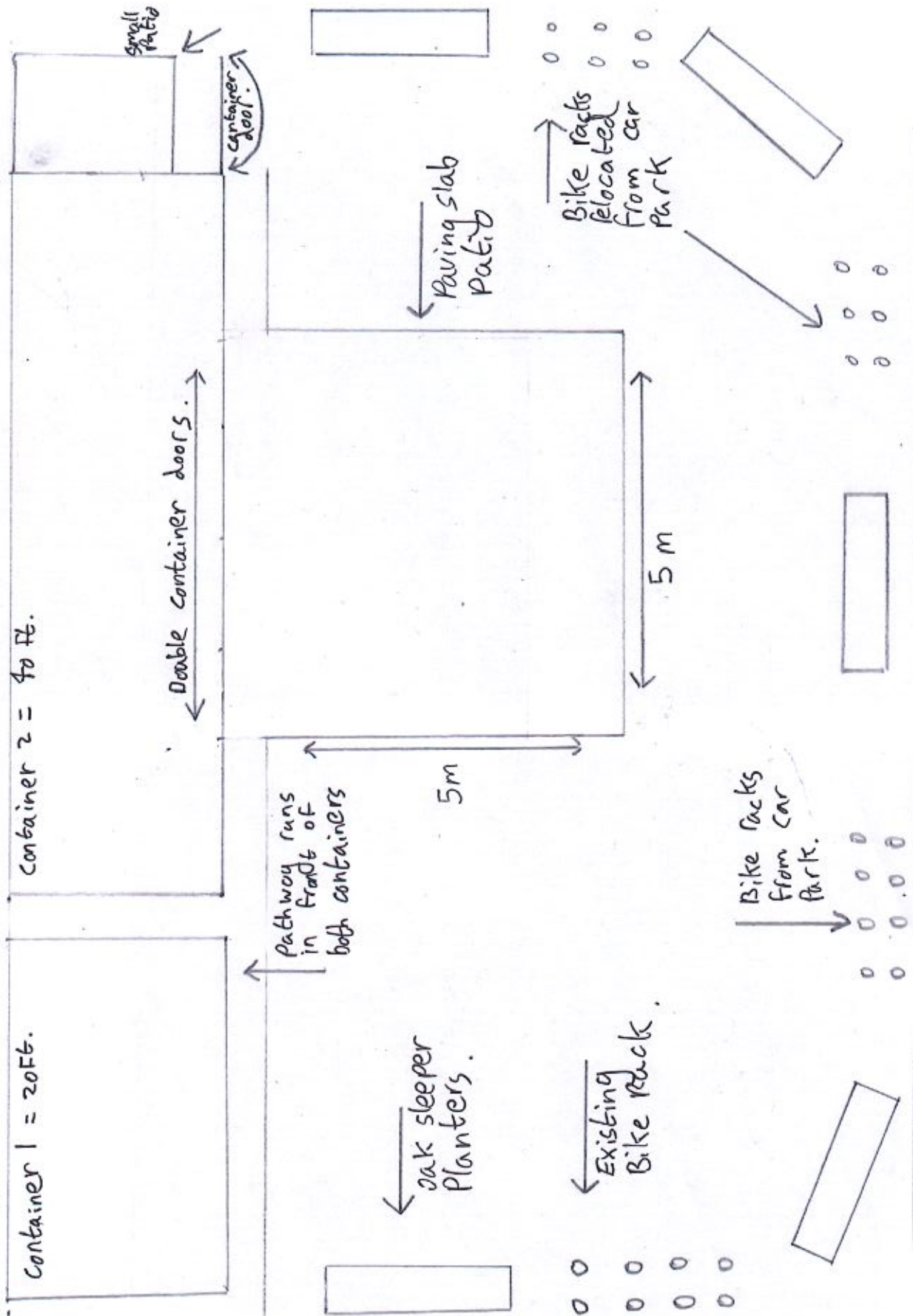
Implications

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

<u>Financial</u>	Costs to be covered by Sustrans and ESCC
<u>Legal</u>	ESCC
<u>Environmental and sustainability</u>	The hub promotes active travel and works with local people to encourage walking and cycling over car use. It would be tragic irony of the front of the hub continues to be used as a car park
<u>Crime and disorder</u>	CCTV is being installed and will cover the all doors and the whole area in front of the hub
<u>Climate</u>	The hub promotes Active Travel and carbon free forms of transport.

Appendices/Background papers

Peacehaven Cycle Hub Building Plan



Pictures showing the front of the hub in use





Agenda Item: LA 482

Committee: Leisure, Amenities and Environment committee.

Date: 3rd November 2020

Title: cycle hub electricity

Report Author: A VERBAL REPORT

Purpose of Report: To decide

Summary of recommended actions

1. To decide to allow the recommendations in the verbal report.

Introduction

Background

Analysis

Implications

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

<u>Financial</u>	To be funded by sustrans
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Agenda Item: LA 483

Committee: Leisure, Amenities and Environment

Date: 3rd November 2020

Title: Car parking at Centenary Park

Report Author: Kevin Bray

Purpose of Report: To decide

Summary of recommended actions

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

Introduction

Outline discussions have taken place about improving the car parking at Centenary Park.

Background

Last year we had travellers come on to Centenary Park, so we need to try and make the area safe from this. Also, with the cycle hub proposing having a patio area opposite their containers we need to halt vehicle movements near the café.

Analysis

The proposal would stop unauthorised vehicles going beyond any gates fitted and if improvements take place to the surfacing then dedicated disabled spaces would be included on the north end near the café.

Implications

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

<u>Financial</u>	106 or CIL would be targeted to pay for this
<u>Legal</u>	Stopping vehicle movements on the park to prevent accidents
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	Preventing vehicle movements on Centenary park
<u>Climate</u>	

Appendices/Background papers

With the cycle hub wanting to have the area in front of their containers as a patio etc, I have drawn two plans for the route of the new fence., the current bollards would be removed and a gate put in further up towards the Café.

Idea 1 would reduce the area of the cycle hub but allow for a couple of extra car parking spaces by going around the container leaving room to open the doors and have a pathway alongside the container, then cut back across to the road with a gate across the road

Idea 2 would be a straight fence leading from the back of the container, leaving enough room to open the doors, over to the road which would then have a gate fitted, this would mean a loss of a few more car parking spaces.

Key:

RED The cycle hub

BLUE Fence



- Proposed fence type to match current fencing in Centenary Park.

IDEA 1

Parish Online

NEW LIST ALL

RECENTLY CREATED / EDITED

Line

Line

Line

NEW OBJECT

21/07/15 541851.4938, 101285.9299 1:704

Geoplayers 2020

Map of a residential area with a football ground and a road. A red rectangle is highlighted on the road, and a blue line is drawn along the road. The text 'Football Ground' is visible on the map.

Map of a residential area with a football ground and a road. A red rectangle is highlighted on the road, and a blue line is drawn along the road. The text 'Football Ground' is visible on the map.

IDEA 2

The screenshot displays the ParishOnline XMAP 2.10.2 web application. The interface includes a top navigation bar with the ParishOnline logo and a menu with options: VIEW, PRINT, LIST, TOOLS, and CREATE. A search bar is located on the right side of the top bar, labeled "Type to search AddressBase".

On the left side, there is a sidebar with a "NEW OBJECT" button and a list of annotation types: Line, Line, and Polygon Area. Below this is a "NEW OBJECT" button. The main map area shows a green field labeled "Football Ground" and a yellow building labeled "Post". A red rectangle is also visible on the map. The map is surrounded by a light green area, possibly representing a field or park.

The bottom status bar shows the following information: 21/01/15, 541871.5481, 101294.5887, 1:204, and a scale bar. The bottom right corner indicates the map is from 2020 and has a scale of 1:25000.

Agenda Item: LA 484

Committee: Leisure, Amenities and Environment committee.

Date: 3rd November 2020

Title: future works programme

Report Author: Kevin Bray

Purpose of Report: to decide

Summary of recommended actions

1. The committee are asked to decide on which projects should be put forward for consideration in next year's budget.

Introduction

Each year the committee are asked to put forward any items or projects they think should be costed to come out of next years proposed L&A budget

Background

We have previously put forward a wish list to the committee, this is below with the items either completed or under consideration, please add any items to the list which have been left off or any new items.

Analysis

If the committee chose projects, they think should be completed next year, we will price them up and put them in the proposed budget and if that is not progressed, they will go on to the CIL list.

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

Centenary park.

- a) The football pitches aeration and topdressing with sand (they have been waterlogged and unusable for 10 weeks leading to the clubs finding other venues to use)
- b) Bowls club pathway.
- c) Fence replacement alongside the Bovis estate east end of the park (to prevent vehicle access on to the big park)
- d) The café forecourt, to remove the grass and replace with block paving the area.
- e) Preventing Motorcycle access to the park (improving entrances to help prevent this)
- f) A new Kick about/ basketball area for youths? (funded by 106 money if there is no 3G pitch on the football club pitch)
- g) Outside Toilet upgrade (to solve blocking up issues)
- h) Topping up the breedon sand on the overflow carpark (not required if up grading the surface)
- i) Resurfacing the overflow carpark
- j) Repairing the washed away paths around the park.
- k) New fencing for the MUGA courts
- l) Upgrading paths through the park with lighting etc
- m) The Hub

The Dell

- a) Replacing the retaining round wooden post fencing around the sand pit (see report on this agenda)
- b) Replacing the fence around the crater.

Green gym

- a) Replace gates (see report on this agenda)
- b) Re-surfacing the area to allow winter use? Rubber mulch? (this has been requested by users of the gym)

Epinay Park

- a) Replacing retaining posts rotting around the park.
- b) Replace flat swings and repair play surface as they are coming to the end of their life span.

Other areas that require funding in the future.

1. Replacement machinery.
2. More Allotments.
3. Improving access for all around the town's amenities.

Agenda Item: LA 485
Committee: Leisure, Amenities and Environment
Date: 3rd November 2020
Title: Replacement of Machinery and Vehicles
Report Author: David Seabrook
Purpose of Report: To consider recommendations to replace plant and machinery used by the Grounds Team

Summary of recommended actions

1. To recommend replacement of:
 - a. Peugeot Partner Van with an Electric vehicle which could be either purchased or leased.
 - b. Two Hand roller mowers which should have been replaced in 2018
 - c. Hover Mower which should have been replaced in 2018
 - d. Three Strimmers.

Introduction

There are a number of pieces of equipment that are used by the grounds team and a vehicle that are near or beyond their recommended replacement dates.

Background

This has been discussed at the Climate Change Working Party and it is desirable to replace equipment with carbon neutral alternatives where possible such as an electric van replacement for the Diesel Peugeot Partner van. Other pieces of equipment could be replaced with battery versions where technically feasible / practical.

Analysis

A copy of the plant inventory together with recommended best practice renewal dates is attached. The new equipment if purchased (rather than leased) could be capitalised and the funds taken from the Capital Reserve.

If approved, officers will need to obtain quotes for the equipment and report to the Policy and Finance Committee for final approval.

Clearly equipment can be kept going for longer by increasing maintenance and spending money on spare parts if available but this will result in a much larger expense in a few years' time as other equipment will also need replacing.

Implications

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

<u>Financial</u>	The capital Reserve can be used to purchase this equipment. If the vehicle is leased this will need to be budgeted for each year but has the advantage of lower initial costs.
<u>Legal</u>	All health and safety issues will need to be considered. Appropriate training will need to be provided to staff. The asset register will need to be updated to ensure that insurance cover is provided.
<u>Environmental and sustainability</u>	The replacement equipment should have at least a ten-year lifecycle. Electric vehicles have fewer moving parts and should be more reliable as well as requiring less maintenance.
<u>Crime and disorder</u>	None
<u>Climate</u>	Peacehaven Town Council is committed to be Carbon Neutral by 2030. Replacing equipment with electrically powered versions will help significantly in meeting this target. If fossil fuel powered equipment is purchased, we must then consider carbon offsetting such as planting more trees.

Type	vehicles	year	life expectancy	fuel type	Recommended best practice renewal dates	Current mileage / hours	Comments	Replacement Cost
Vehicle	Peugeot partner van	2006	2023	diesel	2015 5 years	51,000 miles		
Mower	Hand roller mowers x 2	2012	2023	petrol	should have been replaced in 2018			
Mower	hover mower	2012	2023	petrol	should have been replaced in 2018			
Other	stiffness x 3	2019	2023	petrol	renew spring 2021			
Vehicle	Kubota tractor	2002	2022	diesel	2012 10 years or 1000 hours	2624 hours	needs welding work and full service using seat belt (relinishment)	
Ride on Mower	Ransomes 2130 triple mower	2003	2022	diesel	2013 10 years or 1000 hours	3400 hours	bought second hand Used for rougher areas to preserve f3890	
Ride on Mower	Ransomes 965 rotary mower	1996	2022	diesel	2001 5 years or 1000 hours	1540 hours		
Ride on Mower	Kubota G18 rotary collector mower.	1998	2022	diesel	2003 5 years or 1000 hours	1540 hours		
Other	hedge cutters x 2	2017	2022	petrol	renew spring 2022			
Other	chainsaw	2015	2022	petrol	could last longer as little used.			
Ride on Mower	Kubota F3801 rotary mower	2006	2023	diesel	2021 5 years or 1000 hours	521 hours		
Other	blowers x 2	2008	2023	petrol	renew spring 2025			
Other	g.v. mowing machine	2006	2023	petrol	could last longer as little used		older one currently broken down	
Other	generator	1998	2023	petrol	could last longer as little used.			
Other	generator	2017	2023	petrol	could last longer as little used.			
Vehicle	Cowasaki mule	2006	2026	petrol	5 years 2021	350 hours		
Vehicle	CGE Transit	2016	2031	diesel	2021 5 years	11,000 miles		
Mower	alle: C24 bowling green mower	2008		petrol	can keep this going for now			

Agenda Item: LA 486

Committee: Leisure, Amenities and Environment

Date: 3rd November 2020

Title: Howard Park Consultation

Report Author: David Seabrook

Purpose of Report: To consider recommendations and to determine a way to progress them

Summary of recommended actions

1. To consider the recommendations in the Howard Park Consultation Report which fall into six categories.
 - a. Improving Access
 - b. Enhancement of the Memorials
 - c. Improving Biodiversity
 - d. General Maintenance and Safety
 - e. Enhancing the use of the Park
 - f. Creating a detailed Management Plan
2. To determine a method to progress proposals.

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 (please ask if you need copy).

Analysis

See Consultation Report (please ask if you need copy).

Implications

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

Financial	Dependent on which recommendations in the report are accepted. A CIL bid will be required next year and possibly some fundraising activity for the memorial.
Legal	The park needs to be accessible and meet DDA and equality requirements. LDC will need to be consulted about improving the access arrangement. ESCC Highways may also need to be consulted.
Environmental and sustainability	The proposed management plan will need to ensure that the park is sustainable and without high maintenance costs. Recommendations include measures to improve biodiversity and to protect existing wildlife.
Crime and disorder	Any structures need to be vandal proof.
Climate	This park is an important link in the green corridor along the South Coast and these recommendations will allow for biodiversity to be improved.

Agenda Item: LA 487

Committee: Leisure, Amenities and Environment

Date: 3rd November 2020

Title: Audit Plan for Open Green Spaces in Peacehaven Town

Report Author: Cllr Cathy Gallagher

Purpose of Report: To note and decide on the next steps to take

Summary of recommended actions

1. To note progress of the emerging plan
2. To consider the issues arising from the Plan and to decide next steps.

BACKGROUND

This Committee on 12th May 2020, item no LA434 agreed to a Management Plan to be drawn up covering:

1. Peacehaven open space South of A259
2. Centenary Park and Piddinghoe Car Park
3. Open Green Space north of A259

At this Committee on 15th September 2020, item No LA465 an update of the progress was given including methodology including the Audit of Green Spaces.

ANALYSIS

Work on The Management Plan has continued with collation of information. Report attached, work in progress.

Consideration needs to be given to the priorities of the Town Council particularly in view of limited resources e.g. Time and money.

- a) Installation of play equipment in parks in North Peacehaven (The Oval and Shepherds Down)
- b) Upgrade of existing equipment. Playground, benches, and Picnic area
- c) Additional sports equipment and areas across the Town.
- d) Accessibility. Paths and entrances for all, including those with limited mobility.
- e) Improving the beauty and natural views in various areas.
- f) Removing the Banner Board from The Dell.
- g) Signage and fencing improving the Public realms
- h) Names of Green Spaces to be agreed and used on signs and referencing.
- i) Boundary policy
- j) Any other????

The Management Plan needs to include Lewes District Council managed areas and Management Plan information prepared elsewhere e.g. Howard/ Peace Park and partially The Dell.

Implications

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

<u>Financial</u>	The Town Council has a duty to manage assets and resources cost effectively
<u>Legal</u>	The Town Council has a duty to protect open spaces under its stewardship
<u>Environmental and sustainability</u>	Retention and enhancement of greenspaces is essential for the protection of the climate
<u>Crime and disorder</u>	Anti-social behaviour is shown to decrease when sports and play facilities available
<u>Climate</u>	Trees, bushes, and grass are vital to reduce greenhouse gases, eliminating carbon

Appendices/Background papers

DRAFT – WORK IN PROGRESS
Peacehaven Town Council Local Green Spaces
Management Plan

INTRODUCTION

Why is a Management Plan needed?

Without a plan there is no agreement on how scarce resources e.g. Ground staff time and money is used. Objectives as to how the Green Spaces are used to support the Community are not agreed.

Consultation with the community is not undertaken and recorded.

Will there be just one Management Plan ?

No, a composite ,summary base document is needed but there may also be a series of other individual area or project plans.

How often will it be reviewed and updated ?

As considered necessary, perhaps annually.

Methodically

A Spreadsheet has been prepared to provide a base audit, some of the Information follows in this report.

Dr Maureen Berg has provided flora and fauna research.

The Parks Officer has provided information plus others.

Consultation will continue.

Tables

	<u>Hectares</u>	<u>Playgrounds</u>	<u>Condition</u>
The Dell	2.522	YES (infants, under 12)	Average
Howard/Peace Park	2.401	NO (infant, under 12)	
Meridian Park/War Memorial	1.159	NO (infant, under 12)	
Centenary Park (including Sports Park)	17.563	YES (infants, under 12)	Good
Shepherds Down/Glynde Road West	0.9	NO (infant, under 12)	
Epinay Park	0.6	YES (infants, under 12)	Fair (3-6 years left)
The Oval	1.843	NO (infant, under 12)	
Firle Rd West/Off Hairpin Close (Heathy Brow)	0.23	YES (infants, under 12)	Mix of old and new

	<u>Sports Areas (over 12)</u>	<u>Which Sports</u>	<u>Open Spaces</u>	<u>Wild Life Areas</u>
The Dell	NO	NO	YES	YES
Howard/Peace Park	NO	NO	YES	YES
Meridian Park/War Memorial	NO	NO	YES	No
Centenary Park (including Sports Park)	YES	Football, skateboarding	YES	YES
Shepherds Down/Glynde Road West	NO	Dog Agility	YES	NO
Epinay Park	YES	Basketball, Football Goal	YES	YES
The Oval	NO	NO	YES	YES
Firle Rd West/Off Hairpin Close (Heathy Brow)	NO	NO	YES	NO

	Trees	Tree Species	Bushes	Formal Flower Beds
The Dell	NO		YES (NE Corner, privet and scrub)	NO
Howard/Peace Park	NO		YES (on the 2 boundaries) scrub	NO
Meridian Park/War Memorial	YES	Evergreen, oak, cherry	YES (Euonymus, buddleia)	NO
Centenary Park (including Sports Park)	YES	Native deciduous, pines, apple, orchard	YES	NO
Shepherds Down/Glynde Road West	YES	Horse chestnut (TPO), poplar, cherry	YES (on boundary, privet)	NO
Epinay Park	YES	Native deciduous, evergreen	YES	NO
The Oval	YES	(TPO), native deciduous	YES (whole park, native)	NO
Firle Rd West/Off Hairpin Close (Heathy Brow)	YES	(Dotted around, native deciduous)	YES (pathways, native)	NO

	Water Supply	Public Water Supply	Public Toilets	Café Facilities
The Dell	YES (playground)	YES (playground)	NO	NO
Howard/Peace Park	NO	NO	NO	NO
Meridian Park/War Memorial	NO	NO	NO	NO
Centenary Park (including Sports Park)	YES (next to café)	YES (next to café)	YES - good (need more)	YES
Shepherds Down/Glynde Road West	NO	NO	NO	NO
Epinay Park	NO	NO	NO	NO
The Oval	NO	NO	NO	NO
Firle Rd West/Off Hairpin Close (Heathy Brow)	NO	NO	NO	NO

	Pathways	DDA Compliant	Steps	Ramps	Walking Paths	Cycle Paths	Surfaces
The Dell	NO	?	NO	NO	?	NO	Grass
Howard/Peace Park	YES	NO	NO	YES	YES	NO	Pebbles
Meridian Park/War Memorial	YES	YES	NO	NO	YES	NO	Tarmac
Centenary Park (including Sports Park)	YES	YES	NO	NO	YES	YES	Sandstone
Shepherds Down/Glynde Road West	NO	NO (gates too narrow)	NO	NO	YES (grass)	NO	Grass
Epinay Park	YES	NO (gates too narrow)	NO	YES	YES	NO	Tarmac
The Oval	NO	NO	NO	NO	YES (grass)	NO	Grass
Firle Rd West/Off Hairpin (Heathy Brow)	YES	YES	NO	YES	YES	YES	Tarmac

	Bins	Notice Boards	Benches	Boundaries	Fences	Biodiversity
The Dell	YES	YES	YES	NE boundary problem	YES	4
Howard/Peace Park	YES	YES	YES	Defined YES	YES	4
Meridian Park/ War Memorial	YES	NO	YES	Defined NO	NO	2
Centenary Park (including Sports Park)	YES	YES	YES	Defined YES	YES	5
Shepherds Down/ Glynde Road West	YES	NO	NO	Defined YES	YES	4
Epinay Park	YES	NO	YES	Defined YES	YES	4
The Oval	YES	NO	YES (2)	Defined – some problems	YES	5
Firle Rd West/Off Hairpin (Heathy Brow)	YES	NO	YES	Defined YES	?	3

Local Green Spaces

The National Planning Policy Framework (NPPF) states that:
 “Access to a network of high quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities.” Paragraph 96

“Planning policies and decisions should protect and enhance public rights of way and access, including taking opportunities to provide better facilities for users, for example by adding links to existing rights of way networks including National Trails.” Paragraph 98.

The NPPF allows the designation of Local Green Space to provide special protection against development for local green areas of importance to communities.

These green spaces need to be:

- Within reasonable proximity to the community it serves;
- Demonstrably special to a local community and hold a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife
- Be local in character and not an extensive tract of land.

Individual Site Description and Local Significance

LGS1: Centenary Park

Site and Location

This is a multiuse area, consisting of large fields and two large playgrounds to the North of Peacehaven and adjoining a large housing development and school. To the South of the park is the Peacehaven and Telscombe bowls, FC and training ground.

Public Access

The site has open access and is crossed by public footpath, Bridleways and offers multiple links to the SDNP and National Trail.

Criteria For Designation as LGS

Reasonable Proximity to a Local Community

This area is directly adjoining a large community but also offers improved sport facilities, skate park, a community hub with the

Gateway Café, open space and recreational areas for a range of activities.

Beauty Landscape Significance

Gateway to the SDNP, views across the South Downs.

Wildlife Significance

Areas of planting on the margins and outskirts of the parks, with native species, this is wildlife friendly. The grasslands areas are frequently cut and some areas could be left uncut during Summer to improve biodiversity.

Recreational Value

This site is of high recreational value, with playground, skate park and football pitches, it has two formal playgrounds and it is near football club, and large housing development. It also hosts a large number of events.

PIDDINGHOE AVE (South) Car Park

An area owned by Lewes District Council.

Parking space at Centenary Park is limited and with the growing popularity of the Park additional parking is needed.

By increasing awareness of this car park, safe parking can be made available.

A safe crossing over A259 is required plus improved signage.

LGS2: The Dell

Site and Location

The area is a coastal park situated on the cliff tops, it is bordered to the north by the A259, separated by a fence.

Public Access

Is it accessible via the clifftop path and from the main road A259, it also has an adjoining car park.

Reasonable Proximity to a Local Community

This site is near proximity to the urban development, and offers a range of usage, such as recreational with a formal playground with disabled swing. It is also used for other recreational/community activities that require a large area, such as fun fair, car boot sale.

Beauty and Landscape Significance

The site is part of the SSSI Maritime cliffs, it is part of the Brighton and Lewes Downs UNESCO world Biosphere Region and overlooks the chalk cliffs and the Marine conservation zone the MCZ.

Tranquillity Significance

The crater is a sunken flat grasses area surrounded by sandy and shrubby slopes which provides a secluded area.

Wildlife Significance

The Dell comprises of range of habitats. The crater is a depression to the north east side of the Park, this offers a range of habitat for birds

and mammals, there is evidence of dens, but it was not verified if these were active. The grassland there presents many key chalk grassland species and neutral grassland species, but it is regularly mown and prevents flowering.

Recreational Value

High recreational value, the site has multiple usage with formal playground and area used for community events.

LGS3: Howard Peace Park

Site and Location

This is a coastal park to the south of Peacehaven, on the cliff top it comprises of three areas, a formal planted garden (Memorial) leading from the road to the cliff top coastal grasslands, a scrub area as a buffer zone between the busy A259 and the memorial park, and a wild area onto the east slope, with a gradient of vegetation from scrub areas to taller coastal grassland backing private houses.

Public Access

Is it accessible via the clifftop path and from the main road A259 and it is a thoroughfare to access the undercliff walk.

Reasonable Proximity to a Local Community

This site is well connected to the local community, surrounded to the west and east by houses and to the north by the A259, but there are further houses across the road.

Beauty and Landscape Significance

Cliff tops view on the channel and on the Marine conservation area, it is also included in the SSSI.

Tranquillity Significance

This is a memorial park and offers plentiful seating areas.

Wildlife Significance

This memorial park has limited value for wildlife however the Eastern slope and scrub areas contain a range of native species and appeared to support a range of bird species (e.g house sparrows) and rabbits.

Recreational Value

The site is well used by walkers as it is on the coastal cliff path.

LGS4: Epinay Park

Site and Location

This is a small green space at the North of Peacehaven bordering a primary school at the south, an industrial/areas (to be converted into housing development) to the east, and surrounded by houses.

Public Access

A well accessed park, it has two pedestrian entrances to the west and north of the site.

Beauty and Landscape Significance

This is a secluded park, surrounded by houses and provides an essential site of greenspace to the area.

Wildlife Significance

Area surrounded by large mature trees, and some fruit bearing species of value for native species. The grass is regularly cut to a short sward, some areas again could be left uncut for invertebrates in the Summer.

LGS5: The Oval

Site and Location

This site is located in the northern part of Peacehaven, surrounded by houses and within 300m from a primary school.

Public Access

The site is surrounded by houses and has four access (N, S, E, W) and a car park to the south of the site.

Tranquillity Significance

Secluded areas, the taller shrub/mature trees offer secluded areas where picnic tables/benches have been located.

Wildlife Significance

The Oval is a mix grassland/shrub area, its has a network of connected shrub paths, with native species (gorse, Mature sycamore, brambles, elder) and divided by open very short sward of grass. The grass area has some remnant of chalk and neutral species,

but it is very closely mown. There is evidence of rabbit grazing as well.

In the periphery of the areas there are some nettle, bracken and willow herb areas, creating a tall herb linear feature, and buffer between the site and houses.

LGS6 Firle Road West/ Off Heathy Brow

Infant play park plus open green space

LGS7 Mitcheldean

Infant play area with open green space.

LGS8 Shepherds Down/ Glyde Road

Green open space with several mature trees containing some dog agility equipment.

LGS9 Meridian Park (off Greenwich way)

War memorial and adult gym

Landscaped open area with lawn. Bushes and mature trees on the borders.

LGS10 Cornwall Avenue -- Allotments

Open land owned by Peacehaven Town Council in the urban built up area. Divided into allotment plots , managed by PTC.

Agenda Item: LA 488

Committee: Leisure, Amenities and Environment committee.

Date: 3rd November 2020

Title: Dell playground improvements, disabled parking and pathway

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. The committee are asked to note this report.

Introduction

We have 106 contributions ring fenced for the dell playground; we are investigating ways this can be put to use to improve the area within the confine of the rules attached to it.

Background

We have had outline plans drawn up for having new play equipment in the Dell, and as part of this we had a working party meeting with staff, councillors, and the access group. The outcome of this was that the access to the park is a big issue in addition to new equipment.

Analysis

We carried out a site visit and from this ascertained that a pathway along side the hedge on the Rowe avenue could be the best option, with dedicated disabled bays in the entrance to the Dell. The gates would need to be moved inside the park to the end of the concrete slab and a concrete or tarmac area created for the disabled bays.

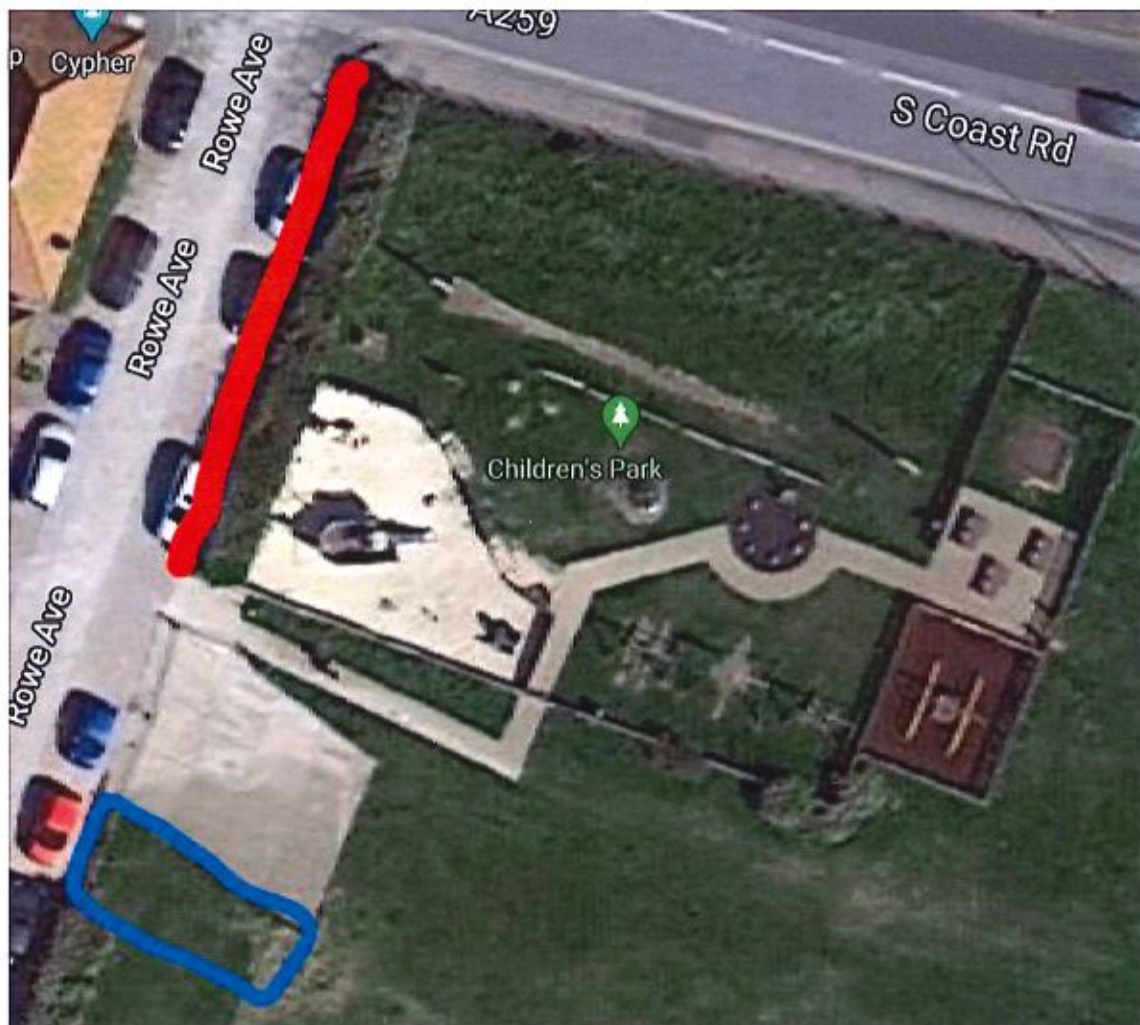
The projects officer is currently carrying out investigations regarding ownership of the roadway, requirements for planning permission etc and dealing with LDC regarding where the 106 funding can be used. Once these issues have been resolved we will bring the final plan back to this committee for approval.

Implications

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

<u>Financial</u>	106 or CIL money to be used
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



Key

Red = proposed pathway route

Blue = proposed disabled parking

Agenda Item: LA 489

Committee: Leisure, Amenities and Environment

Date: 3rd November 2020

Title: Dell sand pit retaining wall

Report Author: Kevin Bray

Purpose of Report: to decide

Summary of recommended actions

1. To recommend cost for the works to come from CIL money's held by PTC.
2. To recommend reducing the sand area by 4 meters to allow for extra equipment to be installed at a later date.
3. To recommend what materials the retaining wall should be made from.

Introduction

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

Background

We were hoping the sand pit wall could be replaced using 106 money set aside for the park, it has now become apparent this fund cannot be used for this as it is ringfenced for inclusive play equipment and infrastructure. As this is now urgent, we are looking to use PTC Cil money for this project, but before I can obtain quotes for the work's we need to decide a few things.

Analysis

- A. It has been suggested we reduce the sand by approximately 4 meters, reuse the sand to top up the rest of the sand area, to save buying any more sand. This would also create a flat area which could be used to put some inclusive play equipment on in the future.
- B. The wooden wall has taken 10 years to degrade and rot, it has been suggested we use recycled plastic sleepers this time, but there are many option including a concrete block wall the committee are asked to make a choice. We could get quotes for several different materials for the works but if the committee can decide now, it will save time.

The wall if left as is would be approximately 6ft out of the ground at its highest point, if reduced by four meters it would be approximately 4ft high.

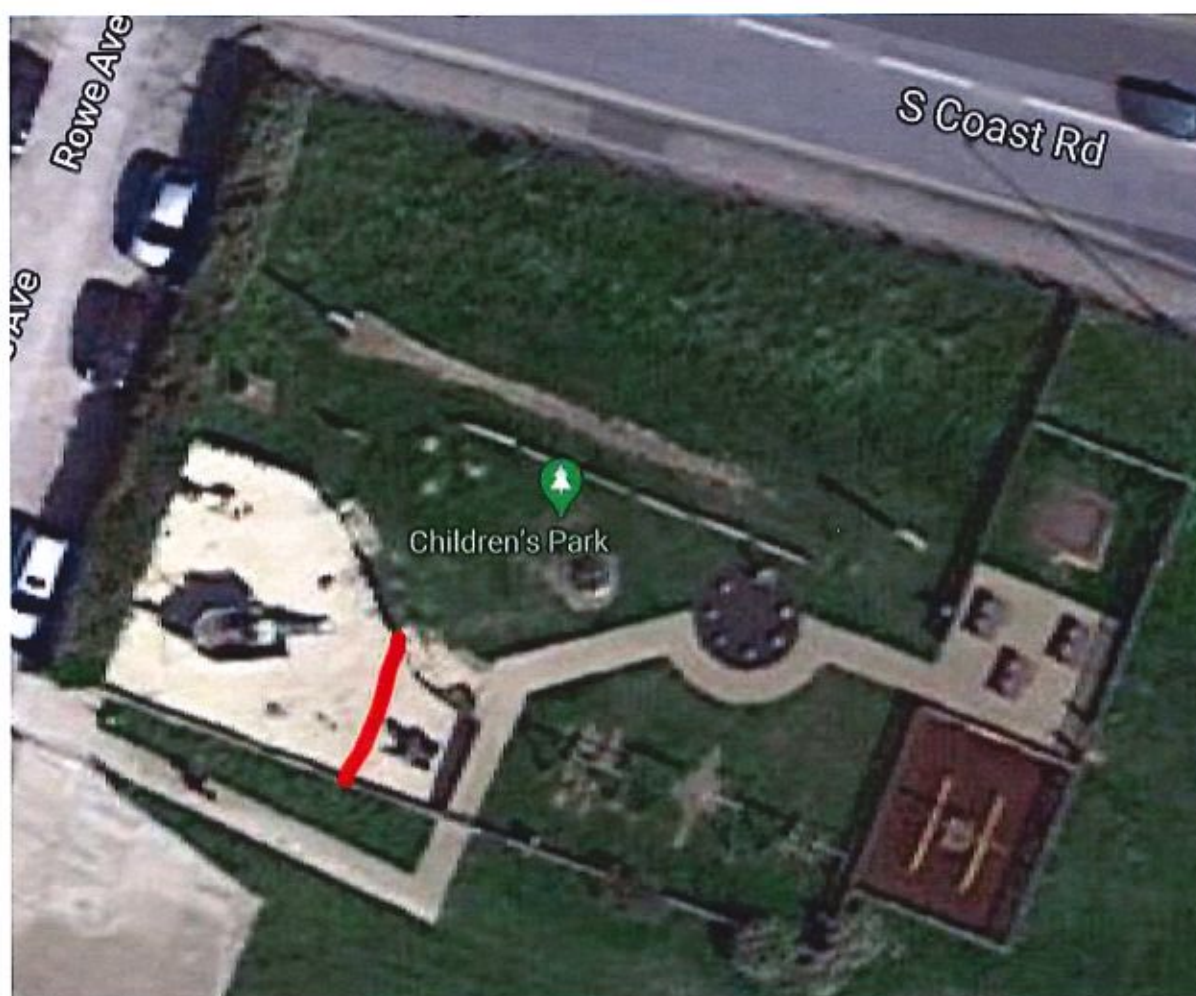
Implications

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

<u>Financial</u>	Paid from PTC CIL funds
<u>Legal</u>	If the wall collapses this could lead to litigation.
<u>Environmental and sustainability</u>	Replacing the wood will increase the life span of the park wall.
<u>Crime and disorder</u>	
<u>Climate</u>	Recycled plastic fits with PTC.

Appendices/Background papers

Red line indicating the proposed reduction of the sand area



Plastic sleepers



Block wall



Preformed Concrete



Marble blocks



Agenda Item: LA 490

Committee: Leisure, Amenities and Environment committee.

Date: 3rd November 2020

Title: gateway café lighting

Report Author: Kevin Bray

Purpose of Report: to note

Summary of recommended actions

1. The committee are asked to note this report

Introduction

When the gateway café was built 5 years ago, the lighting installed in the main area was LED down lighters which should last 5years minimum,

Background

we now have 5 out of the 10 lights not working and the quote for these is £350 each, we have been investigating trying to reduce this cost as it is so excessive and are currently awaiting a site visit from the electricians to see if the issue is not the LED boards but the drivers which are cheaper.

Another idea would be to replace all the lights with cheaper fittings which can have bulbs that can be changed rather than LED boards.

Analysis

As the expense is significant this maybe funded by CIL if appropriate if not then moneys may need to be move from other budget headings to pay for the works.

The decision for this will need to be taken quickly now the nights are drawing in.

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

Glacier II LED

96221098 GLACIER II LED 3000 HFIX GL OP L830

THORN

LED 36W LED_3313	EN 55015	EN 60598			Ta25	IP20		CE
------------------	----------	----------	--	--	------	------	--	----

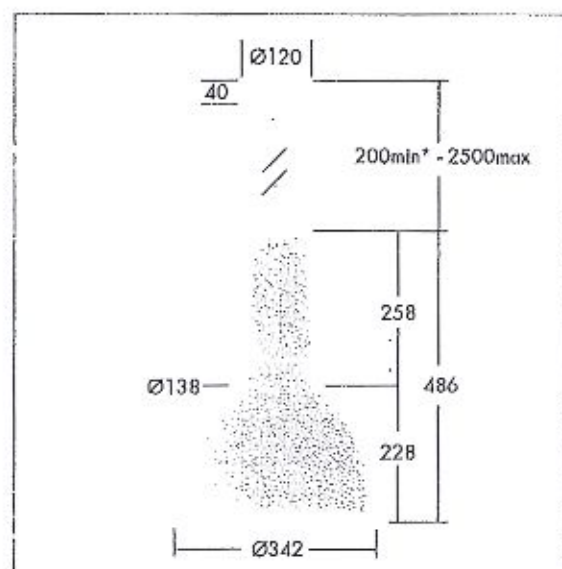
Glacier II LED

A modern and efficient LED pendant luminaire. Electronic, DALI dimmable control gear. Housing: die-cast Aluminium with satin grey finish. Reflector: opal glass with easy bayonet mount connection to housing. Class I electrical, IP20. Suspended via adjustable quick-lock 2.5m single wire suspension (supplied). Pre-wired with braided, flame retardant silicon cable, 5 x 0.75mm². Complete with 3000K LED

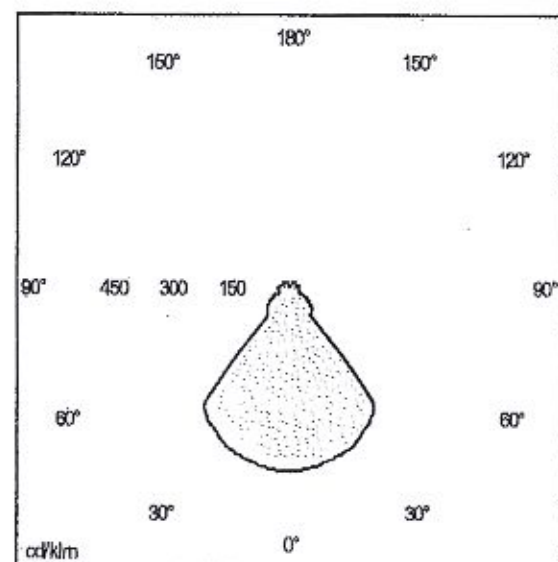
Dimensions: Ø340/140 x 485 mm
Total power: 36 W
Weight: 6.5 kg



TLG_GLCR_F_20PLIT.jpg



TLG_GLCR_M_LED.wmf



TLLK_I11525.jpg

Lamp position: STD - standard
Light Source: LED
Total luminous flux*: 3313 lm
Luminaire efficacy*: 92 lm/W
LOR: 1,00 ULOR: 0,16 DLOR: 0,84

Lamp efficacy: 92 lm/W
Ballast: 1x HFI* Maxi Jolly HC Dali
Luminaire input power*: 36 W Lambda = 0,95
Dimming: DALI2 dimmable to 1%

All values marked with an * are rated values. Thorn uses tried and tested components from leading suppliers, however there may be isolated instances of technology-related failures of individual LEDs during the rated product lifetime. International standards set the tolerance in initial flux and connected load at $\pm 10\%$. Colour temperature is subject to a tolerance of up to ± 150 Kelvin from the nominal value. Unless stated otherwise, the values apply to an ambient temperature of 25°C.

In most products the failure of one LED point causes no functional impairment to the lighting performance of the luminaire and is therefore no reason for complaint.

Thorn Lighting is constantly developing and improving its products. The right is reserved to change specifications without prior notification or public announcement.

© Thorn Lighting

Agenda Item: LA 491

Committee: Leisure, Amenities and Environment

Date: 3rd November 2020

Title: Dell car boot sales

Report Author: Karen Bray

Purpose of Report: to decide.

Summary of recommended actions

1. To allow commercial hirers to use the Dell for car boot sales
2. To allow the same commercial hirers, 31 weeks of the year for a boot sale on Saturdays from April to October, weather permitting, or only every second week reducing it to 16 weeks.
3. To reduce the charge from £150 to £70 per event.

Introduction

As you know we started up car boots sales on a Saturday which have proved very popular for Peacehaven

They have been running know since August and will end at the end of October 2020 ,We are charging £70.00 a week, instead of £150.00, this was to encourage the car boots to carry on as we had zero car boot bookings for this year before the lockdown.

Tracey Pickett and Bob Parkes are local businesspeople, they have full public liability insurance, have built up a good clential and are having regular people attending, we are getting very good feedback on these boot sales.

Background

Bookings are usually taken up in advance for Sundays, but last year we have no takers, as the charities don't have the volunteers and there is a huge car boot at the race hill in Brighton every Sunday this is where the booters where going then the lockdown came.

When we were approached by Tracey and Bob, we offered them a trail period until the end of October.

Analysis

I am asking the committee if they would be happy for the car boot to continue every Saturday under Tracey and Bob.

Would you be happy for every Saturday to start in April and run through till the end of October (31 weekends)? Or every other Saturday?

How much would you like to charge? I feel £70.00 a week is a good price

The Dell is licenced for 40 events a year, we already have 2 circuses and one fun fair booked in for 2021

The information officer has already sent out paperwork for the charities to book their car boots FOR 2021 and at the moment nobody has taken them up or even asked for a reduced rate the charities will be more aware know with covid

Implications

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

<u>Financial</u>	Income for PTC
<u>Legal</u>	
<u>Environmental and sustainability</u>	Extra wear on the Dell
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Agenda Item: LA 492

Committee: Leisure, Amenities and Environment

Date: 3rd November 2020

Title: Resurfacing existing pathway at Centenary park.

Report Author: Kevin Bray

Purpose of Report: to decide

Summary of recommended actions

1. To agree to resurface the existing pathway at Centenary park with tarmac as part of the DDA pathway project.

Introduction

The pathway is too narrow for it to be classed as DDA compliant, so a new pathway is to be installed across the road to allow for this,

Background

The surface on the existing pathway is a trip hazard and needs to be repaired

Analysis

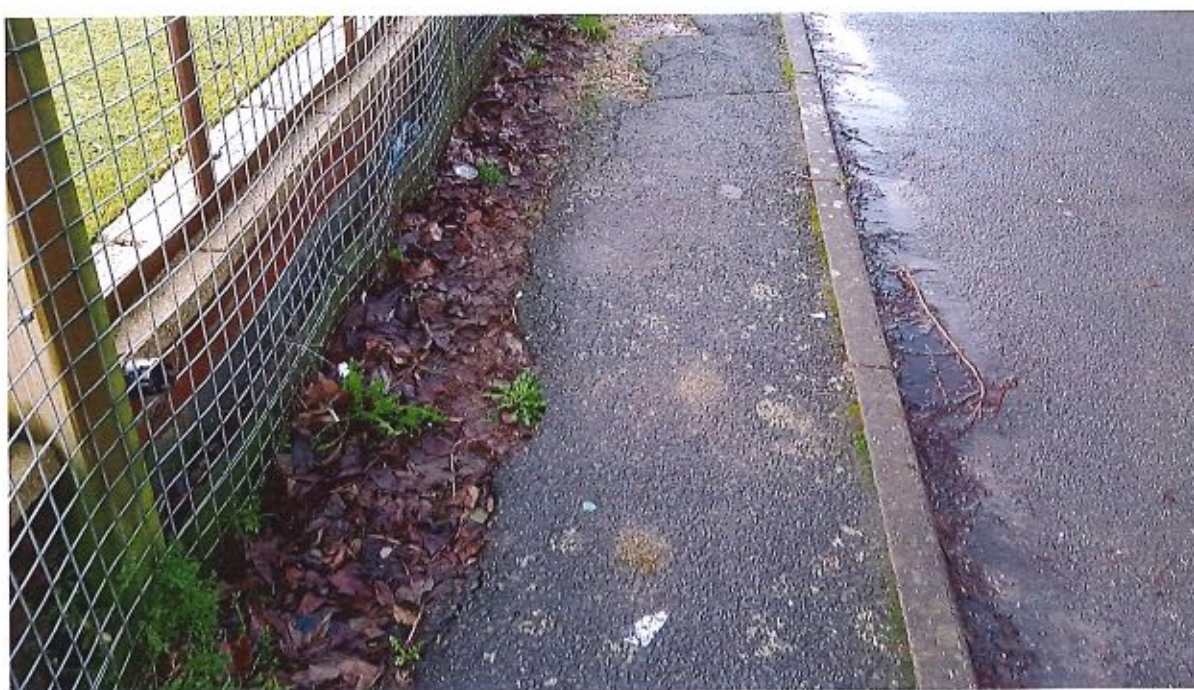
As part of the DDA pathway project it is recommended to resurface the existing pathway at the same time, the cost for this is included in the CIL bid to Lewes and is approximately £6000.

Implications

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

<u>Financial</u>	To be paid from CIL contributions
<u>Legal</u>	Current pathway is a trip hazard
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



Agenda Item: LA 493

Committee: Leisure, Amenities and Environment committee.

Date: 3rd November 2020

Title: purchase funding

Report Author: Kevin Bray

Purpose of Report: To recommend

Summary of recommended actions

1. To recommend to the policy and finance committee that funding for the shredder and two gate should come from the capital reserve.

Introduction

In previous meetings we have reported the need for a shredder and two new gates for the outdoor gymnasium, but funding these has been an issue.

Background

It has been suggested that these could be funded by the capital reserve funds held by PTC

Analysis

These items would ideally be purchased this year and the policy and finance committee would need to be asked if it was possible to fund these items from the capital reserve

New shredder £11,000: Second-hand Shredder - £6-7000

Gates- £2000

Implications

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

<u>Financial</u>	To be funded by the capital reserve
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers

Agenda Item: LA 494

Committee: Leisure, Amenities and Environment committee.

Date: 3rd November 2020

Title: Use of Howard park by southern water

Report Author: Kevin Bray

Purpose of Report: To decide the following

Summary of recommended actions

1. To decide to allow southern water to use the verge inside Howard Park for storage during works on the A259.
2. To decide how much they should be charged or if there is an alternative option to charging them?

Introduction

Southern water has approached Ptc to use the verge inside Howard park to store loose materials whilst they carry out sewage works on the A259

Background

PTC own Howard park, but the access road is an emergency roadway for any incidents on the undercliff.

Analysis

Southern water has been informed about the access needing to be unblocked at all times and have indicated they would reinstate the grounds afterwards

Implications

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

<u>Financial</u>	Additional funds for PTC
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Climate</u>	

Appendices/Background papers



Copy if the email from southern water

The area proposed is the strip of grass in image. We will fence off and cover with plastic sheet the area, we will mostly store during the weekend granular material, type 1 and similar (gravel, sand) for pipe backfilling. There will be no plant or materials stored on the emergency roadway. The lorry feeding the temporary storage area will reverse on the concrete emergency roadway, unload then exit face forward in the South Coast Road. The works are scheduled to start on the 16th of November and finish before 20th of December, hopefully earlier as Highways England are keen for us to be as quick as possible hence the request to work continuously (including weekends) but as we cannot source backfilling materials during weekends we kindly request this space to temporarily store materials delivered Fridays that will be mostly installed till Monday mornings.

Any fauna/flora additional protective measures we might not be aware at this moment are kindly welcomed.

Agenda Item: LA 495

Committee: Leisure, Amenities and Environment

Date: 3rd November 2020

Title: Finance update

Report Author: Kevin Bray

Purpose of Report: To note

Summary of recommended actions

1. To note the finance update

Introduction

The finance officer has supplied an up to date spread sheet of the L, A&E budget.

Analysis

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

It should be noted that 300/ 4202 – Repairs/Maintenance of Vehicles’ has now been spent on the overhaul of the triple mower as agreed by this committee, and we have not carried out the winter servicing on the rest of the equipment yet.

Also the finance officer & Cllr Collier need Committees/Councillors/Officers to engage with them for setting the new 2021/22 Budget requirements, forecasting income & expenditure for the current F/Y, plus any money to be carried forward/accrued from this F/Y to the next F/Y.

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

Detailed Income & Expenditure by Budget Heading 23/10/2020

Month No: 7

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	4,631	4,400	(231)		(231)	105.3%	
4203 Fuel	1,677	5,600	3,923		3,923	30.0%	
4204 Road Fund License	265	600	335		335	44.2%	
4305 Uniform	0	700	700		700	0.0%	
Grounds Team General Exp :- Indirect Expenditure	6,574	11,300	4,726	0	4,726	58.2%	0
Net Expenditure	(6,574)	(11,300)	(4,726)				
310 Sports Park							
1025 Rent & Service Charge	11,670	15,000	3,330			77.8%	
1039 S/P Cats	(800)	3,600	4,400			(22.2%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	477	2,500	2,023			19.1%	
1061 S/P Court Hire	77	5,300	5,223			1.5%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
Sports Park :- Income	15,874	30,700	14,826			51.7%	0
4101 Repair/Alteration of Premises	147	0	(147)		(147)	0.0%	
4111 Electricity	2,024	6,000	3,976		3,976	33.7%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4141 Water Services	336	3,500	3,164		3,164	9.6%	
4161 Cleaning Costs	2,436	7,300	4,864		4,864	33.4%	
4164 Trade Refuse	2,246	4,500	2,254		2,254	49.9%	
4171 Grounds Maintenance Costs	4,638	7,800	3,162		3,162	59.5%	
Sports Park :- Indirect Expenditure	14,172	29,100	14,928	0	14,928	48.7%	0
Net Income over Expenditure	1,702	1,600	(102)				
315 Big Park							
4101 Repair/Alteration of Premises	4,936	0	(4,936)		(4,936)	0.0%	10,000
4111 Electricity	108	0	(108)		(108)	0.0%	
4121 Rents	10,070	12,000	1,930		1,930	83.9%	
4131 Rates	1,002	2,500	1,498		1,498	40.1%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	350	1,000	650		650	35.0%	
4173 Fertilisers & Grass Seed	2,631	4,750	2,119		2,119	55.4%	
4303 Machinery Mtca/Lease	476	4,500	4,025		4,025	10.6%	
Big Park :- Indirect Expenditure	19,573	25,250	5,677	0	5,677	77.5%	10,000
Net Expenditure	(19,573)	(25,250)	(5,677)				
6000 plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	(9,573)						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316 Gateway Cafe							
1025 Rent & Service Charge	2,906	8,480	5,574			34.3%	
Gateway Cafe :- Income	2,906	8,480	5,574			34.3%	0
4101 Repair/Alteration of Premises	265	0	(265)		(265)	0.0%	
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	265	900	635	0	635	29.5%	0
Net Income over Expenditure	2,641	7,580	4,939				
320 Play Areas							
4101 Repair/Alteration of Premises	47	0	(47)		(47)	0.0%	
Play Areas :- Indirect Expenditure	47	0	(47)	0	(47)		0
Net Expenditure	(47)	0	47				
330 Amenity Area							
1044 Hire of the Dell	1,420	5,000	3,580			28.4%	
1050 Allotment Rent	20	1,950	1,930			1.0%	
Amenity Area :- Income	1,440	6,950	5,510			20.7%	0
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
4105 Tree Works	0	5,000	5,000		5,000	0.0%	
4106 Signage	38	2,000	1,962		1,962	1.9%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Amenity Area :- Direct Expenditure	161	15,500	15,339	0	15,339	1.0%	0
4101 Repair/Alteration of Premises	408	4,710	4,302		4,302	8.7%	
4141 Water Services	0	1,750	1,750		1,750	0.0%	
4164 Trade Refuse	189	2,500	2,311		2,311	7.6%	
4171 Grounds Maintenance Costs	1,642	10,000	8,358		8,358	16.4%	
4301 Purchase of Furniture/Equipmen	(171)	3,000	3,171		3,171	(5.7%)	
Amenity Area :- Indirect Expenditure	2,069	21,960	19,891	0	19,891	9.4%	0
Net Income over Expenditure	(790)	(30,510)	(29,720)				
355 The Hub							
1084 Sports Pavilion	3,756	16,000	12,244			23.5%	
The Hub :- Income	3,756	16,000	12,244			23.5%	0
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	0	500	500	0	500	0.0%	0

Detailed Income & Expenditure by Budget Heading 23/10/2020

Month No: 7

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	354	0	(354)		(354)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	711	1,500	789		789	47.4%	
4112 Gas	299	1,500	1,201		1,201	19.9%	
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	1,541	9,500	7,959	0	7,959	16.2%	0
Net Income over Expenditure	2,215	6,000	3,785				
Grand Totals:- Income	23,975	62,130	38,155			38.6%	
Expenditure	44,401	114,010	69,609	0	69,609	38.9%	
Net Income over Expenditure	(20,425)	(51,880)	(31,455)				
plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	(10,425)						

LA 496 - Project updates

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	The bid has been sent to LDC and will be assessed in December			K Bray/ M Edser	CIL	
Lease/licences	September 2019	Second draft for the football club is being drawn up by our solicitors	Spring 2020	Policy and finance	Town clerk		Town clerk is drawing up a lease for the cycle hub

Dell playground	Sept 2019	Two ideas have been submitted by companies		Report in this meeting	K Bray/ M Edser	106 contributions	Report attached
Dell wildflower project		bid submitted to LDC CIL,			Cllr Griffiths/ M Edser	CIL/ Southdo wn's national park.	
Over-flow parking at the Centenary park	2019	On this agenda	2019		Kevin Bray	CIL/106 contributions	
Dog fence around Centenary park playgrounds	March 2020				Kevin Bray	PTC	COMPLETED
Sewage pump replacement	March 2020	To obtain other quotes, waiting for a second quote			Kevin Bray	CIL/	COMPLETED
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	COMPLETED

Café sink	March 2020	Order has been placed and hope to be fitted by 19th sept			Kevin Bray		COMPLETED
Café grease trap	September 2020	LDC has agreed to fund this		December 2020	Kevin Bray/ Chris Bibb		Awaiting go ahead for works from LDC

Agenda Item: LA 497

Committee: Leisure, Amenities and Environment committee.

Date: 3rd November 2020

Title: works update

Report Author: Kevin Bray

Purpose of Report: to note

Summary of recommended actions

1. The committee are asked to note this report

Introduction

This report is to indicate what works have been carried out by the groundstaff since the last meeting

Background

The groundstaff have been carrying out the following: Hedge cutting, mowing, strimming, football pitch maintenance, leaf clearing, playground maintenance, alongside bin emptying and litter picking.

During this period, we have had holidays to cover as well as another long-term sick person (4weeks) on top of the other long-term sick person (18weeks).

Analysis

We carried out interviews for the replacement groundsman and have offered the position to a candidate, which he accepted, and we hope he will start in the beginning of December after giving his notice in at his current job.

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>	

