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## **PEACEHAVEN TOWN COUNCIL**

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### **DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 9<sup>th</sup> February 2021 at 7.30pm**

Present: Cllr S Griffiths (Chair of Committee), Cllr L Duhigg, Cllr L Mills, Cllr D Seabrook, Cllr C Gallagher, Cllr I Sharkey, Cllr R White, Cllr G Hill, Cllr L Symonds, Cllr D Paul.  
Kevin Bray (Parks Officer), Tony Allen (Town Clerk), Victoria Onis (Admin Officer).

#### **LA 519 CHAIR ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

#### **LA 520 PUBLIC QUESTION TIME**

There were no members of the public present.

#### **LA 521 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were accepted from Cllr E Simmons (Substituted by Cllr L Duhigg) and Michelle Edser (PTC SPO).

Cllr R White was invited to join the meeting.

#### **LA 522 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Duhigg as a member of the LDC CIL Board.

#### **LA 523 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 15<sup>th</sup> DECEMBER 2020**

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

#### **LA 524 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The circulated report was received.

The Parks Officer reported that the tree works costs were not yet shown in the financial report.

Cllr Gallagher noted that the current budget for signage, and some other budgeted amounts, need to be considered for carrying forward into the new financial year.

#### **LA 525 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT**

Cllr Gallagher noted that the Plan was now a helpful document and provided useful information.

Cllr Seabrook asked that the Committee's allocated Business Plan items are only those that fall within its remit, e.g. not items relating to buses.

It was noted that the Business Development Plan Committee will review the structure and content of the Plan.

#### **LA 526 PROJECT UPDATE**

The circulated report was received. The following points were discussed:-

- The new shredder will arrive next week.
- The Licence for the Cycle Hub containers etc. is being discussed further at a meeting to be held on the 10<sup>th</sup> February 2021.
- PTFC Licences and deadlines.
- Dell playground development update.



#### **LA 527 TREE SURVEY REPORT**

The circulated report was received.

The Parks Officer reported on the tree survey, noting that only a few trees actually need removing; quotes are being sought for this work.

It was resolved that the Policy & Finance Committee would be asked to approve the company to undertake these tree removal works, so that they can be carried out before the nesting season (as the Committee itself does not meet again until the 23<sup>rd</sup> March 2021).

#### **LA 528 PLAYGROUND ANNUAL INSPECTION REPORT**

The circulated report was received.

The Parks Officer reported on the impending arrangements for the independent play area inspections.

It was noted that daily inspections, maintenance and Covid measures were continuing, despite the constant change in weather conditions.

#### **LA 529 NHP GREENSPACES UPDATE**

The circulated report was received.

Cllr Gallagher reported that the Green Spaces Report, relating specifically to Peacehaven, had been presented to the Council at its meeting in January 2021. It will be incorporated into the Neighbourhood Development Plan and needs to take into account Government planning policy and national standards.

It was noted that, at Town level, work on green spaces was continuing with volunteers and students from the University of Brighton.

#### **LA 530 MANAGEMENT PLAN FOR AMENITY AREAS**

The circulated report was received.

The Chairman queried the approach to the report, noting that strategic policies relate to the NDP, whereas the management of parks was the domain of the Committee and PTC staff.

The Chairman pointed out that there are numerous considerations/questions that need to be considered initially, and that public consultation should be the first step.

Cllr Gallagher referred to a recent LDC open spaces report which showed that provision in Peacehaven was below average.

It was noted that the different green spaces had different characteristics and would need different solutions, with CIL or other grant funding also required.

Cllr Mills stated that she will carry out a public consultation for a dog agility area at Shepherds Down and will submit a paper at the Committee's next meeting.

It was resolved that:-

- The first step should be to conduct a survey of residents within a 10 minute walk of each of the three areas to ascertain what they want from their green spaces, to be carried out by PTC.
- The cost of having a professional report conducted should be obtained.
- The focus will be on the three areas in the report, i.e. The Oval, Epina Park & Shepherds Down.
- The SPO will be asked to assess the case for an application for CIL funding for the improvements to these areas and for a professional survey to be conducted.

#### **LA 531 VERBAL REPORT RE CIL/106 MONEY**

The Clerk related the following report from the SPO:-

##### **Delivering our CIL Bids (The Dell & Centenary Park)**

*SPO, PO & Council to work together to now deliver these:-*

- **The Dell** – LDC have recommended that we pay for the items ourselves (all to be in accordance with the bid) and claim it back from LDC.
- A Grant Agreement is necessary for **Centenary Park** as it's a larger amount. PTC to finalise scheme, quotes, evidence agreements (such as planning permission, ESCC support)

- *We should apply for the grant agreement when we are ready for the funds. A pro-forma will be sent, it will take a week or so to draft.*

**Thakeham Homes. Land North of 56 Keymer Avenue, Peacehaven - S106 Funds**

- *Money held by ESCC for "schemes for mitigation measures in the local area to enhance existing junctions, local cycle/pedestrian and bus facilities and/or highways improvements" not specific in terms of measures.*
- *SPO has contacted ESSC to discuss PTC ideas.*
- *Reply 8-2-21 from Nicholas Mitchell (Principal Scheme Development Officer, Strategic Economic Infrastructure).*

*"The S106 funding has been allocated for construction of measures which are identified in the new A259 study between Brighton and Newhaven, which will commence this year, and **Peacehaven Town Council's proposal can feed into the study.** I'm afraid that the Strategic Economic Infrastructure team is not in a position to take on the design/delivery of other projects at the moment when we have the Local Growth Fund programme to get delivered within a strict timeframe."*

- *PTC need to lobby to get appropriate measures in the study, write in or ask for a meeting? Raise at SLR? (Cllr Seabrook is aware).*

It was resolved that the SPO should arrange a meeting with ESCC Officers so that PTC's views and concerns can be put directly. To be followed up by the Planning & Highways Committee as appropriate.

**LA 532 HOWARD PARK WORKING PARTY UPDATE**

Cllr Seabrook reported that the WP had met recently and had also recently met on site. A copy of the WP's meeting notes and latest action plan to follow.

Cllr Seabrook noted that a report of the WP's recommendations for action will be put to the Committee's next meeting.

**LA 533 WORKS UPDATE**

The circulated report was received.

Cllr Duhigg praised the Parks Officer and his team for their hard work in keeping the areas around the Town clean and tidy.

**LA534 DATE OF NEXT MEETING**

Confirmed as the 23<sup>rd</sup> March 2021.

*There being no further business, the meeting closed at 20:49.*





Agenda Item: LA 539  
Committee: Leisure, Amenities and Environment  
Date: 23rd March 2021  
Title: finance update  
Report Authors: Kevin Bray and Zoe Malone  
Purpose of Report: to note

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### **Introduction**

Below is the income and expenditure update.

### **Background**

The finance officer supplies an updated spread sheet every meeting.

### **Analysis**

The current budget appears to be holding up well despite the effect of the Corona virus on the income side, this is partly due to the expenditure on the amenity areas reducing due to lockdown restrictions on the workforce.

Please note there are still outstanding water bills to be paid of approximately £4000.

### **Conclusions**

The budget is in a healthy position and should be under spent by the end of the financial year.

### **Recommendations**

To note

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	



## Detailed Income &amp; Expenditure by Budget Heading 16/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>310 Sports Park</b>							
1025 Rent & Service Charge	15,107	15,000	(107)			100.7%	
1039 S/P Cats	(300)	3,600	3,900			(8.3%)	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	1,531	2,500	969			61.2%	
1061 S/P Court Hire	1,455	5,300	3,845			27.4%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
<b>Sports Park :- Income</b>	<b>22,243</b>	<b>30,700</b>	<b>8,457</b>			<b>72.5%</b>	<b>0</b>
4101 Repair/Alteration of Premises	147	0	(147)		(147)	0.0%	
4111 Electricity	3,525	6,000	2,475		2,475	58.8%	
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	5,481	7,300	1,819		1,819	75.1%	
4164 Trade Refuse	3,305	4,500	1,195		1,195	73.5%	
4171 Grounds Maintenance Costs	3,602	7,800	4,198		4,198	46.2%	
<b>Sports Park :- Indirect Expenditure</b>	<b>18,741</b>	<b>29,100</b>	<b>10,359</b>	<b>0</b>	<b>10,359</b>	<b>64.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,502</b>	<b>1,600</b>	<b>(1,902)</b>				
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	2,844	0	(2,844)		(2,844)	0.0%	10,693
4111 Electricity	549	0	(549)		(549)	0.0%	
4112 Gas	1,197	0	(1,197)		(1,197)	0.0%	
4121 Rents	13,740	12,000	(1,740)		(1,740)	114.5%	
4131 Rates	2,843	2,500	(343)		(343)	113.7%	
4141 Water Services	0	500	500		500	0.0%	
4166 Skip Hire	590	1,000	410		410	59.0%	
4173 Fertilisers & Grass Seed	6,055	4,750	(1,305)		(1,305)	127.5%	
4303 Machinery Mtce/Lease	2,242	4,500	2,258		2,258	49.8%	
<b>Big Park :- Indirect Expenditure</b>	<b>30,061</b>	<b>25,250</b>	<b>(4,811)</b>	<b>0</b>	<b>(4,811)</b>	<b>119.1%</b>	<b>10,693</b>
<b>Net Expenditure</b>	<b>(30,061)</b>	<b>(25,250)</b>	<b>4,811</b>				
6000 plus Transfer from EMR	10,693						
<b>Movement to/(from) Gen Reserve</b>	<b>(19,368)</b>						
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	6,348	8,480	2,132			74.9%	
<b>Gateway Cafe :- Income</b>	<b>6,348</b>	<b>8,480</b>	<b>2,132</b>			<b>74.9%</b>	<b>0</b>
4101 Repair/Alteration of Premises	(195)	0	195		195	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 16/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4111 Electricity	0	900	900		900	0.0%	
Gateway Cafe :- Indirect Expenditure	(195)	900	1,095	0	1,095	(21.6%)	0
<b>Net Income over Expenditure</b>	<b>6,542</b>	<b>7,580</b>	<b>1,038</b>				
<b>330 Parks &amp; Open Spaces</b>							
1044 Hire of the Dell	1,490	5,000	3,510			29.8%	
1050 Allotment Rent	1,318	1,950	632			67.6%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>2,808</b>	<b>6,950</b>	<b>4,142</b>			<b>40.4%</b>	<b>0</b>
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
4105 Tree Works	750	5,000	4,250		4,250	15.0%	
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	50	2,500	2,451		2,451	2.0%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>961</b>	<b>15,500</b>	<b>14,539</b>	<b>0</b>	<b>14,539</b>	<b>6.2%</b>	<b>0</b>
4101 Repair/Alteration of Premises	643	4,710	4,067		4,067	13.7%	
4141 Water Services	106	1,750	1,644		1,644	6.0%	
4164 Trade Refuse	394	2,500	2,106		2,106	15.8%	
4171 Grounds Maintenance Costs	2,095	10,000	7,905		7,905	20.9%	317
4301 Purchase of Furniture/Equipmen	1,233	3,000	1,767		1,767	41.1%	
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>4,471</b>	<b>21,960</b>	<b>17,489</b>	<b>0</b>	<b>17,489</b>	<b>20.4%</b>	<b>317</b>
<b>Net Income over Expenditure</b>	<b>(2,623)</b>	<b>(30,510)</b>	<b>(27,887)</b>				
6000 plus Transfer from EMR	317						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,307)</b>						
<b>355 The Hub</b>							
1084 Sports Pavilion	7,254	16,000	8,746			45.3%	
<b>The Hub :- Income</b>	<b>7,254</b>	<b>16,000</b>	<b>8,746</b>			<b>45.3%</b>	<b>0</b>
4175 Music Licence	401	500	99		99	80.2%	
<b>The Hub :- Direct Expenditure</b>	<b>401</b>	<b>500</b>	<b>99</b>	<b>0</b>	<b>99</b>	<b>80.2%</b>	<b>0</b>
4101 Repair/Alteration of Premises	679	0	(679)		(679)	0.0%	
4103 Annual Servicing Costs	0	1,500	1,500		1,500	0.0%	
4111 Electricity	1,232	1,500	268		268	82.1%	
4112 Gas	835	1,500	665		665	55.7%	
4131 Rates	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	(25)	4,000	4,025		4,025	(0.6%)	
<b>The Hub :- Indirect Expenditure</b>	<b>2,722</b>	<b>9,500</b>	<b>6,778</b>	<b>0</b>	<b>6,778</b>	<b>28.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,132</b>	<b>6,000</b>	<b>1,868</b>				



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	38,653	62,130	23,477			62.2%	
Expenditure	57,161	102,710	45,549	0	45,549	55.7%	
Net Income over Expenditure	<u>(18,508)</u>	<u>(40,580)</u>	<u>(22,072)</u>				
plus Transfer from EMR	11,010						
Movement to/(from) Gen Reserve	<u>(7,499)</u>						



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Grounds Team General Exp</u>							
4202 Repairs/Maintenance of Vehicle	5,091	4,400	(691)		(691)	115.7%	
4203 Fuel	2,246	5,600	3,354		3,354	40.1%	
4204 Road Fund License	530	600	70		70	88.3%	
4305 Uniform	986	700	(286)		(286)	140.9%	
Grounds Team General Exp :- Indirect Expenditure	<u>8,854</u>	<u>11,300</u>	<u>2,446</u>	<u>0</u>	<u>2,446</u>	<u>78.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(8,854)</u>	<u>(11,300)</u>	<u>(2,446)</u>				
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	8,854	11,300	2,446	0	2,446	78.4%	
<b>Net Income over Expenditure</b>	<u>(8,854)</u>	<u>(11,300)</u>	<u>(2,446)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(8,854)</u>						





Agenda Item: LA 540  
Committee: Leisure, Amenities and Environment  
Date: 23<sup>rd</sup> March 2021  
Title: internal business plan  
Report Authors: Kevin Bray  
Purpose of Report: To note

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### **Introduction**

The committee are asked to look at how to achieve the goals set out in the business plan document.

### **Background**

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

### **Analysis**

### **Conclusions**

Councillors are encouraged to be proactive on the business plan, so if there are any ideas or recommendations that they want considered please email them to the parks officer so they can be discussed in future meetings.

### **Recommendations**

To note this report.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	

### **Appendices/Background papers**



## Leisure, Amenities and Environment Committee – Project updates

\*Please note the coronavirus has delayed most projects\*

### Month January 2021

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
<b>DDA pathway</b>	2019	Michelle is working behind the scenes on advancing this project	2021		K Bray/ M Edser	CIL	
<b>Lease/licences</b>	September 2019	The Draft Lease & Maintenance Agreement are now with PTFC (Sue) and their Solicitor for review.	Spring 2020	Policy and finance	Town clerk	Peacehaven f c to cover costs	

<b>Dell playground improvements</b>	Sept 2019	Identified land ownership of Rowe avenue and awaiting responses.			K Bray/ M Edser	106 contributions	Access identified as a priority rather than play equipment
<b>Dell wildflower project</b>		Wildflower seed has been ordered and the artwork for the interpretation board is with Cllr Griffiths for approval.	2021		Cllr Griffiths/ M Edser	CIL/ SDNP	
<b>Over-flow parking at the Centenary park</b>	2019	Bollards and gate have been delivered and will be installed over the next few weeks	2022		Michelle Edser/ Kevin Bray	CIL/106 contributions	Added to the next big CIL bid
<b>Café grease trap</b>	September 2020	Awaiting site assessment	Spring 2021		Kevin Bray/ Chris Bibb	106	Delays due to covid
<b>Tree works from survey results</b>	March 2021	Works have already started by EH treecare, and hope to complete by the end of March	Spring 2021		Kevin Bray	L&A budget	Operators are checking for nesting birds before carrying out any works.

Cycle hub electrical connection	Nov 2020	Installation has taken place on the 15 <sup>th</sup> March	Spring 2021	Jan 2021	Liddy Leeding/ Kevin Bray	sustrans	COMPLETE.
Tree survey	June 2020	Received in late January, recommended works have been put out to tender	Dec 2020	Jan 2021	Kevin Bray	Within this year's budget.	COMPLETE
Dell wall and Epinay park bank	Sept 2020	Barcombe landscapes chosen to carry out the works	Spring 2021			PTC CIL	Works order has been sent and start date is due soon.
Café and Hub heating survey	Dec 2020	No update	July 2021		Cllr Griffiths/ Cllr Seabrook	Cil/ 106	
Tree planting project	Dec 2020	Delayed until autumn to give the trees the best chance of survival	2021		Cllr Griffiths/ Kevin Bray	L&A budget	Sourcing the trees so late in the season was a problem.
Gym self-closing gates	Nov 2020	Funding to be sort by Michelle Edser.	March 2021		Michelle Edser/ Kevin Bray		No funding available at this time. Possibly use PTC CIL money.
Centenary park playground surfacing	Sept 2020	Order has been placed	May 2021		Kevin Bray	106	Waiting for a start date





<b>Agenda Item:</b>	<b>LA 542</b>
<b>Committee:</b>	<b>Leisure, Amenities &amp; Environment</b>
<b>Date:</b>	<b>23<sup>rd</sup> March 2021</b>
<b>Title:</b>	<b>Howard Park</b>
<b>Report Authors:</b>	<b>Cllr David Seabrook</b>
<b>Purpose of Report:</b>	<b>To originate a CIL bid to improve accessibility to Howard Park</b>

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### **Introduction**

At the Howard park working party meeting held on 29<sup>th</sup> January 2021, the Howard Park Consultation report was considered and an action plan created. Some of the recommendations will require CIL funding and it was decided to make recommendations to the Leisure, Amenities & Environment Committee for action.

### **Background**

At the Leisure Amenities and Environment committee on 2<sup>nd</sup> July 2019 it was agreed to carry out a consultation into the future of Howard Park.

### **Analysis**

Howard Park and the undercliff is currently inaccessible to a significant number of residents with disabilities.

### **Conclusions**

A CIL bid to Lewes District Council will be required. Permission will also be required to provide a handrail to the beach and under cliff.

### **Recommendations**

To investigate costings, obtain any necessary licences and to create a CIL bid that will be submitted to Policy and Finance for further consideration. The costs are likely to be in excess of £10,000 which will mean that the CIL Working Party will need to be convened. The bid should be submitted to the next CIL round this year. An initial expression of interest will be required. The CIL bid will cover the following items:

- To provide wheelchair / mobility scooter access from South Coast Road into Howard Park.
- To provide a handrail down to the beach.
- To resin bond the path around the pebbles to make it more wheelchair friendly and provide ramp access from the roadway.

### **Further recommendations include:**

- To remove the Petanque Court ad reseed with suitable chalk downland grass seed.
- To install an additional litter bin at the north end of the park.
- To repair or replace the information board at the south end of the park.
- To remove the severely damaged notice board at the north end of the park which is largely illegible and irrelevant.
- To discuss whether to install any further memorial benches in Howard Park and to consider the purchase of accessible picnic benches.

## Implications

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

<b><u>Financial</u></b>	Use of CIL funding to improve access to Howard Park.
<b><u>Legal</u></b>	Permission will be required to provide a handrail to the beach. A Licence may be required to cross the grass verge. Howard Park is current inaccessible to many residents with disabilities in contravention of the Equalities Act 2010,
<b><u>Health &amp; Safety</u></b>	.
<b><u>Planning</u></b>	Planning permission should not be required.
<b><u>Environmental and sustainability</u></b>	No impact on the SSSI along the cliff top. Materials used need to be long lasting and resistant to strong winds, rain and salt spray.
<b><u>Crime and disorder</u></b>	Currently the ramp from Howard park to the beach is dangerous for residents with mobility issues to access.
<b><u>Social value</u></b>	The park will benefit from greater use and relieve pressure on other nearby parks.
<b><u>Climate</u></b>	The recommendations will not have an impact on climate change. There should not be any surplus material that needs to be recycled.



## Howard Park Action Plan - Accessibility

CASE No	TASK	COMMENTS	ACTIONS	PERSON RESPONSIBLE	UPDATE
A1	Provide wheelchair / mobility scooter access from South Coast Road.	LDC CIL Bid required ESCC permission required	Recommendation to LA&E committee.	DJS	
A2	Fix loose kerbs and provide ramps at strategic places onto the grass areas.	This is a Health & Safety Issue.	Loose kerb stones to be removed and stacked in a discrete location. Further discussion about future of kerbs required onsite.	Parks Officer	
A3	Provide a handrail down to the beach.	LDC CIL Bid required LDC permission required	Recommendation to LA&E committee. Discuss with District Councillors	DJS	
A4	Resin bond the path around the pebbles to make it more wheelchair friendly and provide ramp access from the road.	LDC CIL Bid required	Recommendation to LA&E committee.	DJS	
A5	Provide parking for two cars for people with disabilities.	Not realistic on this site as there is not enough space without compromising emergency access.	No further action as not reasonably practical.		
A6	Create a sensory garden around the path around the pebbles, colour, sound, touch and smell, maybe taste (edible berries?) Some plants will need to be 2 feet high so wheelchair users can access them.	Agreed this is a good idea but most plants will not survive this environment. Lavender and Rosemary grow well.	Further discussions on site required to determine a suitable location. Discuss further with the Access Group.	SG/DJS	
A7	Provide secure cycle parking.	Not considered a priority. Could come from PTC CIL pot. See how the racks at Bastion steps are used before making a final decision.	No action at present.		

## Howard Park Action Plan - Enhancement of Memorials

CASE No	TASK	COMMENTS	ACTIONS	PERSON RESPONSIBLE	UPDATE
B1	Commission and install an Ammonite Memorial with individual plaques.	The memorial could be something else. Park names after Tony Howard. Different shapes of plaques may be possible e.g. dogs, cars etc. Tiles could be angled to prevent them being walked on. Can be any memory. Could be funded with CIL money. Coop Funeral Care are willing to contribute. Other organisations may sponsor.	Contact Brighton University Art Department to see if they would collaborate on this project.	DJS	
B2	Allow a few more benches around the memorial area	There are 2 or 3 people waiting to hear about additional benches. Should more benches be permitted? How many?	To be discussed at LA&E committee	DJS	
B3	Bury a time capsule, perhaps in one of the mounds that resemble Tumuli	This could be items, letters, poems and articles that relate to the covid years and would be opened in 25- 50 years' time. Consideration needs to be given as to whether vandals might dig it up in the park. Would a time capsule be better if incorporated into the new Meridian Centre?	Further discussion required. Refer to Civic & Events committee.	GH	



## Howard Park Action Plan - Improving Biodiversity

CASE NUMBER	TASK	COMMENTS	ACTIONS	PERSON RESPONSIBLE	UPDATE
C1	Replant the raised borders with native edible fruiting bushes. This will provide a windbreak for the centre of the memorial area and encourage more wildlife.	Agreed. Ongoing support will be needed for these bushes. Watering, mulching etc for about 3 years.	Discuss suitable varieties with Dr Maureen Berg	DJS	
C2	Provide a wildflower meadow in the triangle at the western edge using species suitable for poor chalky soils and a windy cliff top site. This is in the original plan but never completed.	This area has been left unmown over the summer of 2020; however, the rabbits are doing an excellent job keeping the grass and wildflowers short. It is unlikely that any wildflower sowing / planting here will be successful and that we should just leave this area unmown and allow the native low growing varieties of wildflowers to develop naturally. There are at least 12 native species in situ.	Leave area unmown. Include in Howard Park Management Plan.	Parks Officer	
C3	Plant more trees and a hedge to screen the park from the road and block out some of the traffic noise and pollution. Scots Pines	It was agreed at the last LA&E meeting to plant up to 8 trees in the shrub area.	Trees to be purchased and planted this year. <ul style="list-style-type: none"> <li>• Italian Alder</li> <li>• Swedish Whitebeam</li> <li>• Small Leaved Lime</li> </ul>	Parks Officer	
C4	Use of steam, flame weeding or remove by hand as appropriate to control the pernicious weeds in the hard-landscaped areas. Chemical weed killers such as Glyphosate are banned by Peacehaven Town Council.	Agreed that weeds should be removed by hand as they are mostly growing on top of the landscaping much.	Hand weeding of weeds. Include in Howard Park Management Plan.	Parks Officer	

<b>C5</b>	Extent of wild areas to the West and North to be controlled to prevent creeping vegetation.	Vegetation creep needs to be controlled round north and west edges.	Include in Howard Park Management Plan.	Parks Officer	
<b>C6</b>	Remove some of the large coastal lilies that overpower the central hard landscaped area. These self-seed and are not a native species	Some of the Coastal Lilies (New Zealand Flax) need to be removed to make sufficient space in the middle for the memorial.	To be carried out prior to installation of the memorial.	Parks Officer	

## Howard Park Action Plan - General Maintenance

CASE NUMBER	TASK	COMMENTS	ACTIONS	PERSON RESPONSIBLE	UPDATE
D1	Remove the Petanque Court and maybe relocates to Centenary Park	Agreed to remove Petanque court, wood to be put into shrub area and ground to be re-seeded	Recommendation to LA & E Committee	DJS	
D2	Move one of the litter bins or install a new one near the entrance	Agreed to install an additional mixed bin at the north end of the park using out CIL pot.	Recommendation to LA & E Committee	DJS	
D3	Repair and upgrade the notice boards in line with the new Council branding	Agreed to remove information board at north end which has badly deteriorated and is of no use.	Recommendation to LA & E Committee	DJS	
D4	New signage in line with Council branding. A separate working party will make proposals for signs and notice boards	Information / interpretation boards to be referred to the signage working party.	Recommendation to LA & E Committee	DJS	
D5	To create a five-year management plan for this park. Any improvements need to be sustainable within the resources of Peacehaven Town Council	Agreed	Recommendation to LA & E Committee to create a five-year management plan for Howard Park.	Parks Officer	

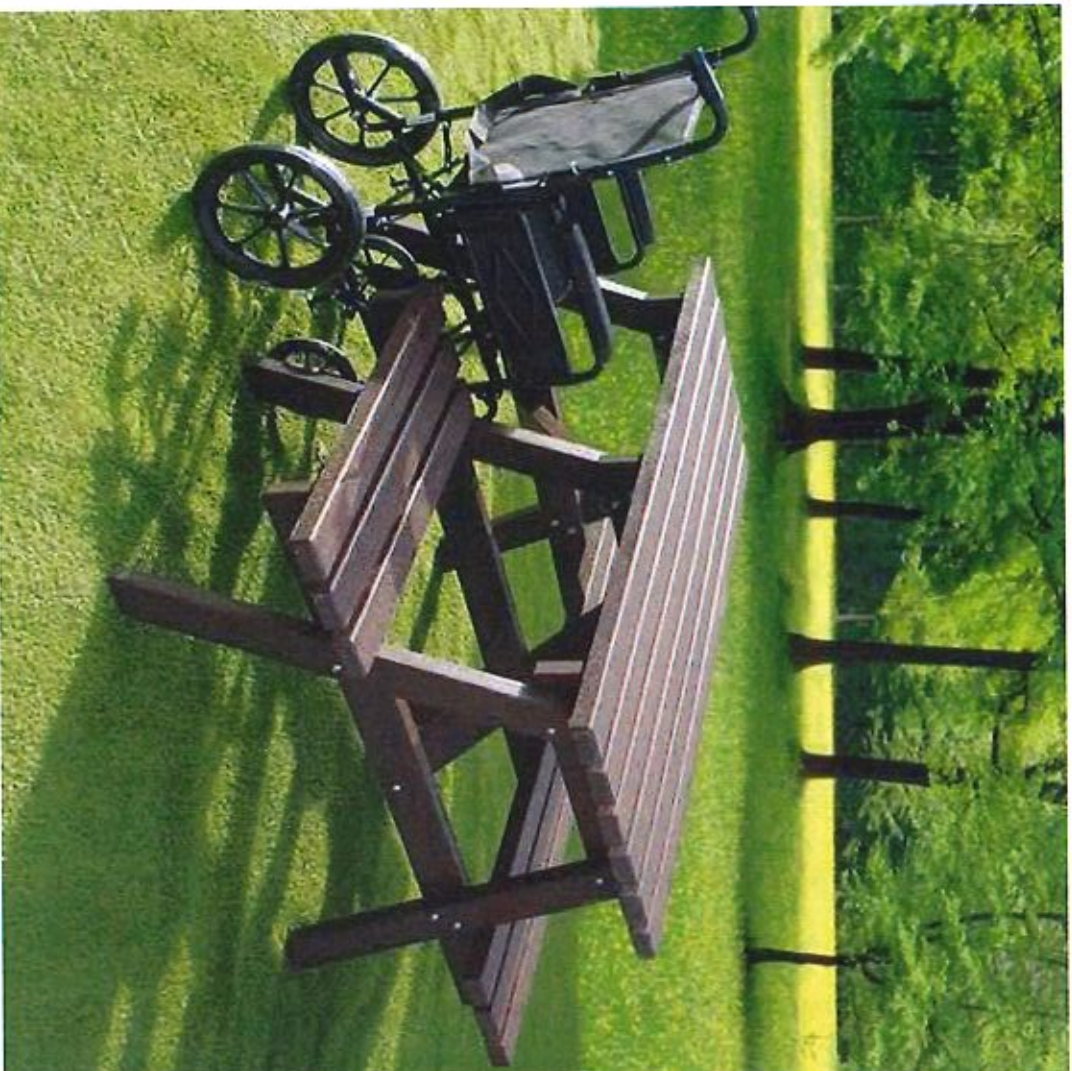


## Howard Park Action Plan - Enhancing the use of the park

CASE No	TASK	COMMENTS	ACTIONS	PERSON RESPONSIBLE	UPDATE
E1	Use the park for events such as a Summer Solstice celebration or May Day celebration, Picnic in the Park. Educational uses, yoga, meditation, celebrations of historical importance etc. As this park lacks any car parking, events should be aimed at local people and be low	Agreed to hold a Peace Event on international Peace Day 21 <sup>st</sup> September 2021 or in 2022.	Recommendation to Civic & Events Committee.  Approach the Quakers to see if they would be interested in helping to organise this event.	GH	
E2	Setup a Friends of Howard Park group to help with the maintenance and organising of events together with regular litter picks and a Facebook page	Agreed this is a good idea if there are sufficient numbers of residents are interested. 34% of replies to the consultation said they would be interested.	To be discussed further, maybe start with a Facebook group.		
E3	Provide a few picnic tables	It was agreed that it would be desirable to include two picnic benches in the park. These would be made from recycled plastic and be accessible. Placed adjacent to the gravel path in the memorial garden.	Costs to be obtained. To be discussed further onsite.		

# Wheelchair Access Picnic Tables

**NBB**  
**Recycled**  
**Furniture**



High quality picnic tables, customized to provide space for wheelchair users

Provides seating for all

Spacious, can comfortably accommodate most wheelchairs

Manufactured from 100% recycled plastic

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Does not splinter and is resistant to insects & bacteria

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## PEACEHAVEN TOWN COUNCIL

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E-MAIL: [town.clerk@peacehaven.gov.uk](mailto:town.clerk@peacehaven.gov.uk)

### Notes of the Howard Park Working Party held on the 29<sup>th</sup> January 2021 at 3pm

Attendance - Cllr. David Seabrook, Cllr Gloria Hill, Cllr, Lyn Mills, Cllr Sue Griffiths,  
Cllr Isobel Sharkey, Kevin Bray (Parks Officer)

1. The recommendations of the Howard Park Consultation Report were discussed in detail and actions agreed. Please see the action plan for details.  
There will be recommendations to the Leisure, Amenities and Environment Committee and the Civic & Community & Events Committee.  
A Community Infrastructure Levy Expression of Interest will be forthcoming for the next round.
2. It was agreed that a further meeting should be held on site subject to the weather and covid19 restrictions.
3. Date of the next meeting: To be arranged.

**Agenda Item:** LA 543  
**Committee:** Leisure, Amenities and Environment  
**Date:** 23<sup>rd</sup> March 2021  
**Title:** unneighbourly trees  
**Report Authors:** Kevin Bray  
**Purpose of Report:** to decide

---

### **Introduction**

We had a tree survey to ascertain that our trees were safe, and any works have been carried out by our chosen contractor.

### **Background**

We have had several enquiries regarding trees being unneighbourly ranging from blocking light to over hanging gardens, these are all healthy trees.

### **Analysis**

The trees in question are:

29 Foxhill – two trees over hanging boundary.

14 Micheldean. Tree blocking light.

15 Ashmore Close - Property to North of Epina Park, three Alder trees, two of which have elongated horizontal limbs overhanging property by 2-3m.

The Oval. Group of Sycamore in south east corner, adjacent to properties to south and east. felling 5/6 Sycamore trees, in order to improve light and remove overhanging trees and vegetation.

### **Conclusions**

If agreed these works would take place in the autumn apart from Epina park tree which will need to be done sooner as they are overhanging quite significantly.

### **Recommendations**

These works will be in total around £1000 and will require a tree surgeon as tree climbing etc will need to be done due to the proximity of the houses.

It is recommended that we use Aspen tree care who lost out on the recent tree works quote by a very slim margin, this will allow us to have another company on our books who we can vouch for when getting other quotes in the future.

### **Implications**

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

<b><u>Financial</u></b>	
<ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li></ul>	Within budget

• Budget provision?	
<u>Legal</u>	Might help prevent damage being done by our trees in the future
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u>	
• Carbon footprint?	

#### Appendices/Background papers



**Agenda Item:** LA 544  
**Committee:** Leisure, Amenities and Environment  
**Date:** 23rd March 2021  
**Title:** Gateway cafe forecourt area upgrade  
**Report Authors:** Kevin Bray/Cllr Griffiths  
**Purpose of Report:** To decide

---

### **Introduction**

This area was designed without the knowledge of how well it would be used & the wear and tear that would be caused to the surface. It also has dead patches caused by dog urine.

### **Background**

The success of the park and the popularity of the café, especially during the pandemic, has meant that the area has become worn and appears run down and no amount of care by the ground staff will mitigate for the increased footfall or the misuse by dogs.

### **Analysis**

The result of this change would be to make it a more pleasant place for visitors to the park.  
Greater potential to hold events which will benefit residents & visitors alike.  
Less maintenance for the ground staff.  
Will remove most of the potential for the area to be used as a dog toilet which is unacceptable in an area where food is eaten.  
It will be easier to keep the area clean.

### **Conclusions**

This project was originally brought to the committee in 2019 and was deferred to be looked at in spring 2021.

The committee need to decide if the project should be done, the timescale it needs to be done in and if it should be funded by PTC CIL, if deemed urgent, through a larger bid to LDC CIL with the overflow car park later in the year? Or asking LDC if remaining 106 money allocated to Centenary park can be used.

### **Recommendations**

1. To agree that it needs to be done.
2. Does it need to be done now or can it wait to be put in with a bigger CIL bid when looking at the carparking in the park.?
3. To decide where the project should be funded from.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Can this be funded by CIL or 106 money?  If done this will help the café and its patrons  It will slightly reduce the cost of upkeep.
--	---

<u>Legal</u>	Grass area could lead to slips trips and falls
<u>Environmental and sustainability</u>	A paved area will last for decades with the correct care.
<u>Crime and disorder</u>	
<u>Social value</u>	It will be a cleaner area for patrons of the café to eat and drink.
<u>Climate</u>	Removing a grass area that helps reduce carbon in the atmosphere
<ul style="list-style-type: none"> <li>Carbon footprint?</li> </ul>	

#### Appendices/Background papers



**Agenda Item:** LA 545

**Committee:** Leisure, Amenities and Environment

**Date:** 23<sup>rd</sup> march 2021

**Title:** Management Plan for Peacehaven Greenspaces update

**Report Authors:** Cllr Cathy Gallagher

**Purpose of Report:** To note progress formulating Management plans for Open Green Spaces and Parks within Peacehaven Town.

---

### **Introduction**

This Committee agreed on 12<sup>th</sup> May 2020, Item No LA434 to work being undertaken to formulate management Plans

1. Peacehaven open land south of the A259
2. Centenary Park and Piddinghoe Car Park (LDC owned)
3. Open Green Space North of A259

At each Committee since updates and recommendations have been presented.

Including a proposal to obtain a Professional Access Audit and consult residents concerning equipment needed to upgrade Epinay Park, The Copse and Shepherd's Down.

### **Background**

Lewes District Council have released 2 documents to Town Councils which will be used to underpin the Local District Plan and the strategies adopted by LDC up to 2030.

The documents are:

The Lewes District Open Space Strategy November

The Playing Pitch Strategy Needs Assessment July 2020

Summary notes from these documents are attached to this report.

Sussex Biodiversity Records for Peacehaven have been obtained and assessed by Dr Berg, Ecologist from the University of Brighton and she has confirmed that there are no recent recording.

In addition there are no wildlife sites or corridors noted.

Through the Neighbourhood Development Plan and at Town level, a strategy is needed to make sure maximum protection is given to all green space.

A Draft Matrix of all the information and sites identified for protection has been compiled and is attached,

To protect this spaces within the NDP we need to evidence that they fulfil one or more of the following criteria

Beauty, Historic Significance, Recreational, Tranquillity, Wildlife.



### Analysis

Peacehaven has a deficit of greenspaces including Children and young people's play areas and sports facilities.

Planning Policies are set initially in the **National Planning Framework Policy 2019 (NPPF)**

#### **NATIONAL PLANNING POLICY FRAMEWORK Feb 2019**

Paragraph 91 states that planning policy and decisions should aim to achieve healthy, inclusive, safe and accessible places which promote social interaction and enable and support healthy lifestyles

Paragraph 96 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 and planning policies should be based on robust and up-to-date assessments of the needs for open space and recreational facilities and opportunities for new provision.

Local Planning Authorities such as Lewes District Council in their own planning policies uphold the NPPF and set policy for their area.

In the Neighbourhood Development Plan, Peacehaven Town Council has a chance to set out additional policies.

Information continues to accumulate from AECOM and the University of Brighton amongst other sources.

### Conclusions

With all the change happening in Peacehaven and Telscombe it seems appropriate to produce a Local Green Space and Green Infrastructure Plan.

Green Infrastructure Covers a wide range of environmental and quality of life benefits to local communities. Providing connectivity and management and therefore providing greater protections.

### Recommendations

1. Work on the Green Space and Green Infrastructure Plan continues to enable Management Plan to be produced.

### Implications

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	None
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	Implications re Equality Act. Disability Discrimination Act

	Health and Safety Act
<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	Yes as above
<b>Planning</b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	None
<b>Environmental and sustainability</b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	Likely to be beneficial in all these area
<b>Crime and disorder</b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	Implications in all these areas
<b>Social value</b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	Beneficial impacts anticipated
<b>Climate</b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	Beneficial impacts anticipated

#### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting docs?





Site Name and Reference		Local Green Space Criteria					Local Community Space
		Beauty	History	Recreation	Tranquility	Wildlife	
1	Epinay Park Peacehaven			X		X	X
2	The Oval	X	X	X	X	X	X
3	Shepherds Down			X		X	X
4	The Sports Park	X		X		X	
5	Millenium Park	X		X		X	X
6	Meridian Park		X	X	X	X	X
7	The Joff			X			X
8	The Dell	X		X	X	X	X
9	Howard Peace Park	X		X	X	X	X
10	Cornwall Avenue Allotments			X		X	X
11	Ashington Road East Park			X		X	X
12	Cliff Tops - Peacehaven	X				X	
13	Plot 21 Valley Road	X?				X	
14	Plot 35 Valley Road	X				X	
15	Recreational East Peacehaven				X	X	
16	Fox Hill			X		X	X
17	Mitchell Dean			X		X	X
18	Peacehaven Golf	X		X		X	
19							
20	Chatsworth Park Telscombe Cliffs			X	X	X	
21	The Copse				X	X	X
22	Robert Kingan			X			X
23	Telscombe Playing Fields	X		X	X	X	
24	Telscombe Tye	X	X	X		X	
25	Esplanade - West Clifftop	X	X		X	X	
26	Esplanade - Clifftops	X	X		X	X	
27							
28							
29							
30							
31							



# Lewes District Open Space Strategy November 2020

Prepared by TEP Consultants

TEP have assessed the needs and opportunities.

Accessibility includes access within approx.. 10 mins walk , less if young children

Future Populations ---- LDC by 2030 110,873

Peacehaven 2018 Population 15,500 . Telscombe 7858

LDC is working on a 10 year policy 2020-2030

Documents to support are:

Open Spaces Strategy

Playing Pitches Strategy

Sports Facilities Strategy

## **NATIONAL PLANNING POLICY FRAMEWORK Feb 2019**

Paragraph 91 states that planning policy and decisions should aim to achieve healthy, inclusive, safe and accessible places which promote social interaction and enable and support healthy lifestyles

Paragraph 96 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 and planning policies should be based on robust and up-to-date assessments of the needs for open space and recreational facilities and opportunities for new provision.

Executive Summary says ----- Open space is important because of its valuable contribution to quality of life ,health and the local economy.

1. The Strategy covers the quality, accessibility, quantity and value.
2. To identify the needs of Towns
3. Providing recommendations

There are many tables in the Strategy

Quality has been judged against Green Flag standards (The awards given to Parks)

Excellent 1    Very Good 15    Fair 46    Poor 14

All sites should achieve above 70%

At present across LDC

High 23    Medium 17    low 70

Open Spaces for Peacehaven 60.31 Hectares    Area for Children    1.29

Telscombe 85.47 Hectares    0

Green corridors / Cycleways

13 Sites - 7.13 ha identified

5 mentioned of which 3 are in Lewes , 1 Newhaven and 1 Seaford.

Peacehaven the Firle Rd Walkway has a HIGH RATING

FULL DOCUMENT CONTAINS A LOT OF INFORMATION AND IS A START.

Cathy Gallagher March 2021



**Committee:** Leisure, Amenities and Environment

**Date:** 23<sup>rd</sup> March 2021

**Title:** LDC playing pitch strategy

**Report Authors:** Cllr Gallagher

**Purpose of Report:** to note

---

### **Introduction**

1. The committee are asked to note this report.

### **Background**

In 2020 Lewes district council employed 4global Consulting to carry out a survey of all the playing spaces in the district and compile the data into a report, this report was completed in July 2020.

### **Analysis**

As the report was several hundred pages long Cllr Gallagher has summarised it for the committee in the paper attached.

### **Conclusions**

When looking at the future of our parks and playing pitches the findings in this document will need to be considered.

### **Recommendations**

To note

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	

**LEWES DISTRICT COUNCIL PLAYING PITCH STRATEGY NEEDS ASSESSMENT (JULY 2020)**

**Prepared by Global**

**AIM** To provide a clear evidence base and guide to future provision and management of new sports pitches/ outdoor sports facilities

**To support new Local District Plan**

In the context of National Policy and Local Development criteria

A holistic analysis of sports facilities == a set of recommendations based on needs of local residents.

**Content**

Up to date assessment of supply and demand

Playing pitches (grass and artificial)

Outdoor sports

**SPORTS COVERED**

Football (PTC)

Rugby Union

Cricket

Hockey

Athletics

Stool ball

Outdoor Tennis

Outdoor Bowls (PTC)

**SPORTS NOT COVERED**

Cycling (PTC)

Parkrun (PTC)

Skateboarding (PTC)

Swimming

**NOT COVERED POTENTIAL INDOOR SPORTS**

Boxing, Climbing Walls, PT & Movement, Badminton, squash.

**NATIONAL POLICIES NPPF) paragraphs 96/97**

Linked to health improvements, increased participation and appropriate levels of provision of facilities to meet local needs.

**PROTECT ENHANCE PROVIDE (quality, accessibility and management)**

**New facilities, fit for purpose and the future.**

**Increased infrastructure.**

## **COASTAL BAND (CB)**

Covers Telscombe/ Peacehaven/ Newhaven / Seaford

Most increase in density of population in the CB

63.7% of people Active (engaged in sport ?)

## **FIVE OUTCOMES IDENTIFIED BY DEPARTMENT OF CULTURE , MEDIA and SPORT**

Physical wellbeing

Mental wellbeing

Individual development

Social and Community Development

Economic Development

**Government funding will go towards organisations who show they are achieving outcomes.**

## **PRINCIPLES**

**“More people from every background regularly and meaningfully” taking part in sport and physical activity, volunteering and experiencing live sport” .**

## **FOOTBALL**

Artificial Green Pitches referred to as AGP's

**AIM to Develop Sustainable Football Facilities.**

3G , AGP and Turf Pitches

Changing rooms, pavilions and clubhouses

Improved grass pitches

Better indoor and outside spaces

**Ensure that all projects are aligned and delivered against FA National game strategy targets.**

Quality

Sustainability

Inclusivity

Engagement

Participation

16 years +    5.1% participate in football in a week.    10.1% in a year

31.9 % school year aged children play football once a week.

Across the District

Increase in mini- soccer (1512)

Youth Male (415)

Reduction in Male Teams ( 1,268)

#### **SECTION 3.4.2 District Survey revealed**

Additional 3G – AGP's needed to accommodate training demand and some junior pitches.

Shortage of Youth 11 v 11 pitches (47% Managed by Local Authorities.)

Many schools facilities open for Community Use.

Not in Peacehaven. Peacehaven Community School facilities not available for Community.

#### **SIGNIFICANT DEMAND IN COASTAL BAND**

Supply of additional pitches are based on calculations of population.

Growth not included?

7000 projected growth across District of which 1500 to 2500 in Peacehaven.

#### **SIGNIFICANT DEMAND - DEFICIT OF SUPPLY**

#### **SUMMARY**

Mobile Goals being used

Deficit , Mini 5 vs 5

Demand for more mini soccer

Demand for more 3 G Training Pitches

#### **Peacehaven & Telscombe Football Club**

Comment 3.10.16

Outgrown facilities. 3 Ladies teams planned. Changing facilities needed improvements.

The report contains a number of maps including deprivation. Significant amounts in North and East Peacehaven

Notes compiled by Cathy Gallagher. March 2021.



**Agenda Item:** LA 546  
**Committee:** Leisure, Amenities and Environment  
**Date:** 23<sup>rd</sup> March 2021  
**Title:** Tree works contract March 2021  
**Report Authors:** Kevin Bray  
**Purpose of Report:** to note

---

### **Introduction**

At the last meeting it was decided to ask the P&F committee to choose the contractor for the tree works as it was time sensitive because of nesting birds

### **Background**

Two companies out of the four asked returned quotes and there was a very small price difference between them. E.H. Treecare and Aspen tree care.

### **Analysis**

The P&F committee asked the parks officer to contact both companies to discuss the availability to carry out the work and to make the decision on which company to use from that information.

### **Conclusions**

E.H. Treecare were chosen to carry out the works and they have started the works, checking for nesting birds before working on the trees.

### **Recommendations**

To note this report.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Within L&A budget
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	

### **Appendices/Background papers**



**Agenda Item:** LA 548  
**Committee:** Leisure, Amenities and Environment  
**Date:** 23<sup>rd</sup> March 2021  
**Title:** leather jacket infestation on the bowling green  
**Report Authors:** Kevin Bray  
**Purpose of Report:** to note

---

### **Introduction**

Due to the banning of suitable chemicals the leatherjacket grub (daddy longlegs) has become an issue on sports turf. We have applied biological treatments, but these have not been successful.

### **Background**

The leather jackets eat the roots of the grass and then crows rip up the turf looking to eat the grubs unfortunately we have had a severe infestation on the bowling green over the winter leading to excessive damage to the turf.

This has been exasperated by the covid lockdowns as the green area has not had any human traffic over the winter, usually the club would be using their clubhouse playing indoor short mat bowls, this has meant the crows have been undisturbed.

### **Analysis**

The groundstaff have so far tried to encourage the grubs to the surface by putting black sheeting on the green overnight and removing any grubs by hand. We have bought £110 worth of turf to repair damaged areas, but further damage has occurred and will need more turf.

To help cover the cost of this extra works we have forwarded the grants forms to the club and encouraged them to ask for help.

### **Conclusions**

The final cost of the extra works if time is included will be over £1000 extra to the club this season.

### **Recommendations**

To note this report

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	



<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u>	
<ul style="list-style-type: none"> <li>• Carbon footprint?</li> </ul>	

#### Appendices/Background papers





Agenda Item: LA 549

Committee: Leisure, Amenities and Environment

Date: 23<sup>rd</sup> March 2021

Title: works update

Report Authors: Kevin Bray

Purpose of Report: to note

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## Introduction

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

## Analysis

The groundstaff have started to return to working full time hours now the schools have returned to work, keeping to covid guidelines.

## Conclusions

We received the new shredder in early March and have made great use of it and the signs are that the time saved is beyond expectations, we have caught up with a lot of the hedge cutting in our parks and started on the dell area near the café (thanks to Cllrs Griffiths and Seabrook for the litter picking in the area).

Some works on getting football pitches ready for the restart has taken place with slitting and cutting.

The major work has been on the Bowling green trying to sort out the leather jacket issue.

It would also be noted that we have had several vehicle issues from batteries and alternators failing to gear shift rods snapping due to either age of the vehicles or lack of use during the lockdown.

## Recommendations

To note

## Implications

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	

