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PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held in the Main Hall, Community House on Tuesday 7th September 2021 at 7.30pm

Present: Cllr S Griffiths (Chair) Cllr L Symonds (Vice-Chair), Cllr I Sharkey, Cllr D Seabrook, Cllr R White, Cllr J Harris, Cllr C Gallagher, Cllr E Simmons, Cllr C Cheta, Cllr D Paul, Cllr G Hill, Cllr W Veck.
Officers: Tony Allen (Town Clerk), Kevin Bray (Parks Officer), Victoria Onis (Admin Officer),

1 LA 591 CHAIR ANNOUNCEMENT

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

- Meeting protocol – use microphones and if members cannot hear they must advise the Chair. Members may be asked to repeat what they say if anyone can't hear.
- The Mayor has a car boot sale at The Dell on Saturday 11th September.
- Bingo will be returning in the Main Hall on the 15th September at 2pm.
- There is a green spaces walk on the 25th September 10-12.30, starting from Community Garden at the Oval and ending at the Community Orchard and Centenary Park for lunch. This event was delayed due to Covid and has been funded by a grant from Peacehaven Town Council.
- The water refill station has arrived today after a long battle with SE water who won't let us use the model with dog bowls.
- PTC will be receiving 20 trees in January from the Southdown National Park Authority to plant at the east end of Centenary Park; the trees will be Elms and small leaved limes. At the same time the Community Orchard will be receiving another 100 trees from them. Varieties will be Wild Cherry, Field Maple, Goat Willow, Oak, White beam and Elm.

Cllr Gallagher stated that she was making an audio recording of the meeting.

2 LA 592 PUBLIC QUESTION TIME

There were no public questions.

3 LA 593 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no absences.

4 LA 594 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Paul **LA 600 CENTENARY PARK CAFÉ LEASE** as an employee of the Gateway Café

Cllr Symonds **LA 600 CENTENARY PARK CAFÉ LEASE** as an acquaintance of the proprietor of the Gateway Cafe

5 LA 595 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 20TH JULY 2021

Cllr Gallagher queried the accuracy of the minutes, in relation to two 'points of order' that she had made during the meeting.

The Town Clerk confirmed that those type of comments do not need to be recorded in the minutes, and that he was satisfied with the accuracy of the minutes produced.

It was resolved by majority to accept the minutes as a true record.

Proposed Cllr Seabrook and **Seconded** by Cllr White

6 LA 596 BUDGETARY REPORT

Cllr White requested clarification of some large variances in some budgetary expenditure.

The Parks Officer reported that the Finance officer had explained these figures as included in the papers for the meeting held on the 20th July.

The Town Clerk will obtain further clarification from the Finance Officer.

7 LA 597 BUSINESS PLAN UPDATE

Cllr Gallagher discussed on the papers that have been sent to Committee and answered questions.

- Cllr Seabrook requested that the report include the date/year of any updates as it is hard to determine which year is the latest.
- Cllr Seabrook questioned project item 'examine ways to reduce the effects of Global warming in Peacehaven – to monitor and improve air quality'. Cllr Seabrook stated that without closing all the roads to vehicles it is difficult to see how PTC or this committee can make an major developments to improve air quality.
- Cllr Gallagher reported that this item is for localised improvements that can be actioned, for example bollards were installed at the Centenary Park to prevent cars driving too near the Park.
- Cllr Veck reported that we have 120 trees to be planted, so there are some ongoing improvements in the Town to improve air quality.
- Cllr Cheta spoke of the need to monitor and measure our air quality in Peacehaven and that we should request air quality figures from LDC. Figures also could be obtained from Public Health for Emergency admissions into hospital with chest conditions.
- Cllr White reported that we get an annual average from these monitors not the daily peak; peak levels are what sends people to hospital with chest problems, currently we are not seen as a priority as the annual average is within the accepted norms.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr White that the Town Clerk write to Lewes Health Authority and Public Health, to ask for data on the Air Quality in the Town.

All in favour

8 LA 598 TO DISCUSS BUDGET REQUIREMENTS FOR 2022/23

The Parks officer asked for input on additional expenditure for next financial year.

Some suggestions were given and were noted by the Parks Officer, including:-

- Cllr Seabrook reported that he and the Parks Officer are finalizing a schedule of replacement equipment.
- Cllr Symonds reported on CCTV developments and the possible impact on the new budget, particularly in relation to connectivity.
- Cllr Paul identified the need for a new dog bin in Lower Valley Road.
- Cllr Seabrook noted the need to upgrade/replace items in The Hub.
- Cllr Griffiths noted that a budget for Consultant fees is needed

9 LA 599 PROJECT UPDATE

The report was discussed and noted.

It requested to add to the project report: -

- Renewing the café lease.
- Gateway Café Food composting plans.

10 LA 600 CENTENARY PARK CAFÉ LEASE

The update on this item was discussed and noted a meeting has been set up with the proprietor of the Gateway Café for the 17th September 2021.

Some elements of the current Lease were discussed which will inform the forthcoming meeting

11 LA 601 MUGA COURT WORKS

The Parks Officer's report was received and discussed. The planned works were noted.

12 LA 602 NEW SWING AT CENTENARY PARK

The Parks Officer's report was received and discussed. The planned works were noted.

It was resolved to install a new toddler swing, using the original installers Playsafe

Proposed Cllr Harris and **Seconded** Cllr Paul.

It was resolved to refer the decision of funding of the swing, to the Policy & Finance Committee

13 LA 603 TO CONSIDER THE SETTING UP OF A TREE WARDEN SCHEME (TWS)

Cllr Gallagher made a correction on the report; noting that there are Tree Wardens in Telscombe. The Tree wardens don't operate with the Council but are a Community led group, by the Saltdean residents association and Telscombe residents association.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Seabrook that PTC advertise for volunteers to come forward to form an autonomous TWS to work with Councillors and James Newmarsh in setting up a Tree Warden Group for Peacehaven.

14 LA 604 TO CONSIDER THE INSTALLATION OF A BARBECUE IN CENTENARY PARK

The report was discussed in detail with the following points highlighted.

- No water supply in suggested location to put out fires and cool coals.
- Gateway café may not be happy about people cooking their own food so close to its business site, but it may give the Café extra business, sale of ice-creams etc.
- No parking at the location suggested to unload BBQ items.
- More work for grounds team to keep the area maintained and tidy.
- Having a BBQ Facility may open Centenary Park up to more anti-social behaviour, alcohol, littering, loud music disturbing residents and park users, burnt grass. Other BBQ users bringing disposable BBQs which could result in fires.
- How do we monitor the hours of use, that the area has been cleaned and locked up at scheduled time?
- PTC could sell climate friendly coal from a sustainable source?

It was **Proposed** by Cllr Cheta and **Seconded** by Cllr Sharkey that this proposal is investigated further and brought back to the next Committee meeting.

Agreed by majority.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr White a ban on ALL unauthorised BBQs and open fires at Centenary Park because of the fire risk.

All in favour.

Clerk to check for any relevant by-laws and Parks Officer to arrange appropriate signage.

15 LA 605 BOWLS CLUB GAS SUPPLY

It was recommended that The Bowls Club are invited to the next Full Council meeting to listen to the presentation by the company OVESCO, which is the company that provides solar and non-fossil fuel energy supplies, on behalf of Lewes District Council.

Cllr Gallagher noted that OVESCO has been invited to make a presentation at the next meeting of Council.

16 LA 606 NEW HOUSES AT WEBBS YARD ENTRANCE TO EPINAY PARK.

The report was discussed and noted.

17 LA 607 REVIEWS OF THE PTC ALLOTMENTS POLICY/AGREEMENT

It was **Proposed** by Cllr Sharkey and **Seconded** by Cllr Symonds that a Working party is set up to re-view this policy. WP to comprise of the Parks Officer, Cllr Griffiths and Cllr Sharkey and Cllr Seabrook.

18 LA 608 GREEN SPACES REPORT

The report was discussed and noted.

Cllr Gallagher briefed the meeting on the report, its relationship to the Neighbourhood Development Plan and the input from the Masters students from the University of Brighton.

It was **Proposed** by Cllr Cheta and **Seconded** by Cllr Paul that the work will continue on the Local Green Space & Green Infrastructure Plan to enable a sustainable Strategic Management Plan to be produced.

All in favour

19 LA 609 WORKS UPDATE

The Parks Officer's report was received.

The Parks Officer reported that the grass in The Oval has been cut back as scheduled.

20 TO CONFIRM DATE OF NEXT MEETING AS THE 19TH OCTOBER 2021

There being no further business, the meeting closed at 21.29

Agenda Item: LA 615
Committee: Leisure, Amenities and Environment
Date: 19/10/2021
Title: Budgetary report
Report Authors: Zoe Malone/ Kevin Bray
Purpose of Report: To note

Introduction

Below is the income and expenditure update.

Background

The finance officer supplies an updated spread sheet every meeting.

Analysis

This is the half year figures and budgets should be in or around the 50% spent mark, some of this is because of seasonal spending ie seed and fertiliser are mostly spring and summer purchases. Some are more reasons are explained below

310/ 4171 Grounds Maintenance costs = 91.2% due to seasonal purchasing and also the refurbishment of the MUGA courts costing more than estimated, it is hoped this can be covered by PTC CIL money.

310/4164 trade refuse = 70% – Only one more quarterly payment for this to come so will be within budget.

315/ 4131 Rates = 188.6% spent due to the new groundsman accommodation rates costing more this was not factored into the budget when the move was planned.

Recommendations

To note

Implications

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

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

	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	948	6,900	5,952		5,952	13.7%	
4203 Fuel	3,037	5,600	2,563		2,563	54.2%	
4204 Road Fund License	275	600	325		325	45.8%	
4305 Uniform	94	800	706		706	11.8%	
Grounds Team General Exp :- Indirect Expenditure	4,353	13,900	9,547	0	9,547	31.3%	0
Net Expenditure	(4,353)	(13,900)	(9,547)				
310 Sports Park							
1025 Rent & Service Charge	9,018	13,574	4,556			66.4%	
1039 S/P Cats	700	0	(700)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	3,894	2,550	(1,344)			152.7%	
1061 S/P Court Hire	862	5,406	4,544			16.0%	
Sports Park :- Income	18,724	25,830	7,106			72.5%	0
4111 Electricity	2,127	3,000	873		873	70.9%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4161 Cleaning Costs	3,654	8,000	4,346		4,346	45.7%	
4164 Trade Refuse	3,159	4,500	1,341		1,341	70.2%	
4171 Grounds Maintenance Costs	9,117	10,000	883		883	91.2%	689
Sports Park :- Indirect Expenditure	20,402	25,500	5,098	0	5,098	80.0%	689
Net Income over Expenditure	(1,678)	330	2,008				
6000 plus Transfer from EMR	689						
Movement to/(from) Gen Reserve	(989)						
315 Big Park							
4101 Repair/Alteration of Premises	41,942	3,000	(38,942)		(38,942)	1398.1%	41,566
4111 Electricity	170	0	(170)		(170)	0.0%	
4121 Rents	7,340	15,000	7,660		7,660	48.9%	
4131 Rates	4,716	2,500	(2,216)		(2,216)	188.6%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	20,553	0	(20,553)		(20,553)	0.0%	20,377
4173 Fertilisers & Grass Seed	3,076	5,000	1,924		1,924	61.5%	
4303 Machinery Mtce/Lease	1,443	3,000	1,557		1,557	48.1%	
Big Park :- Indirect Expenditure	79,240	29,500	(49,740)	0	(49,740)	268.6%	61,942
Net Expenditure	(79,240)	(29,500)	49,740				
6000 plus Transfer from EMR	61,942						
Movement to/(from) Gen Reserve	(17,298)						

Detailed Income & Expenditure by Budget Heading 05/10/2021

Month No: 6

Cost Centre Report

	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	4,130	8,650	4,520			47.7%	
1111 Electricity	1,986	0	(1,986)			0.0%	
Gateway Cafe :- Income	6,116	8,650	2,534			70.7%	0
4101 Repair/Alteration of Premises	1,228	3,000	1,772		1,772	40.9%	998
4111 Electricity	2,142	4,200	2,058		2,058	51.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	1,066	1,000	(66)		(66)	106.6%	
4326 Telephones	486	420	(66)		(66)	115.7%	
Gateway Cafe :- Indirect Expenditure	4,922	10,120	5,198	0	5,198	48.6%	998
Net Income over Expenditure	1,195	(1,470)	(2,665)				
6000 plus Transfer from EMR	998						
Movement to/(from) Gen Reserve	2,192						
330 Parks & Open Spaces							
1025 Rent & Service Charge	25	0	(25)			0.0%	
1044 Hire of the Dell	5,266	5,100	(166)			103.3%	
1050 Allotment Rent	132	2,145	2,013			6.2%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	5,523	7,245	1,722			76.2%	0
4104 Vandalism Repairs	135	2,000	1,865		1,865	6.8%	
4105 Tree Works	3,378	2,000	(1,378)		(1,378)	168.9%	3,058
4106 Signage	0	2,000	2,000		2,000	0.0%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Direct Expenditure	3,513	9,500	5,987	0	5,987	37.0%	3,058
4101 Repair/Alteration of Premises	2,135	5,000	2,865		2,865	42.7%	
4141 Water Services	3,145	5,000	1,855		1,855	62.9%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	1,971	4,000	2,029		2,029	49.3%	42
4301 Purchase of Furniture/Equipmen	6,642	6,000	(642)		(642)	110.7%	4,567
Parks & Open Spaces :- Indirect Expenditure	14,127	22,000	7,873	0	7,873	64.2%	4,609
Net Income over Expenditure	(12,117)	(24,255)	(12,138)				
6000 plus Transfer from EMR	7,667						
Movement to/(from) Gen Reserve	(4,451)						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>355 The Hub</u>							
1084 Sports Pavilion	4,956	16,320	11,364			30.4%	
The Hub :- Income	<u>4,956</u>	<u>16,320</u>	<u>11,364</u>			<u>30.4%</u>	<u>0</u>
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
4103 Annual Servicing Costs	232	2,000	1,768		1,768	11.6%	
4111 Electricity	884	1,500	616		616	58.9%	
4112 Gas	730	1,500	770		770	48.7%	
4171 Grounds Maintenance Costs	14	4,000	3,986		3,986	0.4%	
The Hub :- Indirect Expenditure	<u>1,861</u>	<u>9,000</u>	<u>7,139</u>	<u>0</u>	<u>7,139</u>	<u>20.7%</u>	<u>0</u>
Net Income over Expenditure	<u><u>3,095</u></u>	<u><u>6,820</u></u>	<u><u>3,725</u></u>				
Grand Totals:- Income	35,319	58,045	22,726			60.8%	
Expenditure	128,419	120,020	(8,399)	0	(8,399)	107.0%	
Net Income over Expenditure	<u><u>(93,099)</u></u>	<u><u>(61,975)</u></u>	<u><u>31,124</u></u>				
plus Transfer from EMR	71,296						
Movement to/(from) Gen Reserve	<u><u>(21,804)</u></u>						

Agenda Item: LA 616
Committee: Leisure, Amenities and Environment
Date: 07/09/2021
Title: Next year's budget requirements
Report Authors: Kevin Bray
Purpose of Report: To discuss

Introduction

Each year the committee are asked to set their budget for the following year

Background

The budget is looked at from October so it can be finalised ready for next year.

PTC rely completely on the precept received from the council tax paid by the general public.

Analysis

The committee were asked at the last meeting to look at any extra expenses above the ordinary cost of maintenance that they think will occur over the 2022/23 year, this could be projects, ideas, wishes, etc this will then be analysed at by officers and how things can be financed.

The draft budget will be bought back for the committee to approve.

Conclusions

PTC also has access to 106 and CIL monies which are ringfenced or have regulations on how they are spent

Recommendations

The committee are asked to discuss this and to make recommendations to the parks officer

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Having a correct budget is essential to keep from over/ under spending each year.
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u>	

- Carbon footprint?

Action Plan - Leisure, Amenities and Environment Committee

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Licence for Park Run Container 12/03/2021	Not started	Town Clerk	£1 a week rent	N/A	Dec 2021	
Centenary Park - Bridle Path Resurfacing LA 407 17th March 2020	Funding agreed by LDC LDC Have confirmed that planning permission is not required. Plans to be drawn Tender process required as over £25K	Parks Officer	£50,000 £1,000	LDC CIL approved & PTC CIL	2021	
LA 423 Outside toilet upgrade (to solve blocking issues) not done	Not started	Parks Officer	TBA	PTC CIL	2022	
Peacehaven & Telscombe Football Club Lease	Currently with solicitors	Town Clerk	Costs will be met by PTC	PTFC	Spring 2020	
The Dell Access Path Playground inclusivity	Land ownership to be resolved again Permission from owners to obtain Quotes to be obtained	Town Clerk SPO		S106 £48K held by LDC	2022	
The Dell Wildflower Planting	Four areas seeded Spring 2021	Parks Officer Volunteers		LDC CIL PTC CIL	Mar 2021	Mar 2021
The Dell – Water Refill Fountain	Refill fountain purchased and awaiting installation			LDC CIL PTC CIL		

11/10/2021

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
The Dell Heritage Board and Interpretation Board	Artwork Completed Boards to be ordered and installed	Parks Officer		LDC CIL PTC CIL		
Café and Hub Heating Survey LA512 15/12/2020	Consultant to be engaged (Ovesco?)	Town Clerk	£1000	From LAE Budget	Dec 2021	
Tree Planting – Trees for Downs (east end of park)	Bid successful. Trees to be planted Jan 2022	Parks Officer	Nil	SDNPA	Jan 2022	
Tree Planting – Gateway to Downs (east end of park)	Ouse Valley Cares bid forms to be submitted.	Town Clerk	Nil	Ouse Valley Cares Lottery Bid	2023	
Tree Planting – Urban Tree Fund (Brighton Permaculture Trust) (On bank near road)	Waiting on decision	Brighton Permaculture Trust	£2,500	Match Funding	Jan 2022	
Gym Self Closing gates	Funding to be sourced Quotes required	Parks Officer SPO	£2,000	To be sourced		
Café Forecourt Area – paving LA544 23/03/2021	Fencing completed 29/9 Gaps in hedge to be replaced Paving work commenced commencing 5 th October 2021	Parks Officer	£12,000	PTC CIL	31/10/21	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Gateway Café Composting Scheme LA589 07/09/2021	Discuss with Café	LAE Committee	TBA	TBC	TBA	
Centenary Park - Tackling Dog Faeces LA577 20/07/2021	Liaise with Neighbourhood First Signs erected in park Poster competition Employ an enforcement officer Residents have been warned about danger of dog faeces eNEWS and social media. Investigate creation of video. Contact local vet for information on dangers of dog waste.	Parks Officer Comms Officer	No budget set	No budget	31/03/2021	
The Oval, Epinay Park, Shepherds Down – Public Consultation LA530 09/02/2021	Public Consultation to be carried out Reports written to include access and inclusivity.	LAE Committee	TBA	PTC CIL	31/03/2022	
Epinay Park – Pathway Access from Webb's Yard estate	Discussion with developers underway – waiting on decision from Housing association	Developers	Nil	Developer		
Epinay Park / Playground LA584 20/07/2021	Install gate enclosure Playground equipment improvements Consultants Liaise with access group re disability equipment Identify 106 money Decide of equipment Get quotes and install	Parks Officer		S106 Webb's Yard		

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Centenary Park / New swing	Awaiting installation	Parks Officer	£6,000	PTC CIL	30/03/2022	
Howard Park – Tree Planting LA510 15/12/2020	Approximately 8 trees to be planted	Parks Officer	TBC	Tree Planting Reserve	Jan 2021	
Howard Park – Cycle Racks LA586 20/07/2021	To be installed on grass near entrance	Parks Officer		PTC CIL	Nov 2021	
Howard Park – Provide wheelchair / mobility scooter access from South Coast Road.	CIL bid to be prepared	CIL Working Party & SPO		LDC CIL Bid		
Howard Park - Provide a handrail down to the beach.	CIL bid to be prepared	CIL Working Party & SPO		LDC CIL Bid		
Howard Park – Accessible picnic bench to be purchased	CIL bid to be prepared Design to be agreed by the Access Group	CIL Working Party & SPO		LDC CIL Bid		
Howard Park – Resin bond the path around the pebbles to make it more wheelchair friendly and provide ramp access from the road.	CIL bid to be prepared	CIL Working Party & SPO		LDC CIL Bid		

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Howard Park – Pursue Funding LA542 23/03/2021	Officers to pursue funding to make Howard Park Accessible CIL Bid to be prepared	Parks Officer	N/A	N/A	Nov 2021	
Management Plans to be produced for <ul style="list-style-type: none"> The Dell Howard Park The Oval Epinay Park Centenary Park 	Not started	LAE Committee				
Equipment to be replaced	Schedule for replacement produced Report to LAE for 19/10/21	LAE Committee Parks Officer	£12,000	Capital Reserves		
Allotments – Review & Update Policy	Updated policy to LAE Committee 19/10/2021 To be sent to Tenants in Jan 2022		Nil	N/A	Oct 2021	
Allotments – Investigate new allotment provision	Report to LAE 19/10/2021	DJS	Unknown	CIL or Loan		
Tree Wardens Scheme LA603 07/09.2021	Advertise for volunteers to join a Tree Wardens Scheme	Comms Officer	nil	N/A		
Barbecue in Centenary Park LA604 07/09/2021	To be investigated further and bring back to next meeting. Ban BBQ's in the park – signs erected	LAE Committee	Nil	N/A		

Agenda Item: LA618

Committee: Leisure, Amenities and Environment

Date: 19th October 2021

Title: Gateway to the Downs (Ouse Valley Cares)

Report Authors: Councillor Sue Griffiths

Purpose of Report: To Note

Introduction

Peacehaven Town Council has been committed to this project since 2018. The creation of the Ouse Valley Cares Lottery Bid was delayed by the restructuring of the relevant partners. Eventually two Officers were employed to take the lottery bid forward. Stephanie Mills, Project Development Officer from the SDNPA and Tracey Younghusband Senior Community Development Worker from SCDA.

Background

Peacehaven Town Council originally applied for funding for trees leading from Centenary Park to the entrance to the South Downs National Park at the east end of the park but two Finger Posts and an Interpretation Board have been added to the bid and costs are being worked out.

A meeting is scheduled for the morning of the 19th of October where the fully costed submission will be finalised.

Analysis

The necessary work has been nearly completed.

The Ouse Valley Cares Lottery bid is scheduled to be completed and submitted to the Lottery Board in January 2022 and if successful the funding will be available in 2023.

Any PTC signage proposals can be linked to the proposed signage in the lottery bid.

Conclusions

The funding application is a good example of partnership working which can bring benefit to residents and the biodiversity of the town.

Recommendations

Committee is asked to note this report.

Implications

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

<u>Financial</u>	Grounds staff to plant trees.
<u>Legal</u>	n/a
<u>Health & Safety</u>	n/a
<u>Planning</u>	No planning application needed
<u>Environmental and sustainability</u>	It will encourage more people to access the South Downs on foot.
<u>Crime and disorder</u>	n/a
<u>Social value</u>	Designed to encourage walking and cycling through a link to the SDNP
<u>Climate</u>	The planting of any trees is beneficial in the reduction of CO2

Appendices / Background papers

Agenda Item: LA 619
Committee: Leisure, Amenities and Environment
Date: 19/10/2021
Title: allotment policy review
Report Authors: K Bray
Purpose of Report: To decide

Introduction

A working party was set up to look at updating the allotment policy document

Background

The allotment policy is a document which contains information and rules for having an allotment plot in Peacehaven.

Analysis

When the working party met the policy was found to be mainly acceptable apart from a few minor adjustments which are highlighted in red below.

Conclusions

The attached policy shows the changes in wording in bold red lettering and any removed sections have been crossed out, once passed the document will be updated and put on file by the information officer

Recommendations

The committee are asked to

1. Adopt the allotment policy and its recommended changes.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Zero cost
<u>Legal</u>	The policy is a legal document signed by plot holders
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

PEACEHAVEN TOWN COUNCIL
ALLOTMENT POLICY / CORNWALL AVENUE ~~2021~~2022

All Allotments at Cornwall Avenue may be divided in half when they come available and that they will be offered to the next available person on the list that does not already have an allotment. Multiple hire is allowed but only when those who have no plot at all have already been asked and have turned down the plot

The charge for the allotments from 1st January ~~2021~~ 2022 is £33 per full plot and £22 per half plot

Content Page

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Section 29 Special Conditions

Section 30 Enforcement

Section 31 Power of eviction

Section 32 Amendment of these rules

Rules Applicable to the Erection of Sheds, Greenhouses and other Structures on an Allotment

Summary

Allotments are an important asset, providing a wide range of benefits to both communities and the environment. They are not just a way of producing good and low-cost food, though this remains important. They offer recreation involving healthy exercise, social contacts and the fun and challenge of growing a variety of fruit, vegetables and flowers. **THIS WILL IMPROVE YOUR WELL BEING.**

Background

Peacehaven has allotment sites at Cornwall Avenue under their management. Nationally there is a shortage of available allotments, with waiting lists for sites in Sussex. Many sites are managed by Town and Parish Councils or allotment societies. This policy has been developed to harmonise different policies and procedures to produce an Allotment Policy that ensures available sites are fully utilised and the need to develop new sites is carefully controlled

Purpose

To establish the principles which will guide the establishment and management of allotments across the authority area. It will define the responsibilities of each party. The longer-term aim is to have more allotment sites managed at a local level for example, via Town and Parish Councils or allotment associations. This would lead to improved sites and create greater community ownership of allotments. The policy seeks to encourage and increase the use of allotment sites for existing and potential plot holders. It puts in place a framework to develop and manage allotments in partnership with users.

The policy will:

- set standards for the provision of allotments
- encourage the uptake of allotments
- seek to improve the standard of service provision
- evaluate the benefits derived from allotments and
- improve the financial position of the service

Scope

The policy applies to Peacehaven Town Council Allotment sites and not those managed by other associations.

*Definition of an Allotment Garden Section of the Allotment Act 1922 defines the term “allotment garden” as “an allotment not exceeding 40 poles [1011.72m²] in extent which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family.”

Equality and Diversity **AND INCLUSION**

The harmonisation of allotment lettings regulations and the enforcement of the policy across Peacehaven will benefit all residents, workers and visitors by providing a safer environment, fairer access to allotments and increased health benefits

Monitoring and Review

~~The Leisure and Amenities Manager and Officers of the Council will monitor the impact of any price changes following implementation of a revised pricing structure.~~

This policy is intended to improve the management of the Council’s existing stock of allotments through the introduction of a policy to control lettings and operation and will be reviewed in line with corporate guidelines. ~~An Allotments Strategy is to be developed in the future and this will attend to issues of distribution, how many sites and where they are located.~~

Policy

1. Age and Residency for Allotment Tenancies

Peacehaven Town Council will only grant new allotment garden tenancies to people living within the administrative boundary of the Town and who are a minimum of age 18 years. The allotment garden can only be held in one name at a time, and joint tenancy agreements will not be allowed. (But see Co-workers heading below).

WHEN AN ALLOTMENT FALLS VACANT DUE TO DEATH OF THE TENANT, THE TENANTS FAMILY CAN TAKE OVER THE ALLOTMENT GARDEN. (FAMILY IS DEFINED AS A SPOUSE, SON OR DAUGHTER) OR ANOTHER FAMILY MEMBER NOMINATED BY THE TENANT BEFORE HIS/HER DEATH IF THEY FIT THE CRITERIA ABOVE.

Once a tenant permanently moves out of the Town boundary ~~s/he~~ **THEY** will be required to give up the tenancy of their allotment garden. Existing tenants who already live outside of the Town of Peacehaven will be allowed to retain their allotment garden until they vacate in the future.

Allocation

Allotments will be offered on a “first come, first served” basis and where required a waiting list will be held by the Council for each site. Applicants may be placed on the list for more than one site.

Individuals will be placed on the list in date order upon receipt of a completed application form.

When a plot becomes vacant it will be offered to the person at the top of the list. Should the person at the top of the list decline more than one offer of a plot they will be removed from the list. Such a person will be entitled to re-apply to be placed on the list for that particular site. However, it will be the new application date that subsequently determines their position on the list.

It is the responsibility of all applicants to keep the council informed of any change in their personal details. The Council will periodically write to those on waiting lists to ensure details are correct and whether they wish to remain on the list. Failure to respond to these requests will result in the applicant being removed from the list.

The Council reserves the right not to grant an allotment garden tenancy where there is evidence of previous plot misuse or a history of enforcement action for such matters as non-payment of rent or cultivation issues.

2. Co-workers / Plot Partners

A co- worker is someone who assists the allotment garden tenant with the maintenance of an allotment garden. However, co- workers have no legal tenancy rights and are not responsible for any part of the annual rent. Subletting to co- workers is not permitted and the tenant must still have a regular involvement in the maintenance of the allotment garden. The tenant will always be responsible for the maintenance of the plot even if he or she chooses to nominate a co- worker

3. Rent

Allotment garden rent is payable in advance to the Council on the first day of February each year without any deduction, (except as provided by law), and throughout the continuation of the allotment garden tenancy. The rent invoice must be paid in full within 28 days of receipt after which period the Council can legally give 30 days' notice to quit for non-payment or any shortfall in payment. Allotment garden rents will be reviewed periodically each year and may be adjusted immediately without prior notice.

Allotment garden Rents will be based on a fairer banded system based on the average size of allotment gardens on a site (total area of allotment site ÷ number of allotment garden plots = average plot size per site). The allotment gardens will then fall into six size bands, as listed.

Allotment Site Band / Average Site Plot Size

Full Plot = 5 **SQUARE** RODS Approx.

Half Plot = 2.5 **SQUARE** RODS Approx.

4. Use of Land

The land is to be used solely as an allotment garden in accordance with the relevant Allotment Acts and this lettings policy. Any business use is strictly prohibited.

5. Cultivation

Tenants must keep their plots clean and tidy and in a reasonable state of cultivation and fertility and in good condition. This is taken to mean that a minimum of 75% of the plot area is either in readiness for growing, well stocked with produce (relevant to the time of the year) or being made ready for crops or being prepared for the following season. The remaining 25% of the allotment area is to be kept tidy. The tenant must take all reasonable steps to eradicate weeds such as thistles, ground elder, nettles, ragwort, and brambles and ensure that they do not spread to other plots. Tenants must not cause a nuisance to other plot holders by allowing weeds to seed. The tenant will be responsible for dealing with any moles which enter their plot. The tenant is also responsible for maintaining the half width of any paths / tracks adjacent to the allotment garden.

6. Use of Chemical Sprays and Fertilisers

The use of chemicals on the allotments is prohibited unless permission is applied for from Peacehaven Town Council, if permission is granted chemicals can only be applied by a person with a current spraying certificate and in suitable weather conditions. It is also Peacehaven Town Councils policy that Glyphosate based chemicals are not to be used on any council owned land.

The use of fertilisers is allowed, with a preference for organic based products to be used, proper precautions should be taken to avoid any adverse effects on neighbouring plots or the environment.

7. Nuisance

The tenant must not cause or permit any nuisance ~~or~~ annoyance **OR CAUSE ANY OFFENCE** to the occupier of any other allotment garden or to the owners or occupiers of any adjoining or neighbouring land nor to obstruct or encroach on any path or roadway used or set out by the Council or used by the owners or occupiers of any adjoining or neighbouring property.

Any allotment garden tenant found guilty in a court of law of offences involving the allotment garden or other tenants will be given immediate notice to quit. The same will apply if in the reasonable opinion of the Council the tenant has threatened, used violence and or intimidation against other allotment garden tenants or the owners or occupiers of adjoining or neighbouring property.

8. Restriction on Assignment

The tenant may not assign, charge, sub-let or part share the possession, occupation or use of the allotment garden or any part or parts thereof or allow any person to occupy the allotment garden or any part or parts thereof as a licensee.

9. Vehicles

The allotment garden tenant must not bring or place any vehicle, caravan, trailer or vehicle parts onto the allotment garden. Tyres must not be brought onto allotment garden sites.

10. Trees, Shrubs and Materials

The tenant may not, without the written consent of the Council, cut or prune any timber or other trees or take, sell or carry away any mineral, sand, earth or clay. Please contact Peacehaven Town Council if any mature trees need attention. No ornamental or forest trees or shrubs should be planted on the allotment garden. See restrictions on Cropping below for advice on fruit growing.

11. Hedges, Fences, and Boundary Features

The tenant will keep every hedge on the boundary of the allotment garden properly cut and trimmed to a maximum height of 1½ metres, keep all drainage ditches properly cleansed and maintained and keep in good repair any existing boundary fences and gates on the allotment garden. The tenant must not, without the written consent of the Council, erect any fence whatsoever sub- dividing any allotment garden. Allotment garden plots are permanent fixed features, so tenants must not alter or move the boundary fences on their plot(s). Rubbish must not be piled against fences as this can cause them to lean or rot and impedes any maintenance. Any boundary disputes should be referred to the Council to determine

12. Buildings and Structures

Please see attached – Rules for the construction of sheds and other structures pages 13 – 14.

13. Barbed Wire

The tenant of an allotment garden must not use barbed wire or razor wire for a fence adjoining any path set out by the Council on the Allotment Gardens.

14. Restrictions on Cropping

Tenants may grow any kind of vegetables, flowers, soft fruit, herbs or longer-term edible crops. Fruit trees or bushes may be planted only if they are of dwarf stock and should be sited where they will not create an obstacle or nuisance to others as they grow.

No more than 30% of a plot holder's total land (by area) may be given over to fruit trees and they must ensure that the surrounding areas are kept weed free and neatly mown.

15. Depositing Refuse / Disposal of Rubbish

The tenant is responsible for disposing of all rubbish from the allotment garden. This includes disposing of both green waste and other non-combustible items. The tenant must not deposit, or allow anyone else to deposit, rubbish anywhere on the allotment garden site, (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any refuse or decaying matter in the hedges or ditches adjoining the land. Tenants must not add to any illegal rubbish dumped on the site. The use of old carpets as a weed suppressant is prohibited on any Council allotment garden. As a temporary measure, polythene sheeting or cardboard may be used.

Kitchen waste such as cooked food, meat, cheese or similar will attract vermin and must not be brought onto the allotment garden or put onto an allotment garden compost heap.

16. Bonfires / Burning Rubbish

Bonfires **AND BBQ'S** are not allowed on the allotments without prior permission being given by Peacehaven Town council, please contact the office for further advice.

17. Dogs

The tenant must not permanently keep or kennel any dogs on the land, and any dogs temporarily brought on to the allotment by the tenant must be securely held on a leash. Dog owners must comply with Dog Fouling By-Laws and pick-up and appropriately dispose of dog waste off site.

18. Live Stock

The tenant must not, keep any animals, ~~hive bees or~~ livestock of any kind on the land.

19. Bee Keeping

Although the keeping of honey bees cannot be granted automatically, the Council will support beekeeping on its allotment sites wherever it is appropriate. Applications must be made in writing to Peacehaven Town Council and we will then carry out limited consultations on site. Each application will be determined on its own merits. Peacehaven Town Council recognises the ecological importance of all bee species and wishes to support initiatives to increase the number of bee colonies.

20. Not to Display Advertisements

The tenant is not to display or permit to be displayed on any part of the allotment garden, any sign, notice, placard, advertisement or writing of any kind, other than the plot letter or number.

21. Inspection

The tenant will permit any officer of the Council, or other Council appointed agent, to enter on to the allotment garden at any time to inspect its state and condition

22. Termination of Tenancy

The tenant must hand back to the Council vacant possession of the allotment garden on the determination of the tenancy, in a condition consistent with the due performance by the tenant of the provisions of these rules.

23. Service of Notices

Any notice may be served on a tenant either personally or by leaving it at their last known address or by registered letter or by recorded delivery addressed to the tenant.

24. Change in circumstances

The Council must be kept informed of any change of address or other contact details. If the Council is not kept informed of a change of address, any communication sent to a previous or out-of-date address will still be deemed to have been delivered to the tenant. Tenants who are unable to work their plot as a result of illness or have other reason for a long absence are advised to keep the Council informed. Failure to do this may result in an allotment garden appearing to be neglected and so leading to the issuing of non-cultivation letters and potentially a notice to quit **WITH IMMEDIATE EFFECT**

25. Water holding

Tenants who have a water holding implement on their allotment garden are responsible for the safe maintenance of it and for providing and maintaining a strong, raised well surround and cover. No new wells or submerged water holding devices may be dug at all.

26. Children

Children are welcome on allotment garden sites but must be carefully supervised by a responsible adult at all times.

27. Failure to Comply

Allotment garden sites and plots will be regularly inspected by the Council, and tenants who fail to comply with this lettings policy will be contacted and requested to address any issues raised with them. Failure to comply with any such notice may result in further warnings and ultimately the Council has the power to give tenants Notice to Quit as per the allotment garden tenancy agreement between the Council and allotment garden tenant

28. Legal Obligations

The tenant of an allotment garden must at all times observe and comply fully with all laws / regulations.

THE COUNCIL IS NOT LIABLE FOR ANY LOSS (INCLUDING BY ACCIDENT, FIRE, THEFT OR DAMAGE OF ANY TOOLS OR CONTENTS OF SHEDS AND GREENHOUSES).

29. Special Conditions

The tenant of an allotment garden must observe and perform any other special conditions the Council considers necessary to preserve it from deterioration of which notice is given to applicants for the allotment garden in accordance with these rules.

The following enforcement procedure will apply:

- a) Informal Warning – Tenants who fail to comply with their tenancy agreement will be contacted and requested to address issues of non-compliance.
- b) Formal Warning – Tenants who fail to respond to an informal warning within 30 days will be issued with a formal written warning.
- c) Notice to Quit – Tenants who fail to respond to a formal warning within 30 days will be given notice to quit.

31. Power of eviction

In the event of a serious breach of the Tenancy Agreement, the council reserves the right to serve immediate notice to quit, without progression through stage a) and b) of the procedure.

32. Amendment of these rules

Peacehaven Town Council reserves the right to amend these rules at any time.

Contact details and for further information or queries please contact:

Allotments, c/o Information Office, Community House, Meridian Centre, Greenwich Way, Peacehaven, BN10 8BB

Telephone 01273 585493

Appendix 1:

Peacehaven Town Council Rules Applicable to the Erection of Sheds, Greenhouses and other Structures on an Allotment Garden

- 1) Approved Specification for Sheds, Greenhouses, Temporary Structures and Compost Containers.
- 2) Sheds, Greenhouses and Polytunnels

A plot holder is allowed to erect a single shed and either a greenhouse or a polytunnel on their plot, but only if they meet the following guidelines:

Large wagon bodies or big metal containers are no longer allowed to be brought onto allotment gardens. Where clear evidence can be provided by existing owners that containers have been on an allotment garden for some years previously the Council will consider granting an exemption, but this will be entirely at the Council's discretion based on the location, plot history and any evidence provided.

Sheds should be used solely for storing materials for use on the allotment garden. Because of the risk of break-ins, it is not advisable to store any valuable items in wooden sheds.

Tenants are entirely responsible for the security of sheds and their contents as well as for providing any insurance cover.

3) Dimensions

The maximum size of shed (or greenhouse) permitted is **6x4 24sqft/2.25m** to sit within the boundary of the allocated plot.

Polytunnels may not be erected without the prior written permission of the Council.

Allotment holders should apply to ~~the Leisure and Amenities Manager or Town Manager~~ **PEACEHAVEN TOWN COUNCIL** for permission to erect a shed (or greenhouse).

4) Construction

- a) Metal - Approved manufactured design
- b) Timber - Approved manufactured design. Self-constructed of clean sawn woods. Cladding of planed soft wood, cedar wood, shiplap or weather boarding.
- c) Glazing - Glazing in greenhouse must be with glass or horticultural P.V.C. materials. Thin polythene sheeting is not permitted.
- d) Roof - To be laid on purlins. Rigid corrugated plastic is permitted on sheds. Proper guttering may be fitted, leading to a water butt or tank which must be sunk into the ground, or other secure fixing method for stability. **GREEN ROOFS ARE ENCOURAGED.**

e) Finish – Are to be painted mid-green or treated with a suitable wood preservative at three yearly intervals. The greenhouse may be painted white and aluminium paint may also be used.

5) Siting

a) Where possible at the rear of the plot or as directed by the Council or allotment association.

b) No permanent foundations are to be laid. The shed or greenhouse may be supported on temporary foundations not exceeding 9" (0.229 metres) in height and laid dry.

c) No additions or extensions are permitted without prior approval. The roof, sides and surrounding areas must be kept clear and tidy at all times.

d) All sheds, greenhouses and water containers must be kept in good condition at all times.

e) A gap of at least 2' (60cm) should be left between any structure and the boundary fence of any private garden abutting the allotment garden.

6) Restrictions

a) Felt covering on shed sides is not permitted

b) No chimneys are permitted

7) Temporary Structure (1 June - 31 October)

a) Maximum Permitted Size – ~~600~~24sq.ft / ~~55.74~~2.25-sq. metres (6'x4')

b) Maximum Permitted Height - 7 foot / 2.13 metres

8) Construction of Temporary Structures

a) Framework of clean sawn timber, metal or approved manufactured design

b) Covering of clean heavy gauge polythene sheeting

9) Compost Containers

a) Maximum permitted area - 4' x 6' x 2'6" 1X1X1 METRE X2

b) Construction – Wood, ~~or~~ mesh or **A COMMERCIALY MADE COMPOSTER** of an approved manufactured design.

c) Siting - Where possible at the rear of the plot or as directed by the Council

PEACEHAVEN TOWN COUNCIL

ALLOTMENT GARDEN AGREEMENT ~~2017~~ 2022

An agreement made this day of ----- between

Peacehaven Town Council (hereinafter called the Council) of the one part and

----- (herein called the Tenant of the other part

whereby the Council agrees to let and the Tenant agrees to hire as a yearly Tenant

from the ----- day of -----

the Allotment Garden numbered -----

provided by the Council at a yearly rent of ----- + ----- for water (subject to revision) payable yearly and at a proportionate rent for any part of a year over which the tenancy may extend

The Tenancy is subject to the Allotments Act, 1908 to 1950 and to the regulations endorsed in this Agreement and also to the following conditions: -

- (a) A Tenant shall hold a maximum of one Allotment, unless there are more Allotment Gardens available than Tenants. Under those circumstances an additional Allotment Garden may be leased on a one-year basis only. The Council may terminate the lease on the additional Allotment Garden at the end of one year with three months' notice
- (b) The Tenant is prohibited from conducting any trade or business on the Allotment Garden. Produce shall be for consumption by the Tenant or his family and friends only
- (c) The rent shall be paid in advance before the 1st day of February in each year
- (d) The Tenant shall keep the Allotment Garden clean and in good state of cultivation and fertility and in a good condition. Rubbish should not be allowed to collect in such a manner as to cause nuisance
- (e) The Tenant shall be responsible for the path adjoining his Allotment Garden to the middle of the path and shall not cause any nuisance or annoyance to the occupier of any other Allotment Garden, or obstruct any path set out by the Council for the use of the occupiers of the Allotment Garden
- (f) The Tenant shall not underlet, assign, or part with the possession of the Allotment Garden or any part thereof, without the written consent of the Council
- (g) The Tenant shall not, without the written consent of the Council, cut or prune any timber or other trees, or take, sell, or carry away any mineral, gravel, sand or clay
- (g) The Tenant shall keep every hedge that forms part of the Allotment Garden properly cut and trimmed, keep all the ditches properly cleansed and maintain and keep in repair any other fences and any gates on the Allotment Garden
- (h) The Tenant shall not, without written consent of the Council erect any building on the Allotment Garden

Council Offices, Community House, Meridian Centre, Greenwich Way, Peacehaven, BN10 8BB

Telephone 01273 585493 email: info@peacehavencouncil.co.uk

- (i) The Tenant shall not use barbed wire for a fence adjoining any path set out by the Council for the use of the occupier of the Allotment Garden

(j) The Tenant shall not keep animals or livestock on the Allotment Garden, or bring a dog on to the Allotments except on a lead and tethered while the Tenant is working

(k) The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants contained in the lease (if any) under which the Council hold the land and any rules and regulations made by the Council for the better use and management of the allotment site

(l) The Tenant agrees that any Officer or Agent of the Council may enter and inspect the allotment at any time when authorised to do so by the Council

(m) The Tenant agrees to inform the Council immediately of any change of address **AND PHONE NUMBER.**

(n) The tenant agrees that any case of dispute between himself and any other occupier of an allotment garden shall be referred to the Council whose decision shall be final

(o) The Tenant shall not without previous consent in writing from the Council plant any trees, or fruit bushes that may grow in excess of 1.5 metres in height

(p) TENANTS SHALL NOT REMOVE AND PLANTS, CROPS OR BELONGINGS FROM ANY OTHER ALLOTMENT WITHOUT THE TENANTS PERMISSION

(q) The Tenancy of the Allotment Garden shall terminate: -

(1) On the yearly rent day next after the death of the Tenant

(2) Whenever the tenancy or right of occupation under the terms of its lease of the Council terminates

(3) It may also be terminated by the Council by re-entry after one months' notice: -

(i) If the rent is in arrears for not less than 28 days, whether legally demanded or not

(ii) If the Tenant is not duly observing the rules affecting the Allotment Garden or any other term or condition of his tenancy or if the Tenant becomes bankrupt or compounds with his creditors

(4) The tenancy may also be terminated by the Council or Tenant by twelve months' notice in writing. The term of this tenancy may be overridden by the statutory provision at any time.

Signed _____ Town Manager / Proper Officer
Town Council

Date _____

Signed _____ Tenant

Agenda Item: LA 620

Committee: Leisure, Amenities and Environment

Date: 19th Oct 2021

Title: Allotment green house

Report Authors: Kevin Bray

Purpose of Report: To decide

Introduction

Peacehaven Town Council own the allotments in Cornwall Avenue

Background

As part of the allotment policy, it has guidelines on the sizes of sheds and greenhouses at 6ft x 4ft, plot holders sign this each year to say they have read the policy, a copy is kept in the office, but the plot holder is not given a duplicate unless they get a photocopy done.

Analysis

One plot holder asked to erect a shed and greenhouse on their plot which permission was given, within the rule of the allotment, however the green house is larger than the policy allows 8ft x 6ft

The plot holder has written the following

*They intend to Glass danger sign's, a 2x2in double rail fence on the side of the greenhouse with yellow and black caution tape stuck on the post's and rail's and two danger glass signs attached to the top rail, also a danger glass sign on a post as you enter the plot
Also, the plot holder is joining the National Allotment Society, and as a member she will have £5,000,000 Allotment public liability insurance.*

She is happy for the Council to have a copy of this on file.

*The only people that can access the plot
are the plot holder and her husband.*

The plot is in the corner and away from any other plot holders.

If the houses at the side of the plot need access to work on the fence they would ask the council for permission and the plot holder would come to the plot to make sure everyone knows about the greenhouse and stay on the plot on till the work is complete.

Conclusions

In allowing the green house to stay, would this encourage other plot holders to want larger sheds/ greenhouses

Recommendations

The committee members are asked to decide the following

1. Allow the green house to stay

or

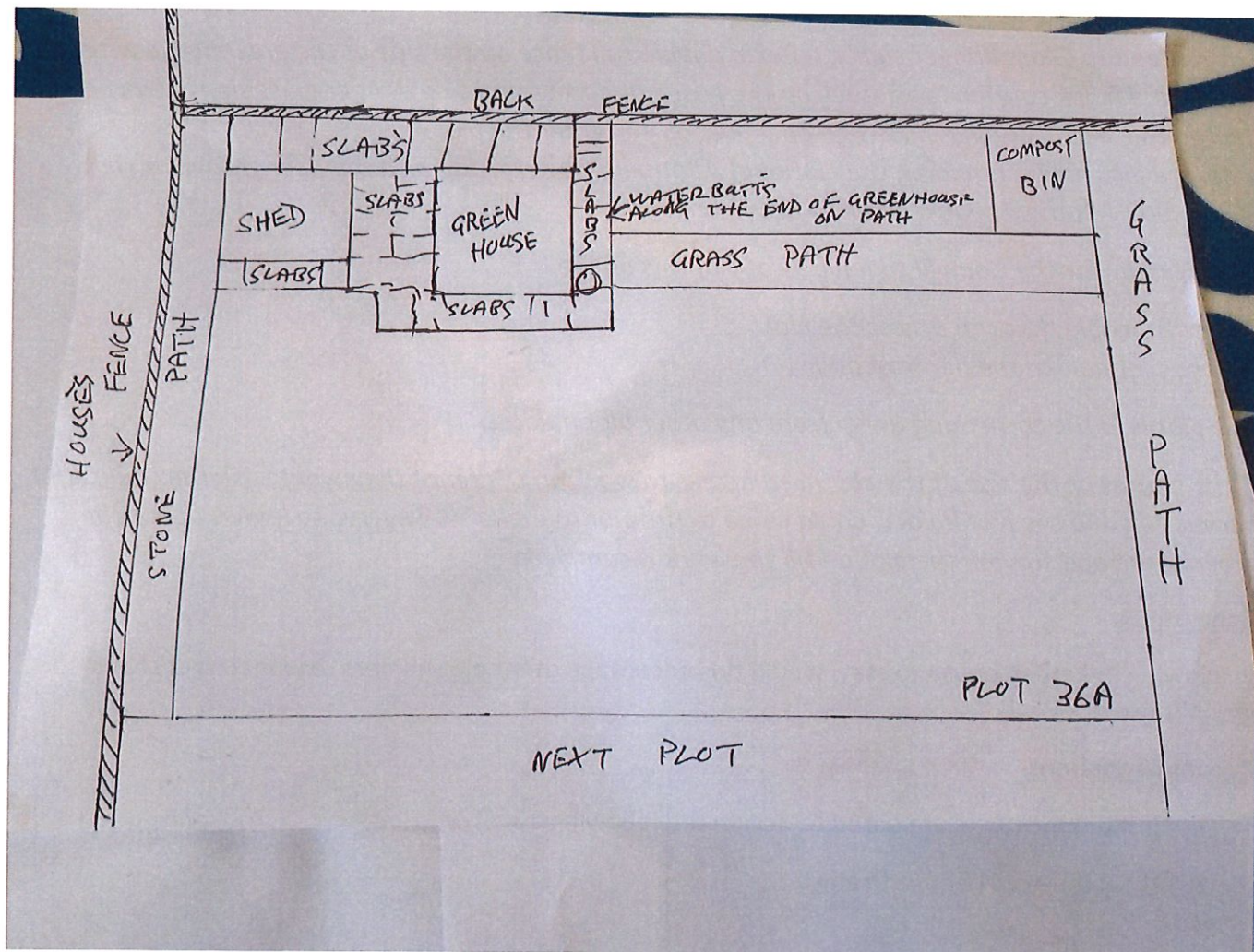
2. Ask for the green house to be removed.

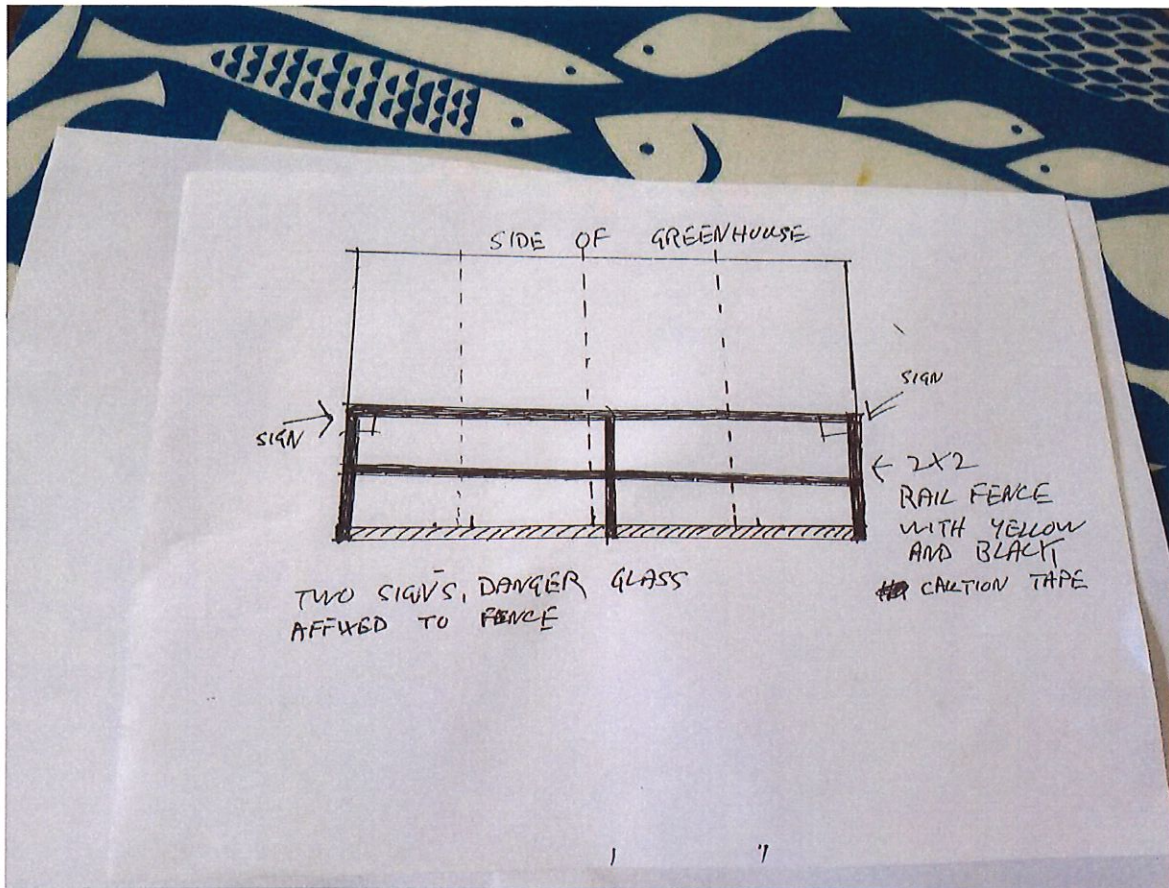
Implications

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

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

Appendices/Background papers





Agenda Item: LA 621
Committee: Leisure, Amenities and Environment
Date: 19/10/2021
Title: Replacement roundabout at Firle Road playground
Report Authors: K Bray
Purpose of Report: To decide

Introduction

PTC have two playgrounds located at Firle Road/ Mitcheldean the roundabout has come to the end of its life, the bearings have failed, and the wooden parts have rotted.

Background

The Park was refurbished in 2018 but this item only had new bearings fitted, these have failed again and now all the woodwork is rotten or in a poor state.

Analysis

I suggest we look to replace the roundabout with an inclusive roundabout similar to the picture below.

Conclusions

The cost should include removal of the old roundabout and any remedial works, I have received an outline cost for this from one company and it is £9000.00 +vat all in, I am awaiting other quotes.

Recommendations

The committee are asked to recommend the following:

1. To agree to replace the roundabout at Firle Road playground with an inclusive style roundabout.
2. To recommend to the policy and finance committee that PTC CIL funds should be allocated to purchase the replacement roundabout.
3. To recommend a budget of up to a maximum of £9000.00 ex vat for the project (three quotes will be sort)

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Use of PTC CIL money Replacing an old unusable asset
<u>Legal</u>	All future play equipment should be inclusive for all to adhere to legislation.
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers



Agenda Item: LA 622

Committee: Leisure, Amenities and Environment

Date: 19th October 2021

Title: life expectancy report on playgrounds

Report Authors: K Bray

Purpose of Report: to note

Introduction

When we had our annual playground inspections we added a life expectancy report to them, this was delayed but has now come in.

Background

PTC own several playgrounds around the town, these are maintained and inspected by the groundstaff, and we have an independent inspection done annually.

Analysis

The report shows that we will need to budget for replacing playground equipment in our parks from 2024 onwards, repairs can be done if spares are still available to help extend the life of some pieces of equipment.

Conclusions

It should be noted that the handyman has refurbished several pieces of equipment since the inspector was on site which will extend their life expectancy and removed the talk tubes as they were beyond repair.

Recommendations

It is recommended that this report is noted

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Future costs could be very high All equipment has a life span and needs to be replaced when this is reached. Should the future costs be covered by having a reserve fund set up?
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	Playgrounds are an important part of a child's social interaction
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Site List - Lewes District Council

Report Date: 27 September 2021



Site ID	Site Name	Site Reference	Item Type	Item Name	Manufacturer	Surface	Qty	Date Installed	Life Expectancy
28454	Centenary Park and Skate Area		Activity Equipment	Activity Trail	Playsafe Playgrounds	Grass	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Activity Trail	Playsafe Playgrounds	Grass	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Balance Beam	Playsafe Playgrounds	Grass	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Climbing Frame	Playsafe Playgrounds	Sand	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Climbing Post	Not Identified	Sand	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Log Climber	Playsafe Playgrounds	Bonded Rubber Mulch	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Log Walk	Playsafe Playgrounds	Grass	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Log Walk	Playsafe Playgrounds	Grass	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Mult Play (Senior)	Playsafe Playgrounds	Sand	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Playhouse	Playsafe Playgrounds	Grass Matrix Tiles	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Stilts	Playsafe Playgrounds	Sand	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Toadstools	Playsafe Playgrounds	Grass Matrix Tiles	1		3-5 Years
28454	Centenary Park and Skate Area		Activity Equipment	Traverse Wall	Playsafe Playgrounds	Sand	1		3-5 Years
28454	Centenary Park and Skate Area		Ancillary Items	Bench	Not Identified	Grass	5		
28454	Centenary Park and Skate Area		Ancillary Items	Bench	Not Identified	Grass	1		
28454	Centenary Park and Skate Area		Ancillary Items	Boulders	Not Applicable	Sand	1		
28454	Centenary Park and Skate Area		Ancillary Items	Entrance Feature	Not Identified	Grass	1		
28454	Centenary Park and Skate Area		Ancillary Items	Litter Bin	Woodscape	Grass	7		
28454	Centenary Park and Skate Area		Ancillary Items	Misc Item	Playsafe Playgrounds	Sand	1		
28454	Centenary Park and Skate Area		Ancillary Items	Sign	Owner/Operator	Grass	1		
28454	Centenary Park and Skate Area		Ancillary Items	Sign	Owner/Operator	Grass	1		
28454	Centenary Park and Skate Area		Ancillary Items	Site General	Owner/Operator	N/A	1		
28454	Centenary Park and Skate Area		Ancillary Items	Willow Feature	Natural Feature	Grass	1		
28454	Centenary Park and Skate Area		Fences	Fencing - Timber	Owner/Operator	Grass	1		
28454	Centenary Park and Skate Area		Gates	Gate - Maintenance	Not Identified	Grass	1		
28454	Centenary Park and Skate Area		Gates	Gate - Self Closing	Not Identified	Gravel	4		
28454	Centenary Park and Skate Area		Other	Cable Runway	Playsafe Playgrounds	Grass Matrix Tiles	1		3-5 Years
28454	Centenary Park and Skate Area		Other	Embankment Slide	Playsafe Playgrounds	Grass Matrix Tiles	1		5-10 Years
28454	Centenary Park and Skate Area		Other	Free Standing Slide	Playsafe Playgrounds	Bonded Rubber Mulch	1		3-5 Years
28454	Centenary Park and Skate Area		Other	Misc Item	Playsafe Playgrounds	Grass Matrix Tiles	1		3-5 Years
28454	Centenary Park and Skate Area		Other	Musical Instrument	Playsafe Playgrounds	Grass Matrix Tiles	1		3-5 Years
28454	Centenary Park and Skate Area		Other	Sculpture	Natural Feature	Grass	1		
28454	Centenary Park and Skate Area		Other	Tunnel Mound	Not Identified	Sand	1		3-5 Years
28454	Centenary Park and Skate Area		Rocking Equipment	See Saw	Playsafe Playgrounds	Sand	1		3-5 Years
28454	Centenary Park and Skate Area		Rotor Play	Spinner Bowl	Sutcliffe Play Limited	Grass Matrix Tiles	1		5-10 Years
28454	Centenary Park and Skate Area		Swings	1 Bay 2 Seat (Cradle)	Playsafe Playgrounds	Grass Matrix Tiles	1		3-5 Years
28454	Centenary Park and Skate Area		Swings	1 Bay 2 Seat (Flat)	Playsafe Playgrounds	Grass Matrix Tiles	1		3-5 Years
28454	Centenary Park and Skate Area		Swings	1 Bay 2 Seat (Flat)	Playsafe Playgrounds	Grass Matrix Tiles	1		3-5 Years
28454	Centenary Park and Skate Area		Swings	Basket Swing - Type 1	Not Identified	Grass Matrix Tiles	1		3-5 Years
28454	Centenary Park and Skate Area		Swings	Cantilever Swing - Type 3	Playsafe Playgrounds	Bonded Rubber Mulch	1		3-5 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Cheese Wedge	Not Identified	Concrete	1		5-10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Concrete Bowl	Not Identified	Concrete	1		5-10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Curved Ledge	Not Identified	Concrete	1		5-10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Curved Transition Bank	Not Identified	Concrete	1		5-10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Curved Transition Bank	Not Identified	Concrete	1		5-10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Grind Box	Not Identified	Concrete	1		5-10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Grind Box	Not Identified	Concrete	1		5-10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Grind Box with Steps	Not Identified	Concrete	1		5-10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Grind Box/ Ledge	Not Identified	Concrete	1		5-10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Grind Rail	Not Identified	Concrete	1		5-10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Jump Ramp	Not Identified	Concrete	1		5-10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Pole Jam	Not Identified	Concrete	1		5-10 Years

Site List - Lewes District Council

Report Date: 27 September 2021



Site ID	Site Name	Site Reference	Item Type	Item Name	Manufacturer	Surface	Qty	Date Installed	Life Expectancy
28454	Centenary Park and Skate Area		Wheeled Sports	Ramped Wall	Not Identified	Concrete	1		5 - 10 Years
28454	Centenary Park and Skate Area		Wheeled Sports	Roll Ramp	Not Identified	Concrete	1		5 - 10 Years
7553	Epinyay Park Play Area		Activity Equipment	Activity Trail	Sovereign Leisure	Grass Matrix Tiles	1		5 - 10 Years
7553	Epinyay Park Play Area		Activity Equipment	Muti Play (Junior)	Sovereign Leisure	Grass Matrix Tiles	1		5 - 10 Years
7553	Epinyay Park Play Area		Activity Equipment	Muti Play (Junior)	Playworld Systems (Europe) Ltd	Grass Matrix Tiles	1		5 - 10 Years
7553	Epinyay Park Play Area		Activity Equipment	Muti Play (Junior)	Kompan Ltd	Carpet System	1		5 - 10 Years
7553	Epinyay Park Play Area		Ancillary Items	Bench	Not Identified	Grass	2		
7553	Epinyay Park Play Area		Ancillary Items	Litter Bin	Glasdon	Grass	1		
7553	Epinyay Park Play Area		Ancillary Items	Palisade Logs	Owner/Operator	Grass	1		
7553	Epinyay Park Play Area		Ancillary Items	Shelter	Sovereign Leisure	Grass	1		
7553	Epinyay Park Play Area		Ancillary Items	Sign	Owner/Operator	N/A	1		
7553	Epinyay Park Play Area		Ancillary Items	Site General	Owner/Operator	N/A	1		
7553	Epinyay Park Play Area		Muti Use Games Area	Goalmouth and Basketball Post	Kompan Ltd	Blkmac	1		>10 Years
7553	Epinyay Park Play Area		Rocking Equipment	Stand up SeeSaw	Kompan Ltd	Grass Matrix Tiles	1		5 - 10 Years
7553	Epinyay Park Play Area		Rocking Equipment	Three Way Springer	Kompan Ltd	Grass Matrix Tiles	1		5 - 10 Years
7553	Epinyay Park Play Area		Rotor Play	Spinner Bowl	Kompan Ltd	Grass Matrix Tiles	1		5 - 10 Years
7553	Epinyay Park Play Area		Rotor Play	Supernova	Kompan Ltd	Grass Matrix Tiles	1		5 - 10 Years
7553	Epinyay Park Play Area		Swings	1 Bay 2 Seat (Cradle)	Playworld Systems (Europe) Ltd	Grass Matrix Tiles	1		5 - 10 Years
7553	Epinyay Park Play Area		Swings	1 Bay 2 Seat (Flat)	Lappset UK Ltd	Wet Pour	1		5 - 10 Years
7554	File Road Play Areas		Activity Equipment	Muti Play (Toddler)	Wicksteed Playgrounds	Bonded Rubber Mulch	1		5 - 10 Years
7554	File Road Play Areas		Activity Equipment	Spring Balance Beam	S M P (Playgrounds Ltd)	Wet Pour	1		5 - 10 Years
7554	File Road Play Areas		Ancillary Items	Bench	Not Identified	Grass	1		
7554	File Road Play Areas		Ancillary Items	Bench	Not Identified	Grass	2		
7554	File Road Play Areas		Ancillary Items	Litter Bin	Earth Anchors	Grass	2		
7554	File Road Play Areas		Ancillary Items	Sign	Owner/Operator	Grass	1		
7554	File Road Play Areas		Ancillary Items	Site General	Owner/Operator	N/A	1		
7554	File Road Play Areas		Fences	Fencing - Timber	Owner/Operator	Grass	1		
7554	File Road Play Areas		Fences	Fencing - Timber	Owner/Operator	Grass	1		
7554	File Road Play Areas		Gates	Gate - Maintenance	Not Identified	Grass	2		
7554	File Road Play Areas		Gates	Gate - Self Closing	Not Identified	Grass	4		
7554	File Road Play Areas		Other	Free Standing Slide	Wicksteed Playgrounds	Wet Pour	1		5 - 10 Years
7554	File Road Play Areas		Other	Free Standing Slide	Wicksteed Playgrounds	Wet Pour	1		5 - 10 Years
7554	File Road Play Areas		Other	Talk Tubes	Wicksteed Playgrounds	Grass	1		<12 Months
7554	File Road Play Areas		Rocking Equipment	Misc Springer	Playdale Playgrounds Ltd	Bonded Rubber Mulch	1		>10 Years
7554	File Road Play Areas		Rocking Equipment	Spring Car	Prohlic	Bonded Rubber Mulch	1		5 - 10 Years
7554	File Road Play Areas		Rocking Equipment	Spring See-Saw	Prohlic	Wet Pour	1		1 - 3 Years
7554	File Road Play Areas		Rocking Equipment	Stand up SeeSaw	Hags	Wet Pour	1		5 - 10 Years
7554	File Road Play Areas		Rocking Equipment	Three Way Springer	Sutcliffe Play Limited	Bonded Rubber Mulch	1		5 - 10 Years
7554	File Road Play Areas		Rotor Play	Cone Climber	Tayplay Ltd	Wet Pour	1		5 - 10 Years
7554	File Road Play Areas		Rotor Play	Roundabout	Prohlic	Bonded Rubber Mulch	1		<12 Months
7554	File Road Play Areas		Rotor Play	Spinning Pole	Sutcliffe Play Limited	Wet Pour	1		5 - 10 Years
7554	File Road Play Areas		Swings	1 Bay 2 Seat (Cradle)	Playdale Playgrounds Ltd	Bonded Rubber Mulch	1		>10 Years
7554	File Road Play Areas		Swings	2 Bay 4 Seat (Flat)	Playdale Playgrounds Ltd	Bonded Rubber Mulch	1		>10 Years
7554	File Road Play Areas		Swings	Basket Swing - Type 1	Not Identified	Bonded Rubber Mulch	1		1 - 3 Years
13287	Meridian Park Outdoor Gym		Ancillary Items	Bench	Not Identified	Grass	1		
13287	Meridian Park Outdoor Gym		Ancillary Items	Litter Bin	Owner/Operator	N/A	1		
13287	Meridian Park Outdoor Gym		Ancillary Items	Sign	Owner/Operator	N/A	1		
13287	Meridian Park Outdoor Gym		Ancillary Items	Site General	Owner/Operator	N/A	1		
13287	Meridian Park Outdoor Gym		Fences	Fence - Bow Top	Steelway/fensecure	Grass	1		
13287	Meridian Park Outdoor Gym		Gates	Gate - Self Closing	Steelway/fensecure	Grass	2		
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Air Walker	S M P (Playgrounds Ltd)	Grass	1		3 - 5 Years
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Chest Press	S M P (Playgrounds Ltd)	Grass	1		3 - 5 Years

Site List - Lewes District Council

Report Date: 27 September 2021



Site ID	Site Name	Site Reference	Item Type	Item Name	Manufacturer	Surface	Qty	Date Installed	Life Expectancy	
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Cross Trainer	The Great Outdoor Gym Company	Grass Matrix Tiles	1		5-10 Years	
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Cycle	Fresh Air Fitness	Grass	1		3-5 Years	
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Lateral Pull Down	S M P (Playgrounds Ltd)	Grass	1		3-5 Years	
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Leg Press	The Great Outdoor Gym Company	Grass Matrix Tiles	1		5-10 Years	
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Parallel Bars	S M P (Playgrounds Ltd)	Grass Matrix Tiles	1		3-5 Years	
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Pull Up Station	The Great Outdoor Gym Company	Grass	1		5-10 Years	
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Rower	S M P (Playgrounds Ltd)	Grass	1		1-3 Years	
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Siler	S M P (Playgrounds Ltd)	Grass	1		3-5 Years	
13287	Meridian Park Outdoor Gym		Outdoor Fitness Equipment	Tai Chi Wheels	S M P (Playgrounds Ltd)	Grass	1		3-5 Years	
7521	The Dell Play Area		Activity Equipment	Boat	Prokudic	Sand	1		3-5 Years	
7521	The Dell Play Area		Activity Equipment	Sand and Water Play Unit	Prokudic	Sand	1		3-5 Years	
7521	The Dell Play Area		Activity Equipment	Water Play	Prokudic	Bitmac	1		3-5 Years	
7521	The Dell Play Area		Ancillary Items	Litter Bin	Glasdon	Grass	3			
7521	The Dell Play Area		Ancillary Items	Palsade Logs	Not Identified	Grass	1			
7521	The Dell Play Area		Ancillary Items	Picnic Table	Marmax Products Ltd	Compacted Stone	3			
7521	The Dell Play Area		Ancillary Items	Sign	Owner/Operator	N/A	1			
7521	The Dell Play Area		Ancillary Items	Site General	Owner/Operator	N/A	1			
7521	The Dell Play Area		Fences	Fence - Chainlink	Owner/Operator	Grass	1			
7521	The Dell Play Area		Fences	Fencing - Timber	Owner/Operator	Grass	1			
7521	The Dell Play Area		Gates	Gate	Not Identified	Grass	1			
7521	The Dell Play Area		Gates	Gate - Combination	Not Identified	Compacted Stone	1			
7521	The Dell Play Area		Other	Boulders	Not Identified	Grass	1		>10 Years	
7521	The Dell Play Area		Other	Bouncing Facility	Eurotramp	Grass	1		1-3 Years	
7521	The Dell Play Area		Other	Cable Runway	Prokudic	Grass Matrix Tiles	1		<12 Months	
7521	The Dell Play Area		Other	Play Panel	Prokudic	Grass	1		3-5 Years	
7521	The Dell Play Area		Other	Story Telling Area	Hand Made Places	Wet Pour	1			
7521	The Dell Play Area		Rotor Play	Cone Climber	Tayplay Ltd	Grass Matrix Tiles	1		5-10 Years	
7521	The Dell Play Area		Swings	1 Bay 2 Seat (Cradle)	Prokudic	Grass Matrix Tiles	1		3-5 Years	refurbished july 2021
7521	The Dell Play Area		Swings	1 Bay 2 Seat (Flat)	Prokudic	Grass Matrix Tiles	1		<12 Months	refurbished july 2021
7521	The Dell Play Area		Swings	Basket Swing - Type 1	Prokudic	Grass Matrix Tiles	1		<12 Months	refurbished july 2021
7521	The Dell Play Area		Swings	Wheelchair Swing	GI Jones	Bonded Rubber Mulch	1		5-10 Years	

Agenda Item: LA623

Committee: Leisure, Amenities and Environment

Date: 19th October 2021

Title: Tractor repairs

Report Authors: K Bray

Purpose of Report: to note

Introduction

PTC own a Kubota tractor used on the sports fields which is 19 years old

Background

We purchased the tractor second hand about 12 years ago

Analysis

When the ground staff accommodation was turned into the gateway café, we had to store the tractor outside as we did not have the space to store it inside, this has led to it needing significant welding repairs.

Conclusions

My 1st assistant Tom James volunteered to help the welder with the works to help keep the costings down and also to learn about welding.

The costs for maintaining the tractor will be in excess of £2000 this year but this will hopefully mean we have a few years of low cost in the future.

Replacement will be looked at when a suitable environmentally vehicle is available, until this time we will treat the tractor with kid gloves.

Recommendations

- The committee are asked to note this report

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Costs within the machine maintenance budget set for 2021
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers

BEFORE



AFTER



Agenda Item: LA 624
Committee: Leisure, Amenities and Environment
Date: 19/10/2021
Title: Drinking fountain request
Report Authors: K Bray
Purpose of Report: To decide

Introduction

We have received a request Peacehaven Football Club to have a drinking fountain installed behind the hub at Centenary Park for the youth teams to use when training on the football pitches and Muga courts

Background

Peacehaven football club have a strong youth section who train and play on the grass pitches behind the hub building, the club's email is below.

As a club we would like to work with the council and between us put in a water fountain for public use between the club and top pitches. We are happy to supply if you would like to pay for the labour or vice versa. I know a few clubs and council offices around Sussex have done this and thought it would show we support each other in helping the community. We often have children coming into club when open, for water (who aren't part of club), which is great if we are open but obviously not when shut.

Analysis

This is something that would be a great benefit to the area, I would suggest a bottle filling station/ fountain is the best option this would encourage re-using bottles etc. We know the water pipework runs in between the hub and the football club so a location around that area would be suitable.

Conclusions

The football club have indicated they have a proposed budget of under £1000 to put towards the project, PTC could use CIL money to top this up to get the project underway.

Recommendations

The committee are asked to recommend the following:

1. Whether to support this project in conjunction with the football club sponsorship.
2. To recommend to the Policy and Finance committee to use of PTC CIL funds to finance the project
3. To agree to set up a meeting with the football club to choose the design of fountain to be installed and a suitable location, (suggest the parks officer and one councillor to attend)

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Recommend using PTC CIL funds
<u>Legal</u>	
<u>Environmental and sustainability</u>	Encourages reusing plastic bottles
<u>Crime and disorder</u>	
<u>Social value</u>	All residents can use the fountain
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	Encourages less use of plastic bottled water

Agenda Item: **LA 625**
Committee: **Leisure, Amenities and Environment**
Date: **19th October 2021**
Title: **Replacement of Grounds Team Equipment**
Report Authors: **David Seabrook**
Purpose of Report: **To agree action on purchase of equipment**

Introduction

The Parks Officer has previously supplied an inventory list of equipment that uses fossil fuels together with replacement dates.

It was agreed at the LA&E Committee item LA485 on 3/11/2020 that the replacements for 2 hand roller mowers, Hover Mower and 3 strimmer's will go ahead between Apr 2021 and March 2023. Zero carbon options to be considered.

Background

It is important to spread the purchases over a number of years and to be able to budget accordingly.

Analysis

The Parks Officer has tried both a power driven and push machine in the Centenary Park playgrounds and both were suitable for the job, with the batteries lasting 3 hours and the batteries being usable in all machines.

The spreadsheet details the equipment that will need to be replaced over the next 9 years

Vehicles could be leased but this would then be a revenue costs rather than Capital purchase.

Conclusions

This will be a step forward towards our net zero carbon target of 2030.

Recommendations

1. To agree to purchase and obtain quotes for replacing 2 Hand roller mowers, 3 strimmers, 2 hedge cutters and 2 leaf blowers with battery powered versions and spare batteries as required. A charging station would also be needed. Approximate cost is about £10,000 which could come from Capital Receipts.
2. To present quotes to Policy and Finance for financial approval.
3. To note the future expenditure and to create a reserve to fund the purchases over the next 9 years (before 2030). Exact costs are unknown as technology and prices are evolving all the time.

Implications

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

<u>Financial</u>	Use of capital receipts to be considered.
<u>Legal</u>	Not applicable
<u>Health & Safety</u>	Appropriate training will be required in the operation and charging of the equipment.
<u>Planning</u>	Not applicable.
<u>Environmental and sustainability</u>	Batteries are interchangeable and could be replaced at the end of their lifetime enabling equipment to be used for an extended period.
<u>Crime and disorder</u>	Not applicable.
<u>Social value</u>	Not applicable.
<u>Climate</u>	As we are using xero carbon electricity, carbon emissions from the use of the equipment will be Zero. There will be some embedded carbon in the manufacture of the equipment. This will be a step forward towards our net zero carbon target.

Type	vehicles	year	life expectancy	fuel type	Recommended best practice renewal dates	Current mileage / hours	Comments	Planned Replacement Year	Replacement Cost
Mower	Hand roller mowers x 2	2012	2021	petrol	should have been replaced in 2018		Council agreed to replace this in 2022/23 Replace with Battery powered modelling spare batteries	2022	£3,000
Hand Held	trimmers x 3	2019	2021	petrol	renew spring 2021		Council agreed to replace this in 2022/23 Replace with Battery powered modelling spare batteries	2022	£2,500
Hand Held	hedge cutters x 2	2017	2022	petrol	renew spring 2022		Replace with Battery powered model including spare batteries	2022	£2,500
Hand Held	blowers x 2	2018	2023	petrol	renew spring 2023		Replace with Battery powered modelling spare batteries. Leaf blowers will have some resale value £200	2022	£1,000
Vehicle	Peugeot partner van	2006	2021	diesel	2011 5 years	51,000 miles	This is relatively low mileage but as used to transport water it could have rust damage. Life unknown.	2024	£35,000
Ride on Mower	Ransomes 2130 triple mower	2003	2022	diesel	2013 10 years or 1000 hours	3400 hours	being sent for full refurbishment. No suitable zero carbon alternative at present	2025	£30,000
Ride on Mower	Kubota F3890 rotary mower	2016	2023	diesel	2021 5 years or 1000 hours	521 hours		2026	£25,000
Mower	allet C24 bowling green mower	2008		petrol	can keep this going for now		No battery version available at the moment.	2026	
Vehicle	Kawasaki mule	2016	2026	petrol	5 years 2021	520 hours	Replace with electric powered system (basically a golf cart)	2027	£10,000
Vehicle	Kubota tractor	2002	2022	diesel	2012 10 years or 1000 hours	3000 hours	needs welding works and full service - about to be undertaken. No suitable zero carbon alternative at present	2028	?
Ride on Mower	Kubota G18 rotary collector mower.	1998	2022	diesel	2003 5 years or 1000 hours	1540 hours	Can be kept going at the moment	2028	£10,000
Vehicle	Ford transit	2016	2031	diesel	2021 5 years	19000 miles	Possibly replace with Hydrogen powered or Electric to ensure carbon neutral by 2030.	2030	?
Mower	hover mower	2012	2021	petrol	should have been replaced in 2018		Obsolete not being used		
Ride on Mower	Ransomes 966 rotary mower	1996	2022	diesel	2001 5 years or 1000 hours	1540 hours	Sold for £200		
Other	chainsaw	2015	2022	petrol	could last longer as little used.		Use until end of life and then hire as not used much		
Other	groundsman aerator	2006	2025	petrol	could last longer as little used.		Keep going as little used		
Other	generator	1998	2025	petrol	could last longer as little used.		Use until end of life and then hire as not used much. Older one currently broken down.		
Other	generator	2017	2025	petrol	could last longer as little used.		Use until end of life and then hire as not used much		

Agenda Item: LA 626
Committee: Leisure, Amenities and Environment
Date: 19th October 2021
Title: Groundstaff works update
Report Authors: K Bray
Purpose of Report: To Note

Introduction

This is an update on the groundstaff, showing what works have been carried out since the last L&A meeting

Background

PTC employs me, plus 3 groundstaff, 1 trainee and a handyman to cover PTC land assets, maintenance of football pitches, bowling green and the maintenance of playgrounds.

Analysis

Since the last meeting we have carried out hedge cutting, fence installation at the café, operational playground checks, playground repairs and refurbishment as well as maintaining the football pitches and bowling green.

Conclusions

The effect of the pandemic on the staff is, we all have extra holiday entitlement carried forward from last year, which has to be taken before the end of March 2021

Recommendations

Implications

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

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

- | | |
|---|--|
| <ul style="list-style-type: none">• Carbon footprint? | |
|---|--|

Appendices/Background papers