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PEACEHAVEN TOWN COUNCIL

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BN10 8BB

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

Present: Cllr S Griffiths (Chair of Committee), Cllr E Simmons (Vice-chair), Cllr L Mills, Cllr D Seabrook, Cllr C Gallagher, Cllr I Sharkey, Cllr R White, Cllr L Duhigg, Cllr A Milliner, Cllr J Harris, Cllr C Collier.

Kevin Bray (Parks Officer), Tony Allen (Town Clerk), Michelle Edser (PTC SPO) Victoria Onis (Admin Officer)

1 LA 498 CHAIR ANNOUNCEMENTS

The Chairman made the following announcements:-

1. The two CIL bids made to LDC (Centenary Park and The Dell) had been approved.
2. Community House will be closed for 1p.m. on the 23rd December to the 4th January.

2 LA 499 PUBLIC QUESTION TIME

There were no members of the public present.

3 LA 500 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr Paul, Cllr Hill and Cllr Symonds. It was resolved that the following Councillors, Cllr Milliner, Cllr Duhigg and Cllr White would substitute, respectively.

Cllr Collier was welcomed to the meeting.

4 LA 501 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Duhigg declared that she is a member of the CIL board at LDC.

5 LA 502 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 3RD NOVEMBER 2020

Re. Item LA 494 – Howard Park, the draft minutes stated that the utility company would be using Howard Park for 5 days, this should read 5 weeks.

It was resolved to adopt the minutes as amended.

6 LA 503 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The clerk gave the Committee an overview of the circulated Budgetary Report for the current year. It was noted that the latest version of the draft budget for 2021/22 will be circulated for Officers, Committee Chairs and other Councillors to comment before this is finalised in January, comments need to be with the Finance Officer by end of the month.

Cllr Mills queried the allotment income budget heading. It was confirmed by the Parks Officer that the allotments are billed annually, and the invoices are going out now.

Cllr White queried the fuel for the vehicles. The Parks Officer detailed what the fuel is used for, including strimmer's, hedge cutters, petrol for vehicles, mowers and a tractor. Cllr White asked if we had a breakdown of this information, The Clerk confirmed this would have to be a manual exercise and time consuming.

The Budgetary report was noted and received.

[District Councillor Nicola Papanicolaou joined the meeting. 19.40, standing orders were suspended to bring forward item 16.]

16 LA 513 TO DISCUSS AND SUPPORT THE GATEWAY CAFÉ TREE PLANTING SCHEME

Nicola Papanicolaou reported that The Gateway Café has been using an increased amount of bio-degradable, compostable takeaway materials, due to Covid. Because of this increased use of throw away items, the Cafe would like to partly offset their carbon footprint by planting trees in the Big Park. The Café would like to introduce an incentive for this, so one example is once a certain amount of coffee has been purchased, a tree will be planted.

It was noted that the Gateway Café also has a coffee grinds bin, which is used at the Orchard, and is looking at obtaining a food waste digester. The Café already has a recycling bin for compostable cups and cardboard.

Standing orders reinstated.19.48

It was resolved that the Committee supports the Gateway Café Tree Planting Scheme, as set out in the report.

Proposed Cllr Duhigg and Seconded Cllr Sharky

All in favour.

7 LA 504 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

The SPO's Report was received and noted.

The SPO updated the Committee, noting that this item will now be on each Committee Agenda, to enable monthly updating and to keep on top of actions. The SPO requested that any comments and ideas for the Action Plan should be sent to herself and the Marketing Assistant, who will update the Plan for each committee, to then be reviewed at the Business Development Committee meetings

Cllr Gallagher queried one action; the reporting of the Inspections and risk and health and safety assessment for parks and open spaces. The Parks Officer confirmed that usually just the independent annual report comes to the Committee, to note, which has come from an independent expert.

The Parks Officer confirmed the current criteria for Risk inspections on the play areas and open spaces.

- * the Grounds team have an app which is filled out once a week for play areas.
- * there is a quarterly in-house inspection which is also recorded on the app.
- * The annual inspection is actioned by people employed by LDC – report brought to Committee

Cllr Gallagher requested regular updates on the inspections and would like these reported at Committee.

Cllr Seabrook queried if the inspections only relate to the Play Areas. The Parks Officer confirmed that all areas, excluding the play areas, are inspected annually and the reports for this are kept in the office.

8 LA 505 TO NOTE THE CENTENARY PARK SAND REPORT

The SPO has submitted this item to LDC for S.106 funding and still waiting for an outcome from Chris Bibb.

The Parks Officer reported that the park has over 950m² of play sand area and this is costing excessive amounts of money to replace the sand when it blows away in exposed areas.

The Clerk confirmed sand pits are becoming a thing of the past, accidents with glass and hidden objects and being used as animal litter trays, very unhygienic and being replaced all over the country. The rubber alternative is much safer for children.

Report received and noted.

9 LA 506 TO AGREE THE COSTS FOR THE CENTENARY PARK GATE AND BOLLARDS

The Parks Officer's report was received and noted.

The Parks Officer reported that at the last meeting it was agreed to purchase some bollards to place across from the cycle hub to stop vehicles entering the Park and causing damage to the football pitches and for safety for park users.

The urgency of this matter was noted. Funding will be from PTC CIL monies initially, with the intention of claiming S.106 funding in due course.

It was resolved that the Clerk will refer this project to the Policy & Finance Committee for approval.

Proposed Cllr Duhigg and seconded Cllr Seabrook

All in favour

10 LA 507 TO DISCUSS AND DECIDE ON REPAIR WORKS ON THE EPINAY PARK PLAYGROUND RETAINING WALL

The Parks Officer's report was received and noted.

The Parks Officer reported to the Committee that the Life span of the wooden retaining wall has come to an end. It is requested that the Committee decide on either replacing the wall with recycled plastic log or create a grass bank. The SPO noted that these repair works are really a wear and tear maintenance issue so more than likely, will have to be funded by the Town Council's CIL monies if there is no S106 funding for this work.

It was resolved to create a grass bank in place of the wall. This was proposed by Cllr White and seconded by Cllr Sharkey

It was resolved that the Clerk will refer this project to the Policy & Finance Committee for approval. The Parks Officer will obtain further detailed quotes for the grass bank works and allowing for the retention of spoil to build the banking and retention of the old wooden posts to be left to degrade locally.

Proposed by Cllr Sharkey and Seconded Cllr Duhigg

All in favour for both proposals

11 LA 508 TO DISCUSS AND DECIDE ON REPAIR WORKS ON THE DELL PLAYGROUND RETAINING WALL

The Parks Officer reported that it was decided at the last meeting to complete these works but that further quotes were requested.

It was resolved to investigate the quotes further and look to see if we can negotiate a discount by using the same company for both the works at The Dell and Epina Park. The project will then be referred to the Policy & Finance Committee and then to Full Council.

Proposed by Cllr Sharkey and Seconded by Cllr Milliner

All in favour

12 509 TO DECIDE ON THE PURCHASE OF A SHREDDER

The circulated report was noted and discussed.

Cllr Seabrook noted that the staff time savings alone justified the purchase of this shredder, giving a payback period of around three years.

The Parks Officer reported that this was the only type of shredder available for the Grounds Team's purposes, others being too industrial or designed for home use.

It was resolved to purchase the shredder. The Clerk will refer this project to the Policy & Finance Committee for approval of funding.

Proposed Cllr Seabrook and Seconded Cllr Gallagher

All in favour

13 LA 510 TO CONFIRM THE WINTER 2020/21 TREE PLANTING SCHEME

Cllr Griffiths' report was noted and discussed.

It was resolved to go ahead with the planting scheme which will enhance Centenary Park and it was also proposed to plant some trees in Howard Park. The trees need to be planted this winter; forty trees in Centenary Park and approximately eight trees in Howard Park.

Proposed by Cllr Sharkey and Seconded Cllr Duhigg

All in Favour

14 LA 511 HOWARD PARK (Verbal report)

Cllr Seabrook reported that there was a site meeting recently at Howard Park, to have a look at what work needs to be actioned, in light of the consultation report and recommendations given.

Cllr Seabrook will be arranging a Howard park WP Zoom in January to get work moving. Cllr Seabrook reported that the Boules area will be removed as it is considered unhygienic due to animal waste and is no longer used.

15 LA 512 TO NOTE THE REPORT OF THE GATEWAY CAFÉ ZOOM MEETING

The report was noted

1) It was resolved that we employ a heating specialist to access the heating at the café and the hub, for the best heating solution.

Proposed Cllr Gallagher and Seconded Cllr Harris

2) It was resolved that the use of a food digester should be referred to the Climate WP and can invite Nicola Papanicolaou to discuss options.

Proposed Cllr Seabrook and Seconded Cllr Duhigg

All in favour for both proposals

16 LA 513 TO DISCUSS AND SUPPORT THE GATEWAY CAFÉ TREE PLANTING SCHEME

[See above].

17 LA 514 TO DISCUSS AND NOTE THE COMMUNITY INFRASTRUCTURE LEVY BIDS AND SECTION 106 MANAGEMENT

The SPO updated the Committee and her detailed report was noted and discussed.

The SPO stated that the reports gave a good overview of work in progress, requesting that all Officers and Councillors get involved in this process.

The Clerk praised the SPO, The Finance Officer and the Parks Officer for their hard work.

18 LA 515 TO DISCUSS AND DECIDE ON THE REQUEST TO ERECT A FENCE AT THE HUB

It was noted that these works will be at no cost to the Town Council.

It was resolved to grant permission and send a letter of confirmation to Rainbow Nursery.

Proposed Cllr Seabrook and Seconded Cllr Sharkey

All in favour

19 LA 516 PROJECT UPDATES

The report was discussed and noted.

The Parks Officer noted that the Gateway Café lighting repairs/replacements was now almost complete.

The Clerk reported that the latest draft of the new PTFC Lease has been sent to the Club and its Solicitor.

20 LA 517 WORKS REPORT

The report was discussed and noted.

21 LA 518 TO CONFIRM DATE OF NEXT MEETING AS THE 9th FEBRUARY 2021

There being no further business, the meeting closed at 21:08

Agenda Item: LA 524
Committee: Leisure, Amenities and Environment
Date: 9th February 2021
Title: finance update
Report Authors: Kevin Bray and Zoe Malone
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

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.

Conclusions

The tree planting fund, tree works fund and annual playground inspection works are all still to come from the budget.

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?	

Appendices/Background papers

12:21 Detailed Income & Expenditure by Budget Heading 29/01/2021

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Sports Park							
1025 Rent & Service Charge	15,251	15,000	(251)			101.7%	
1039 S/P Cats	(500)	3,600	4,100			(13.9%)	
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	1,469	5,300	3,831			27.7%	
1094 Other Customer & Client Receipt	200	0	(200)			0.0%	
Sports Park :- Income	22,201	30,700	8,499			72.3%	0
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	4,263	7,300	3,037		3,037	58.4%	
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%	
Sports Park :- Indirect Expenditure	17,523	29,100	11,577	0	11,577	60.2%	0
Net Income over Expenditure	4,677	1,600	(3,077)				
315 Big Park							
4101 Repair/Alteration of Premises	725	0	(725)		(725)	0.0%	10,000
4111 Electricity	385	0	(385)		(385)	0.0%	
4112 Gas	525	0	(525)		(525)	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%	
Big Park :- Indirect Expenditure	27,105	25,250	(1,855)	0	(1,855)	107.3%	10,000
Net Expenditure	(27,105)	(25,250)	1,855				
6000 plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	(17,105)						
316 Gateway Cafe							
1025 Rent & Service Charge	4,971	8,480	3,509			58.6%	
Gateway Cafe :- Income	4,971	8,480	3,509			58.6%	0
4101 Repair/Alteration of Premises	(195)	0	195		195	0.0%	

Detailed Income & Expenditure by Budget Heading 29/01/2021

Month No: 10

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
Net Income over Expenditure	5,166	7,580	2,414				
330 Parks & Open Spaces							
1044 Hire of the Dell	1,490	5,000	3,510			29.8%	
1050 Allotment Rent	1,252	1,950	698			64.2%	
Parks & Open Spaces :- Income	2,742	6,950	4,208			39.5%	0
4104 Vandalism Repairs	123	5,000	4,877		4,877	2.5%	
4105 Tree Works	0	5,000	5,000		5,000	0.0%	
4106 Signage	38	2,000	1,962		1,962	1.9%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	50	2,500	2,451		2,451	2.0%	
Parks & Open Spaces :- Direct Expenditure	211	15,500	15,289	0	15,289	1.4%	0
4101 Repair/Alteration of Premises	514	4,710	4,196		4,196	10.9%	
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	1,757	10,000	8,243		8,243	17.6%	
4301 Purchase of Furniture/Equipmen	156	3,000	2,844		2,844	5.2%	
Parks & Open Spaces :- Indirect Expenditure	2,927	21,960	19,033	0	19,033	13.3%	0
Net Income over Expenditure	(395)	(30,510)	(30,115)				
355 The Hub							
1084 Sports Pavilion	5,728	16,000	10,272			35.8%	
The Hub :- Income	5,728	16,000	10,272			35.8%	0
4175 Music Licence	401	500	99		99	80.2%	
The Hub :- Direct Expenditure	401	500	99	0	99	80.2%	0
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	1,088	1,500	412		412	72.5%	
4112 Gas	669	1,500	831		831	44.6%	
4131 Rates	0	1,000	1,000		1,000	0.0%	
4171 Grounds Maintenance Costs	(25)	4,000	4,025		4,025	(0.6%)	
The Hub :- Indirect Expenditure	2,411	9,500	7,089	0	7,089	25.4%	0
Net Income over Expenditure	2,916	6,000	3,084				

12:21 Detailed Income & Expenditure by Budget Heading 29/01/2021

Month No: 10 Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	35,642	62,130	26,488			57.4%	
Expenditure	50,383	102,710	52,327	0	52,327	49.1%	
Net Income over Expenditure	<u>(14,741)</u>	<u>(40,580)</u>	<u>(25,839)</u>				
plus Transfer from EMR	10,000						
Movement to/(from) Gen Reserve	<u>(4,741)</u>						

Agenda Item: LA 525
Committee: Leisure, Amenities and Environment
Date: 9th Feb 2021
Title: internal business plan
Report Authors: Kevin Bray
Purpose of Report: To note

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

Since the last meeting we have received the independent tree safety report which has been sent out to contractors to quote for the recommended works (a report is on this agenda), I have attached one page from the report as a record of what the report consists of, if anyone wants the whole document please ask the parks officer by email.

I have also attached a page from the groundstaff reports on the playground safety checks, again please ask if you want to see the whole thing. We have also ordered the annual independent safety checks for the playgrounds in conjunction with LDC, a report is on this agenda.

As requested at the last meeting, I have attached a risk assessment for the Dell as an example of all our risk assessments for the amenity areas and groundstaff, if anyone needs to see all the risk assessments then please email me

Another idea is for increasing the recycling in our parks as part of the future business plan, particularly Centenary park, this could be achieved by installing different bins, this would need to be priced and a costing from LDC for emptying etc. If councillors are interested in going down this route it can be added to the plan.



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

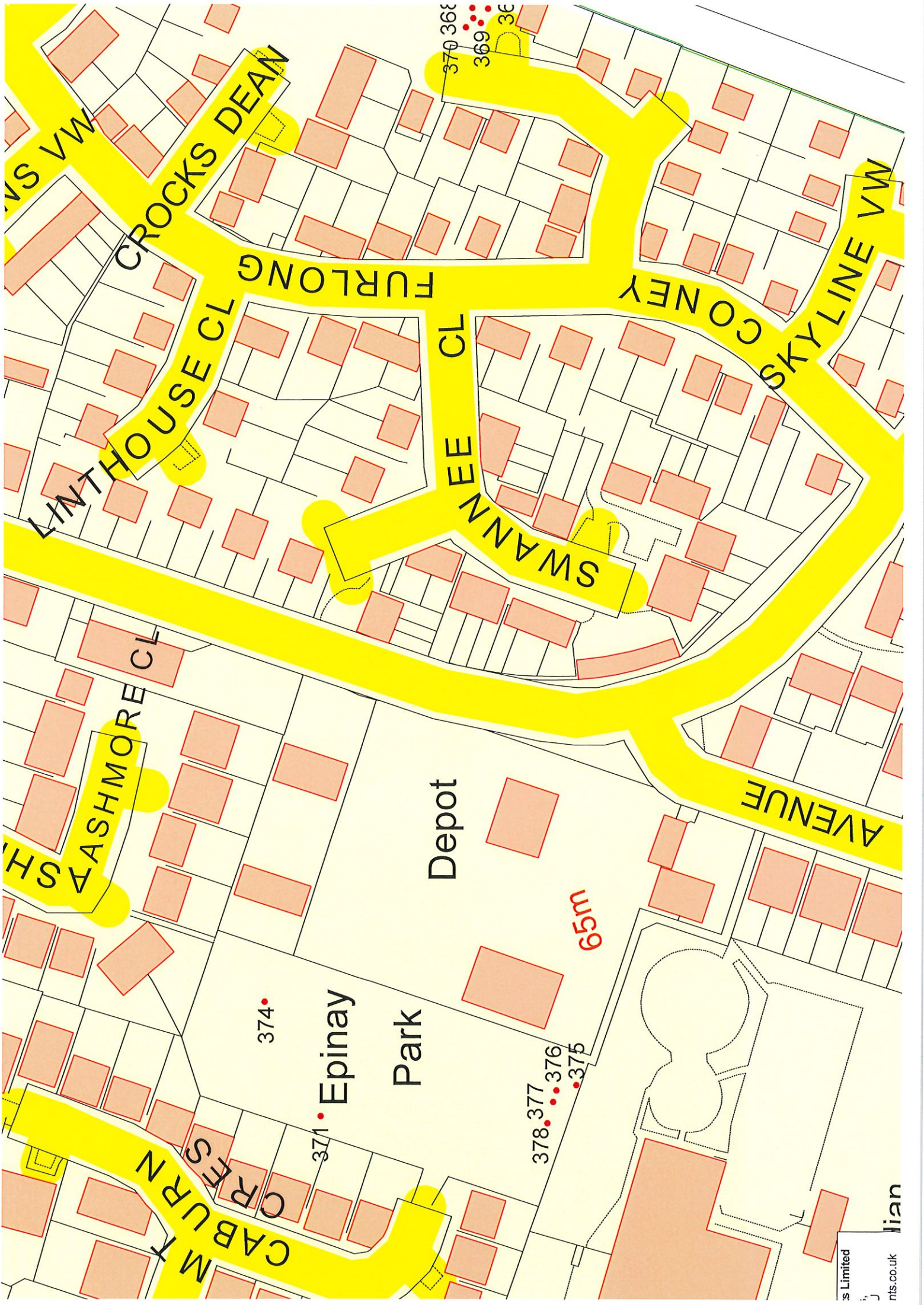
To note this report.

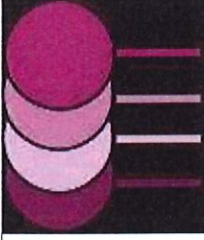
Implications

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

<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





General Tree Assessment (Detailed)

Tree ID: 361	Sycamore <i>Acer pseudoplatanus</i>	Tag: 361 TPO: Unknown	Assessor: Nick Jones Date: 01-Jan-21
Details	Height 9 m Spread 5 m Stems 1	Ø 25 mm Maturity Semi-mature	Bat No Prev Insp N/A Next Due 01-Jan-24 Condition Fair
Observations	Root No visual defects	Stem No visual defect	Leaf/Bud Normal
Work	Category Remove	Action Minor dead wood	Priority 2 Years Done No

Tree Comment:
Survey Comment: Fair specimen

Tree ID: 362	Austrian Pine <i>Pinus nigra ssp. Nigra</i>	Tag: 362 TPO: Unknown	Assessor: Nick Jones Date: 01-Jan-21
Details	Height 12 m Spread 5 m Stems 1	Ø 300 mm Maturity Semi-mature	Bat No Prev Insp N/A Next Due 01-Jan-24 Condition Good
Observations	Root No visual defects	Stem No visual defect	Leaf/Bud Normal
Work	Category Remove	Action Minor dead wood	Priority 2 Years Done No

Tree Comment:
Survey Comment: Fair specimen

General Tree Assessment (Detailed)

Tree ID: 363	Sycamore <i>Acer pseudoplatanus</i>	Tag: 363 TPO: Unknown	Assessor: Nick Jones Date: 01-Jan-21
Details	Height 4 m Spread 4 m Stems 1	Ø 120 mm Maturity Semi-mature	Prev Insp N/A Next Due 01-Jan-24
Observations	Root No visual defects	Stem No visual defect	Leaf/Bud Normal
Work	Category Remove	Action Minor dead wood	Priority 2 Years Done No
Tree ID: 364	Holm Oak <i>Quercus ilex</i>	Tag: 364 TPO: Unknown	Assessor: Nick Jones Date: 01-Jan-21
Details	Height 3 m Spread 3 m Stems 3	Ø 150 mm Maturity Semi-mature	Prev Insp N/A Next Due 01-Jan-24
Observations	Root No visual defects	Stem No visual defect	Leaf/Bud Normal
Work	Category Raise low canopy	Action To 2.0m	Priority 2 Years Done No
Tree ID: 365	Common Ash <i>Fraxinus excelsior</i>	Tag: 365 TPO: Unknown	Assessor: Nick Jones Date: 01-Jan-21
Details	Height 9 m Spread 5 m Stems 1	Ø 300 mm Maturity Semi-mature	Prev Insp N/A Next Due 01-Jan-24
Observations	Root No visual defects	Stem No visual defect	Leaf/Bud Normal
Work	Category Remove	Action Minor dead wood	Priority 2 Years Done No

General Tree Assessment (Detailed)

Tree ID: 366	Common Ash <i>Fraxinus excelsior</i>	Tag: 366 TPO: Unknown Tree Comment: Survey Comment: Fair specimen	Assessor: Nick Jones Date: 01-Jan-21
Details	Height 10 m Spread 6 m Stems 1 Ø 300 mm Maturity Semi-mature Bat No Con Area No Prev Insp N/A Next Due 01-Jan-24 Condition Fair	Root No visual defects Stem No visual defect Branch Minor dead wood Leaf/Bud Normal	Priority 2 Years Done No
Observations			
Work	Category Remove	Action Minor dead wood	
Tree ID: 367	Common Ash <i>Fraxinus excelsior</i>	Tag: 367 TPO: Unknown Tree Comment: Survey Comment: Fair specimen	Assessor: Nick Jones Date: 01-Jan-21
Details	Height 8 m Spread 5 m Stems 1 Ø 275 mm Maturity Semi-mature Bat No Con Area No Prev Insp N/A Next Due 01-Jan-24 Condition Fair	Root No visual defects Stem No visual defect Branch Minor dead wood Leaf/Bud Normal	Priority 2 Years Done No
Observations			
Work	Category Remove	Action Minor dead wood	
Tree ID: 368	Common Ash <i>Fraxinus excelsior</i>	Tag: 368 TPO: Unknown Tree Comment: Survey Comment: Fair specimen	Assessor: Nick Jones Date: 01-Jan-21
Details	Height 7 m Spread 3 m Stems 1 Ø 100 mm Maturity Semi-mature Bat No Con Area No Prev Insp N/A Next Due 01-Jan-24 Condition Fair	Root No visual defects Stem No visual defect Branch Minor dead wood Leaf/Bud Normal	Priority 2 Years Done No
Observations			
Work	Category Remove	Action Minor dead wood	

General Tree Assessment (Detailed)

Tree ID: 369	Common Ash <i>Fraxinus excelsior</i>	Tag: 369 TPO: Unknown Assessor: Nick Jones Date: 01-Jan-21									
Tree Comment: Survey Comment: Fair specimen											
Details	Height 8 m	Spread 3 m	Stems 1	Ø 120 mm	Maturity Semi-mature	Bat No	Con Area No	Prev Insp N/A	Next Due 01-Jan-24	Condition Fair	
Observations	Root No visual defects	Stem No visual defect				Branch Minor dead wood		Leaf/Bud Normal			
Work	Category Remove	Action Minor dead wood				Priority 2 Years		Done No			
Tree ID: 370											
Common Ash <i>Fraxinus excelsior</i>											
Tag: 370 TPO: Unknown Assessor: Nick Jones Date: 01-Jan-21											
Tree Comment: Survey Comment: Fair specimen											
Details	Height 8 m	Spread 4 m	Stems 1	Ø 250 mm	Maturity Semi-mature	Bat No	Con Area No	Prev Insp N/A	Next Due 01-Jan-24	Condition Fair	
Observations	Root No visual defects	Stem No visual defect				Branch Minor dead wood		Leaf/Bud Normal			
Work	Category Remove	Action Minor dead wood				Priority 2 Years		Done No			

General Tree Assessment (Detailed)

Report selection criteria.

Projects.

Coney Furlong & Crocks Dean

Date Range.

Any Date

Work types.

-----> Raise low canopy :: To 2.0m
-----> Remove :: Minor dead wood

Latest Survey.

All surveys for the selected trees.
-----> Last survey for each selected tree.

Work Completed.

-----> Work Completed
-----> Work Not Completed

Number of trees in selected Project(s) 10

Number of trees in Report selection 10

LEISURE, AMENITY AND ENVIRONMENT

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
Within Peacehaven Town Take steps to increase Carbon Capture To examine ways to reduce the effects of Global warming in Peacehaven To monitor and improve air quality	Senior Project Officer Climate Emergency WG LA & Environment	Environmental Audit Including Air Quality	Climate Emergency Group Formed	Report to Committee? By Oct 20 Ongoing	
LDC recycling policies to be implemented in full. ie plastic, cardboard, paper, food, greenwaste etc	Reporting to LA & Environment Senior Caretaker Parks Officer	Report to be produced Setting out policies with actions and outcomes required	Plastic Policy produced	Report to LA & E By October 2020 Ongoing	
To produce a Management Plan of Green Spaces to identify the current status and to increase the cover of wild flowers, planter flowers, trees and bushes throughout the Town	Parks Officer Steering Group NDP L.A & Environment	Management Plan started May 2020 Trees Survey commissioned	Started Report NOV 2020	Report to LA& E Committee Completion October 20	
Increase the use of Sustainable Transport ie buses, cycles and walking cycling routes, walkways. Installation of cycle racks	SPPO Parks Officer Reporting to P&H	Report to be prepared	New Cycle racks installed by ESCC on South Coast Rd and next to Bastion Steps, thanks to Cllr Seabrooks great	Initial report Oct 20 Ongoing Quarterly	

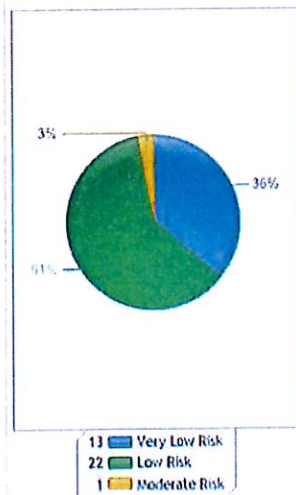
				work with the Lewes Cycle forum		
Carry out regular inspections for risk and health and safety of open spaces	SPPO Parks Officer LA & E Committee	Audit sheet/Format Set up and audit carried out	Grounds team do daily inspections	Initial report Oct 2020		



Inspections

< Add New Inspection >

- 2021
 - January
 - 29/01/2021 18:45:49 - OPER
 - 28/01/2021 09:23:35 - VIS
 - 21/01/2021 08:45:37 - VIS
 - 14/01/2021 09:13:57 - VIS
 - 06/01/2021 08:11:21 - VIS
- 2020
- 2019
- 2018
- 2017
- 2016
- 2015
- 2014
- 2013
- 2011
- 2009



Inspection Details

Type	Operational Inspection	Inspector	Kevin Bray		
Inspected	29/01/2021	Start Time:	18:45	End Time:	18:54
Weather Conditions	Overcast	No Visitors	1		
Site Accessible?	Yes	Report Complete?	Yes		
Report Date:	30/01/2021	App Inspection?	Yes v4.5.10 Android 10		
Customer Order No					

Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:08

Inspection Check Report

Facility Types - Add New > Ancillary Items MUGA Playground

Item Findings Site Information Inspection Comments

Item: All Items

Ancillary Items - Bench

Details

Manufacturer:	Owner/Operator	Surface:	N/A
Item Complies:	N/A	Surface Complies:	N/A
Finding	This item is satisfactory - no work required		
Remedial Action			
Risk Assessment	Very Low Risk (1)		
Type	Satisfactory		
Defect Tracking			

Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:08

Ancillary Items - Palisade Logs

Details

Manufacturer:	Owner/Operator	Surface:	N/A
Item Complies:	N/A	Surface Complies:	N/A
Finding	The timber on this item has severe rot		
Remedial Action	Remove and replace all affected timber sections		
Risk Assessment	Moderate Risk (12)		
Type	Maintenance		
Defect Tracking	In Progress		



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:08

Ancillary Items - Sign

Details

Manufacturer:	Owner/Operator	Surface:	N/A
Item Complies:	N/A	Surface Complies:	N/A
Finding	This item is satisfactory - no work required		
Remedial Action			
Risk Assessment	Very Low Risk (1)		
Type	Satisfactory		
Defect Tracking			

Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:08

Ancillary Items - Litter Bin

Details

Manufacturer: Owner/Operator Surface: N/A
 Item Complies: N/A Surface Complies: N/A
 Finding This item is satisfactory - no work required
 Remedial Action
 Risk Assessment Very Low Risk (2)
 Type Satisfactory
 Defect Tracking

Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Details

Swings - 1 Bay 2 Seat (Flat)

Manufacturer: Lappset UK Ltd Surface: Wet Pour
 Item Complies: N/A Surface Complies: N/A
 Finding There is algae or moss growth on the surface resulting in slippery conditions
 Remedial Action Clean and treat appropriately
 Risk Assessment Low Risk (8)
 Type Maintenance
 Defect Tracking Monitor



Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding The safety surface under or around this unit has been damaged
 Remedial Action Monitor for any further deterioration and repair as required
 Risk Assessment Very Low Risk (4)
 Type Maintenance
 Defect Tracking Not Actioned



Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding Worn seat around bolt fixings
 Remedial Action replace seat
 Risk Assessment Risk Assessment not Undertaken (0)
 Type Maintenance
 Defect Tracking Not Actioned



Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Details

Swings - 1 Bay 2 Seat (Cradle)

Manufacturer: Playworld Systems (Europe) Ltd Surface: Grass Matrix Tiles
 Item Complies: Yes Surface Complies: Yes
 Finding The bushes are showing signs of wear
 Remedial Action Monitor for any further deterioration and replace as required
 Risk Assessment Very Low Risk (4)
 Type Maintenance
 Defect Tracking Monitor



Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Details

Rotor Play - Spinner Bowl

Manufacturer: Kompan Ltd Surface: Grass Matrix Tiles
 Item Complies: Yes Surface Complies: Yes
 Finding The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.
 Remedial Action Lift and relay the mats
 Risk Assessment Very Low Risk (4)
 Type Maintenance
 Defect Tracking Monitor




Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Details

Rocking Equipment - See Saw

Manufacturer: Kompan Ltd Surface: Grass Matrix Tiles
 Item Complies: No Surface Complies: Yes
 Finding The spring cover is damaged, split or missing
 Remedial Action Replace the cover
 Risk Assessment Very Low Risk (2)
 Type Maintenance

Defect Tracking	In Progress		
Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:05			
Finding	The loose fill safety surfacing has become compacted		
Remedial Action	Rake and fork over to aerate the surface		
Risk Assessment	Low Risk (6)		
Type	Maintenance		
Defect Tracking	Monitor		
Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:05			
Finding	The timber has a number of air cracks apparent, the splits will have penetrated the preservative applied to the timber and allow water ingress to the unprotected areas		
Remedial Action	Monitor for any deterioration (rot) and replace as required		
Risk Assessment	Low Risk (6)		
Type	Maintenance		
Defect Tracking	In Progress		
Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:05			
Finding	Rust and corrosion on springs		
Remedial Action	Treat and repaint springs		
Risk Assessment	Very Low Risk (1)		
Type	Maintenance		
Defect Tracking	In Progress		



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:05

Activity Equipment - Multi Play (Junior)

Details

Manufacturer:	Kompan Ltd	Surface:	Carpet System
Item Complies:	Yes	Surface Complies:	Yes
Finding	Missing link insert		
Remedial Action	Replace		
Risk Assessment	Very Low Risk (2)		
Type	Maintenance		
Defect Tracking	Monitor		
Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:05			
Finding	There is algae or moss growth on the surface resulting in slippery conditions		
Remedial Action	Clean and treat appropriately		
Risk Assessment	Low Risk (8)		
Type	Maintenance		
Defect Tracking	Monitor		
Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:05			
Finding	Split rubber on step		
Remedial Action	Replace		
Risk Assessment	Very Low Risk (3)		
Type	Maintenance		
Defect Tracking	In Progress		
Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:05			
Finding	Fixings are damaged and/or have sharp edges		
Remedial Action	Repair or replace as required		
Risk Assessment	Low Risk (6)		
Type	Maintenance		
Defect Tracking	Monitor		
Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:05			
Finding	The timber on this item has severe rot on palladium logs		
Remedial Action	Remove and replace all affected timber sections		
Risk Assessment	Low Risk (8)		
Type	Maintenance		
Defect Tracking	In Progress		



Rotor Play - Supanova

Details

Manufacturer:	Kompan Ltd	Surface:	Grass Matrix Tiles
Item Complies:	No	Surface Complies:	Yes
Finding	The loose fill safety surfacing has become compacted		
Remedial Action	Rake and fork over to aerate the surface		
Risk Assessment	Low Risk (6)		
Type	Maintenance		
Defect Tracking	Monitor		



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding	The surfacing around the item is damaged		
Remedial Action	Repair the damaged areas of surfacing		
Risk Assessment	Low Risk (8)		
Type	Maintenance		
Defect Tracking	Monitor		



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Rocking Equipment - See Saw

Details

Manufacturer:	Kompan Ltd	Surface:	Grass Matrix Tiles
Item Complies:	Yes	Surface Complies:	Yes
Finding	The loose fill safety surfacing has become compacted		
Remedial Action	Rake and fork over to aerate the surface		
Risk Assessment	Low Risk (6)		
Type	Maintenance		
Defect Tracking	Monitor		



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Multi Use Games Area - Goal End

Details

Manufacturer:	Kompan Ltd	Surface:	Tarmac
Item Complies:	No	Surface Complies:	Yes
Finding	This item is satisfactory - no work required		
Remedial Action			
Risk Assessment	Very Low Risk (2)		
Type	Satisfactory		
Defect Tracking			

Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Activity Equipment - Multi Play (Toddler)

Details

Manufacturer:	Playworld Systems (Europe) Ltd	Surface:	Grass Matrix Tiles
Item Complies:	N/A	Surface Complies:	N/A
Finding	The paint is flaking off the metalwork		
Remedial Action	Rub down and re-paint		
Risk Assessment	Low Risk (6)		
Type	Maintenance		
Defect Tracking	Monitor		



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding	The platform is damaged beyond repair		
Remedial Action	Replace platform		
Risk Assessment	Low Risk (8)		
Type	Maintenance		
Defect Tracking	Monitor		



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding	There is or are fixings missing on the item		
Remedial Action	Replace all missing fixings		
Risk Assessment	Low Risk (6)		
Type	Maintenance		
Defect Tracking	Action Not Required		



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Activity Equipment - Activity Trail

Details

Manufacturer: Sovereign Leisure
Item Complies: Yes
Surface: Surface Complies:
Grass Matrix Tiles: Yes

Finding: A number of fixing(s) have worked loose

Remedial Action: Secure all loose fixings

Risk Assessment: Low Risk (6)

Type: Maintenance

Defect Tracking: **Not Actioned**



Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding: There is/are bolt cap covers missing or damaged on the item

Remedial Action: Replace missing or damaged bolt cap covers

Risk Assessment: Low Risk (6)

Type: Maintenance

Defect Tracking: **In Progress**



Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process

Remedial Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Risk Assessment: Low Risk (6)

Type: Maintenance

Defect Tracking: **Monitor**



Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding: There is some evidence of rot in the timber

Remedial Action: Monitor for any further deterioration and replace as required

Risk Assessment: Low Risk (6)

Type: Maintenance

Defect Tracking: **Not Actioned**



Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Ancillary Items - Shelter

Details

Manufacturer: Sovereign Leisure
Item Complies: N/A
Surface: Surface Complies:
Grass: N/A

Finding: There is some evidence of rot in the timber

Remedial Action: Monitor for any further deterioration and replace as required

Risk Assessment: Low Risk (6)

Type: Maintenance

Defect Tracking: **Monitor**



Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding: There is some evidence of fire damage to the item

Remedial Action: Monitor for any further deterioration and repair as required

Risk Assessment: Low Risk (8)

Type: Vandalism

Defect Tracking: **Not Actioned**



Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Activity Equipment - Multi Play (Junior)

Details

Manufacturer: Sovereign Leisure
Item Complies: No
Surface: Surface Complies:
Grass Matrix Tiles: Yes

Finding: Fixings are damaged and/or have sharp edges

Remedial Action: Repair or replace as required

Risk Assessment: Low Risk (6)

Type: Maintenance

Defect Tracking: **Monitor**



Last Updated: kevin bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding: There is surface corrosion present on the item

Remedial Action: Consider treating and repainting the item

Risk Assessment Type
Low Risk (6)
Maintenance

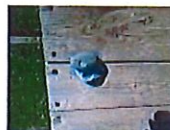
Defect Tracking
Monitor



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding
Remedial Action
Risk Assessment Type
Low Risk (6)
Maintenance

Defect Tracking
Repaired On Site



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Finding
Remedial Action
Risk Assessment Type
Broken and split / cracked foot peg
Will need taken off and replaced
Very Low Risk (5)
Maintenance

Defect Tracking
In Progress



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Ancillary Items - Bench

Details

Manufacturer: Wicksteed Playgrounds
Item Complies: N/A
Surface: Tarmac
Surface Complies: N/A

Finding
The timber stain is in poor condition

Remedial Action
Prepare all affected parts and re-stain with an appropriate preservative

Risk Assessment Type
Low Risk (6)
Maintenance

Defect Tracking
Monitor



Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Ancillary Items - Bench

Details

Manufacturer: A Space
Item Complies: N/A
Surface: Tarmac
Surface Complies: N/A

Finding
This item is satisfactory - no work required

Remedial Action

Risk Assessment Type
Very Low Risk (1)
Satisfactory

Defect Tracking

Last Updated: kevin.bray@peacehaven.co.uk - 30-01-2021 10:02:06

Risk Assessment Form

Activity: Open Spaces & Parks – The Dell				Assessment Date: 21.12.2020		Review Date: 01.01.2021	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom	
Uneven ground - Potholes in grass	Employees/public	Grass area inspected when cut and results recorded. Holes backfilled.	MONITOR RABBIT POPULATION		LOW		
Trees - Collapse - structural damage	Employees/public	Trees inspected tri annually by arboriculturist. Records of inspections are kept. Annual programme of tree maintenance in place. Council responds to complaints from employees and public if concern raised about tree condition.			LOW		
Fixed furniture, e.g. benches etc - Injury	Employees/public	Benches are bolted to the ground. Dog bins inspected and emptied weekly, unless more frequent emptying is requested. Litter bins emptied and inspected regularly. Any damage/vandalism formally reported and repaired. Furniture brought in for winter months and annual repairs done.			LOW		
Manhole covers	Employees/public	Visual inspection to be carried out when on site to check the covers are secure. Any issues to be reported to the parks officer.			LOW		

Risk Assessment (Continued)

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Footpaths - Trips, slips falls.	Employees/public	Paths checked regularly for signs of damage. No vehicles permitted. Leaf clearance carried out regularly. Grass growing over path edging cut back regularly, at least once a year. Moss on footpaths is cleared regularly. Defects to footpath are repaired as soon as practical, damage with H&S implications repaired as priority. Main footpaths gritted as necessary, depending on weather conditions. Damage to footpaths, caused by tree roots, monitored and actioned where damage is likely to pose trip hazard.			LOW	
Lone Working - Violence - Accident	Employees	SEE SEPARATE ASSESSMENT ON LONE WORKING. Employees advised not to approach large gangs of people. Emergency contact with Police available. Two employees work together. No cash handling in park.			MED	
Contact with animals	Employees/ Public	Beware of dogs, not all dogs are friendly. Horses can occasionally enter the site, beware of approaching or scaring horses				

Risk Assessment (Continued)

Activity: Open Spaces & Parks - General			Assessment Date:		Review Date:	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Use of drugs - Employees and/or public coming into contact with drugs, needles, body fluids etc.	Employees/public	Employees advised of safe working procedure to deal with sharps and have suitable safety equipment. Prompt response to complaints of sharps by public. Police advised of problem. Liaison with Community Outreach Worker. Park formally locked at dusk.			MED	
Sexual activities - People coming into contact with body fluids	Employees/public	Contractors/employees aware of problem and provided with suitable protective clothing. Park formally locked at dusk. Police advised of the problem. Signs displayed in area 'This area is monitored'. Community Outreach workers consulted and advise taken.			MED	
Vehicle movement	Employees/public	Drive at 5mph Flashing light and hazard warning lights on Stop if dogs off leads				
Assessor's signature: Kevin Bray			Clerk's signature			
Date: 01/02/2021			Date:			

LA 526- Project updates

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
DDA pathway	2019	CIL bid accepted and funding is available	2021		K Bray/ M Edser	CIL	
Lease/licences	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 to cover costs	

Dell playground improvements	Sept 2019	Identifying land ownership of Rowe avenue			K Bray/ M Edser	106 contributions	Access identified as a priority rather than play equipment
Dell wildflower project		CIL bid accepted funds are now available	2021		Cllr Griffiths/ M Edser	CIL/ SDNP	
Over-flow parking at the Centenary park	2019	Bollards and gate to be installed 2021	2022		Michelle Edser/ Kevin Bray	CIL/106 contributions	Added to the next big CIL bid
Purchasing replacement nest swing	March 2020	Ordered Jan 2021	March 2021		Kevin Bray	Playground budget	Completed
Café grease trap	September 2020	Awaiting site assessment	Spring 2021		Kevin Bray/ Chris Bibb	106	
Replace rope bridge centenary park	Dec 2020	Rope bridge redesigned and fitted by Playsafe ltd	Feb 2021		Kevin Bray	106	completed
Café lights	Dec 2020	Full Council passed for the replacement of all 8 lights	December 2020		Kevin Bray		completed
Shredder purchase	Sept 2021	We have ordered the elliet Prof 6	Feb 2021		Kevin Bray	106	Completed

Cycle hub electrical connection	Nov 2020	Site visit carried out and proposal has been accepted	Spring 2021	Jan 2021	Liddy Leeding/ Kevin Bray	sustrans	To be funded by sustrans as part of improvements.
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.	Delayed due to Covid 19 lockdowns.
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		July 2021		Cllr Griffiths/ Cllr Seabrook	Cil/ 106	
Tree planting project	Dec 2020	Awaiting delivery	Before end of March 2021		Cllr Griffiths/ Kevin Bray	L&A budget	
Gym self-closing gates	Nov 2020	Funding to be sort by Michelle Edser.	March 2021		Michelle Edser/ Kevin Bray		
Centenary park playground surfacing	Sept 2020	Order has been placed	May 2021		Kevin Bray	106	Waiting for a start date

Notes

- The shredder has been ordered and is to be funded with 106 money held by LDC.
- Dell retaining wall to be funded by PTC CIL funds
- Epinay park retaining wall/ bank to be funded by PTC CIL funds
- Centenary park gate and bollards to be funded by PTC CIL funds.

Agenda Item: LA 527
Committee: Leisure, Amenities and Environment
Date: 9th February 2021
Title: Tree survey
Report Authors: Kevin Bray
Purpose of Report: To recommend

Introduction

The council are obliged to have an independent tree survey carried out every three years,

Background

This committee agreed last year to use Nicolas Jones to carry out the survey, but the results were delayed by covid restrictions and was only completed and submitted to us on the 25th of Jan 2021.

Analysis

Unfortunately, due to the delay we are now fighting to get the quotes in for the works so they can be carried out before bird nesting season, I have contacted 3 companies and have asked for quotes as soon as possible but as they need to survey each site it could take a few weeks as it is a busy time.

Conclusions

There is a copy of the tree report for Cony Furlong in the business plan section of these papers as an example for the committee to see, if anyone requires the full report please email the parks officer for a copy.

Recommendations

1. To note this tree survey report
2. To recommend that when the quotes are received, they are taken to the Policy and finance committee on the 2nd of March for analysis to allow the works to take place before nesting season.

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?	Tee works are within the budget for 2020/21
<u>Legal</u>	PTC is required to keep its trees in a safe condition

<u>Environmental and sustainability</u>	Healthy trees are good for the environment
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? 	Healthy trees help reduce the carbon footprint

Appendices/Background papers

Agenda Item: LA 528

Committee: Leisure, Amenities and Environment committee.

Date: 9th February 2021

Title: playground inspections

Purpose of Report: To note

Introduction

Every year the council has an independent playground inspection carried out in conjunction with LDC this year's survey has been booked in and will be carried out when restrictions allow. This year we have commissioned a life expectancy and a DDA analysis report on each site, this will help in preparing our future business plan.

Background

Every year we piggyback on to LDC playground inspections to save money.

Analysis

A full report will be received in April/May and will be part of the future business plan

Recommendation

- 1.** 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?	Within budget set for 2020/21
<u>Legal</u>	Legally have to have an independent inspection yearly
<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 529

Committee: Leisure, Amenities and Environment

Date: 9th February 2021

Title: Update on The Neighbourhood Development Plan

Report Authors: Cllr. Cathy Gallagher

Purpose of Report: To note the progress on the Greenspaces report

INTRODUCTION

To note the following information.

BACKGROUND

VISION FOR NEIGHBOURHOOD DEVELOPMENT PLAN

Telscombe Town and Peacehaven Town to be sustainable with clean air and an environment which provides a good quality of life for all inhabitants

This means finding ways to

1. Improve air quality and manage the risks of climate change
2. Providing safe, away from traffic, footpaths and cycle paths to access all areas within the built up areas and the countryside.

The work to audit and evaluate what is available in the plan area and the quality of the amenities spaces has been continuing and reports have been presented to Council.

In January 2021, the full draft Greenspaces paper was presented to Council which contained all of the policies from Lewes District Council and South Downs National Park Authorities which Peacehaven Town needs to comply with.

A Strategic Environmental Assessment for the Peacehaven and Telscombe Neighbourhood Plan has been produced by AECOM which is out for consultation with : Natural England, South Downs National Park Authority, Historic England , The environment Agency and other related agencies.

The UK Government published in December 2020 a 10 point Green Deal White Paper.

The University of Brighton MSc Masters Students have produced excellent documents including;

Climate and Coastal Change

Transport and Air Quality

Lewes District Council have recently released two commissioned studies.

Lewes District Open Space Strategy November 2020

Lewes District Council Playing Pitch Strategy Needs Assessment July 2020.

The Woodland Trust and Sussex Wildlife Trust together with a number of other ecological organisations have issued recent documents.

All of these documents will be used to set the policies to be put forward through the NDP to aid in the protection and management of greenspaces including amenity and sports provisions.

ANALYSIS

The NDP is supported by Dr Maureen Berg, Senior Lecturer, Ecologist and environmentalist from the University of Brighton and a resident of Telscombe Cliffs and Dr Andrew Coleman, Senior Lecturer, MSc Town Planning course leader.

Both have already contributed to the evidence base. By May 2021 they have agreed that this year's cohort of Master's Degree in Planning will work on the following 4 projects

1. Wildlife habitats and nature conservation
2. Community spaces and routes
3. Climate change and energy
4. Access and tourism

CONCLUSIONS

The evidence and information needed to complete the Greenspaces report for the NDP is still coming through.

The many reports received need to be thoroughly reviewed to allow references and policies relating to Peacehaven to be brought forward into the various plans.

The documents attached to this report set out key points from the Draft NDP Greenspaces paper.

Recommendations

The work continues, volunteers to support and help are welcome.

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?	N/A
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	N/A
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	N/A
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	N/A
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?	impacted by final report

<ul style="list-style-type: none"> Walking/cycling? 	
<u>Crime and disorder</u> <ul style="list-style-type: none"> ASB? Public safety? Road safety? 	N/A
<u>Social value</u> <ul style="list-style-type: none"> Charities/voluntary orgs? Support for those in need? Area improvements? Community benefits? 	N/A
<u>Climate</u> <ul style="list-style-type: none"> Carbon footprint? Materials? Recycling? 	Impacted by final report

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's Summary of Green Spaces Draft Document

Lewes District Open Space Strategy November 2020

Lewes District Council Playing Pitch Strategy Needs Assessment July 2020.

The Woodland Trust and Sussex Wildlife Trust together with a number of other ecological organisations have issued recent documents.

All of these documents will be used to set the policies to be put forward through the NDP to aid in the protection and management of greenspaces..

We are supported by Dr Maureen Berg , Senior Lecturer ,Ecologist and environmentalist from the University of Brighton and a resident of Telscombe Cliffs and Dr Andrew Coleman, Senior Lecturer (MSc Town Planning course)

The documents included set out key points from the NDP Greenspaces paper.

The evidence gathering and report compilation continues.

Introduction

Background

Analysis

Conclusions

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> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?• Walking/cycling?	
<u>Crime and disorder</u> <ul style="list-style-type: none">• ASB?• Public safety?• Road safety?	
<u>Social value</u> <ul style="list-style-type: none">• Charities/voluntary orgs?• Support for those in need?• Area improvements?• Community benefits?	
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?• Materials?• Recycling?	

Appendices/Background papers

Three quotes?

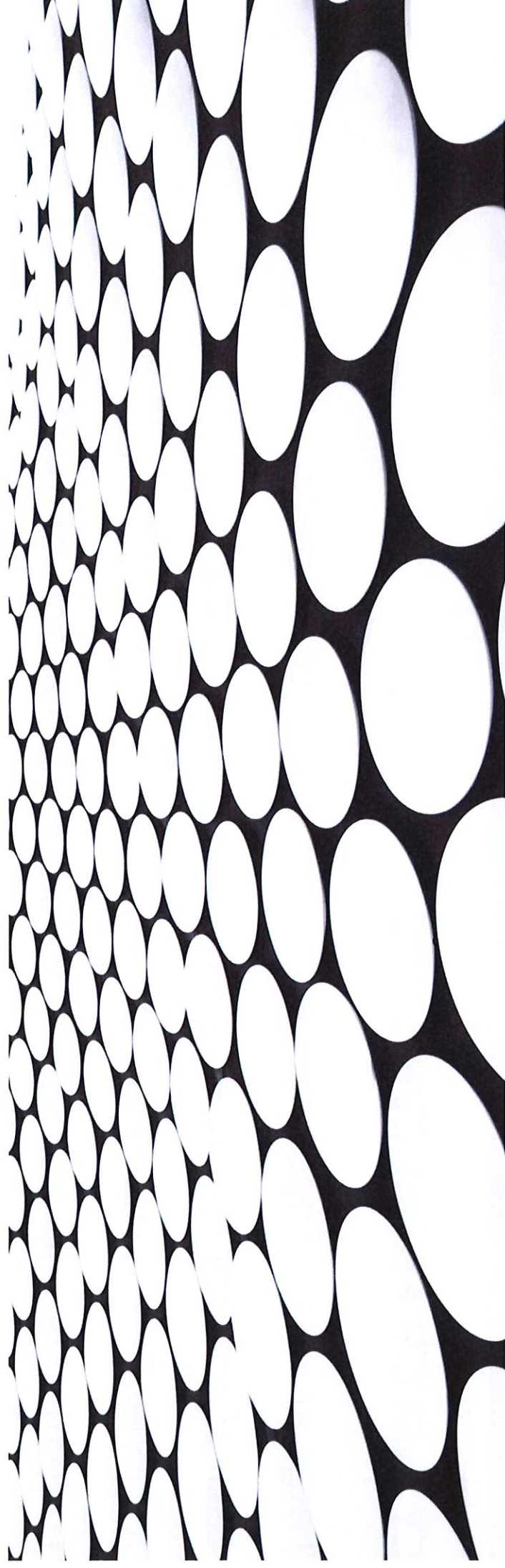
Location map?

Location pictures?

Supporting doc's?

GREEN SPACES - OVERVIEW

NEIGHBOURHOOD PLAN





EY ISSUES FROM EVIDENCE

Large amount of open space, but not managed properly.

Lack of outdoor formal sports areas or leisure areas

National Park is not really usable

Little management of SSSI's or unique coastal environment

Lack of allotments

Pollution impacts of A259

Little promotion of wildlife habitats

Coastal erosion

Impact of health and well-being of residents



EIGHBOURHOOD PLAN AIM FOR GREEN SPACES

To protect and enhance the biodiversity of all the natural environments, wildlife habitats and the cultural heritage of the South Downs National Park contained within the Neighbourhood Plan Area.

To enhance sustainability of the neighbourhood plan area through encouraging new ways to reduce coastal erosion, minimise flooding, improve drainage systems and encourage more sustainably designed green spaces.

To increase provision of formal outdoor play space and equipped space

To reduce air pollution, noise pollutions and other negative environmental impacts



VERVIEW OF POLICIES

Protect all existing green spaces

Promote “urban greening” – street trees, living walls, green rooves

Promote on larger sites the need for new wildlife habitats and biodiversity improvements

Support formal play spaces and site allocation for formal sports development

Encourage new allotment spaces & protection of existing levels of allotments

Support for sustainable urban drainage systems to be used throughout NP area

Additional surface water drainage management particularly on cliff top

Air quality and reduction of transport pollution through increase in electric charging points, car sharing schemes and low polluting freight movements.

Agenda Item: LA 530

Committee: Leisure, Amenities and Environment

Date: 9th February 2021

Title: Management Plan for Peacehaven Greenspaces update

Report Authors: Cllr Cathy Gallagher

Purpose of Report: To recommend increasing facilities in The Oval, Epinay Park and Shepherds Down

Introduction

At the meeting of this Committee on the 3rd November 2020 a report was presented setting out the audit findings for the greenspaces in Peacehaven. This report concentrates on 3 parks which has very limited facilities in terms of benches, play equipment and pathways.

To move improve Epinay Park, The Oval and Shepherds the Committee are being asked to approve 5 recommendations detailed at the end of this report

Background

The importance of greenspaces and exercising in the open air has been proved many times in reports relating to health and mental and physical wellbeing. The Covid 19 pandemic has brought this need into sharp focus.

The 3 Parks in nearest to the populations of North Peacehaven where there are many flats have not been invested in or actively management to date particularly The Oval and Shepherds Down. Epinay Park has some play equipment but the utility of the space needs to be reviewed and increased.

Epinay Park is 0.49 Hectares

The Oval is 1.843 Hectares

Shepherds Down is 0.6 Hectares

They are small areas in comparison to Centenary which is 17.563 Hectares

The Lewes District Council Open Spaces Strategy and the Playing Pitch Needs Assessment documents set out the availability and facilities available in Peacehaven to meet the requirements in the District..

The table 49 , Page 83 shows a deficit in 3 areas :

Allotments/Community gardens

Natural and semi natural greenspace

Provisions for children and Young people.

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

The audit carried out so far and the work of Dr Maureen Berg will ensure that PTC does not damage any important flora, fauna and wildlife habitats which already exist and ensure that enhancement and protection is built in to the Management Plan.

The need to create green infrastructure including walkways connecting the greenspaces within the Town is being worked on through the NDP and other Working Groups and Committees

Conclusions

Opening up the Epinay Park, The Oval and Shepherds Down to all of the Community and making them accessible and interesting with play equipment will require financial investment.

Pathways, entrances / exits need to be accessible for those with disabilities and impediments caused by age.

Benches ,tables and exercise / play equipment need to be purchases and install

Recommendations

This Committee approves

1. A professional report is obtained covering an Access Audi with recommendations to comply with current legislation..
2. An outline plan of the type of equipment needing to be purchased for the 3 spaces with outline costing is Prepared in consultation with the Parks Officer and SPO.
3. Outline plans and costings are prepared as in 2 for accessible pathways.
4. To explore financing for the upgrading being obtained through CIL or S106.

5 To agree a consultation on what the community wants in relation to their Greenspaces which will be carried out via the NDP .

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?	Budget/ S106 / CIL implications to be established
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	Implications re Equality Act. Disability Discrimination Act Health and Safety Act
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Yes as above
<u>Planning</u> <ul style="list-style-type: none">• LDC permission?• Planning Law?• Highways?	TBA
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?	TBA

<ul style="list-style-type: none"> • Green spaces? • Walking/cycling? 	Likely to be beneficial in all these area
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	Implications in all these areas
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	Beneficial improvements to carbon capture intended .

Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?

Agenda Item: LA 533

Committee: Leisure, Amenities and Environment

Date: 9th February 2021

Title: works update

Report Authors: Kevin Bray

Purpose of Report: The committee are asked to note this report.

Introduction

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

Analysis

- Due to covid 19 guidelines we have only been covering vital services to keep the groundstaff safe this has been, checking playgrounds for safety, litter picking, emptying bins and checking safety on all amenity areas.
- As lockdown restrictions ease, we will be returning to full days and catching up with hedge cutting, path edging and shrub bed weeding and mulching.

Recommendations N/A

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>	Fuel consumption has reduced due to Covid restrictions
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

