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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held in the Main Hall, Community House on Tuesday 20th July 2021 at 7.30pm

Present: Cllr L Symonds (Chair), Cllr I Sharkey, Cllr D Seabrook, Cllr R White, Cllr Duhigg, Cllr J Harris, Cllr C Gallagher, Cllr E Simmons, Cllr C Cheta.

Officers: Kevin Bray (Parks Officer), Victoria Onis (Admin Officer), Michelle Edser (SPO)

Public: 1 member of public

1 LA 569 CHAIR ANNOUNCEMENT

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

- Cllr Symonds noted that as Vice Chair she will be standing in for the Chair, Cllr Griffiths
- As this meeting has been set out at 2m distance each member & officer has the option to wear their masks. When speaking please stand and use the microphone.
- Health and Safety

2 LA 570 PUBLIC QUESTION TIME

The member of public referred to item LA 580 of the agenda. The Oval is now very overgrown, blocking the paths and bramble at eye level. The Chair noted the comments, which will be discussed later in the Agenda.

3 LA 571 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr Griffiths and Cllr Hill. It was resolved that Cllr Duhigg would substitute for Cllr Hill.

Cllr Veck no apologies received.

4 LA 572 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Paul as an acquaintance of the member of public in attendance and as an employee of the Café at Centenary Park which will be discussed at item LA 580.

Cllr Symonds as being the author of the report 'Epinay Park' item LA585. Which was submitted before the request to stand in as Chair of this Committee.

5 LA 573 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 6TH MAY 2021

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

6 LA 574 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

- Cllr Gallagher noted that the Finance Officer has explained that the figures for the big park are slightly out of proportion, repair and alteration money is expected back from CIL.
- The Parks Officer noted that the Water supplier has recently been changed and there has been some discrepancy for the water meter readings, it could be that we are due a refund. The outcome of this will be reported at the next meeting.

7 LA 575 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

The Committee discussed the report at length. From discussion, it became clear that some of the Committee have unanswered questions with the process for developing and monitoring the Plan. To avoid further confusion, The Chair will be taking this item back to the SPO and The Town Clerk for clarification and update will be given at the next Committee Meeting.

8 LA 576 PROJECT UPDATE

This report was noted.

9 LA 577 TO DISCUSS AND NOTE DOG FOULING COMPLAINTS

Increasing number of complaints regarding dog faeces at Centenary Park. Sports area with lots of dog walkers.

Ideas for solutions were discussed: -

- Signs and education
- Ban dogs from park
- Introduce a licensing system for dogs, so only responsible owners can use park
- Employ an Enforcement officer. Potentially could pay for itself with fines.
- Warn Residents of the dangers of dog faeces to children, to be reported on social media and the E news.
- Get children involved and educate the children. Run a poster competition, where we can engage with children to create a "pick up a dog poo poster" which can then be printed and circulated around the Town.
- Investigate the creation of a video involving children of the local schools, expressing how they as children perceive dog waste in their parks. The video could also include responses from users of Peacehaven Football Club and Junior Park run, who use the sports pitches at Centenary Park.
- Propose to contact a local vet for information on the dangers of dog waste, which will be circulated to all schools and social media.

It was **Proposed** by Cllr Symonds and **Seconded** Cllr Duhigg for Officers to investigate all recommendations noted above.

The SPO left the meeting

10 LA 578 TO DISCUSS RECOMMENDATIONS SKATE PARK COMPLAINT

Options were discussed

- No other skate parks are fenced off
- Fences open to vandalism
- Skate boarding is already a very risky activity and helmet/pads should be worn
- Only 1 complaint in since skate park opened.
- Fencing would mean using public money due to irresponsible dog owners
- Dogs have been known to knock cyclists off bikes, the responsibility is the dog owners.
- To include on the business plan and to review in the future

It was resolved to allow the Grounds team to continue to monitor the situation

Agreed by Majority

11 LA579 THE OVAL COMPLAINTS

The Oval is the only wild park in the Town and has mature trees and grass areas. The grass meadow idea was implemented in order to have some wild areas in the north of the Town to encourage insects and Bees. There have been a number a number of complaints received regarding the smell of left dog faeces in the long grass and seeds in dogs paws.

- The Parks Officer reported that the grass is due to be cut in September, if another cut is requested now it will come at an extra cost to hire in a machine now and then again in September when growth has slowed down.
- Suggested a task and finish working party should be set up to look at the management of the Oval consisting of the councilors from the north ward. All areas need different management. Consultation with residents.

Cllr Seabrook **Proposed** and it was **Seconded** by Cllr Duhigg that the grass is cut in September, as scheduled.

12 LA580 TO DISCUSS RECOMMENDATIONS CAFÉ FORECOURT REPORT

It was **Proposed** by Cllr Seabrook and **Seconded** by Cllr Harris to recommend using Hobart

paving as they installed the rest of the paving as part of the big parks project. This will now go to P&F.

Agreed by Majority

13 LA581 TO UPDATE AND AGREE NEXT STEPS INCLUSIVITY AND ACCESSIBILITY REPORT

The report was discussed at length.

- Need for inclusivity and access audits of all our facilities
- To improve accessibility and equipment options for the less abled within our community.
- To meet current legislative requirements.

It was proposed to agree in principle for a professional accessibility report on all PTC open spaces to take place and recommend to P&F to use CIL money for the cost, expected to be around £1500-2000

Proposed by Cllr Gallagher and **Seconded** by Cllr D Paul

Agreed by majority.

14 LA 582 PLAYGROUND ANNUAL REPORT

The report was noted.

15 LA 583 GREEN SPACES REPORT

The report was noted

16 LA 584 EPINAY PARK PLAYGROUND REPORT

All 5 recommendations were discussed for the improvement to the access point from Cripps Avenue to Epinay Park.

Summary of recommended actions

1. To agree the need for a gated enclosure to the younger children's playing area to stop dogs entering.

Proposed Cllr I Sharkey **Seconded** Cllr D Paul

2. To hold a consultation with residents/users of the park on new equipment that they would like to see in the park area including outside gym equipment.

Proposed Cllr Sharkey **Seconded** Cllr Cheta

3. To liaise with access group with regard to disability equipment in the park

Proposed Cllr Sharkey **Seconded** Cllr Cheta

4. To install disabled friendly seating/benches

5. Officers to research into funding for new equipment and gym equipment if agreed.

It was resolved that points 4 and 5 will come back to Committee when there is more information

17 LA 585 EPINAY PARK ENTRANCE REPORT

The need for an improved entrance to Epina Park to provide better and safer access for residents including those with disabilities was discussed.

It was agreed in principle that there is a need to improve the entrance to Epina Park and to wait for the accessibility reports.

It was **Proposed** by Cllr Paul and **Seconded** by Cllr Duhigg

All in favour

18 LA586 CYCLE RACK PLANTERS REPORT

It was proposed to install the two cycle planters near the entrance on the grass area of Howard Park and fix to the ground. To also include plants that withstand dry soil conditions due to no water supply.

Proposed by Cllr Sharkey and **Seconded** by Cllr Gallagher

All in favour

19 LA587 SDNP TREE FUND REPORT

Cllr Seabrook pointed out that this funding did not include a maintenance contract as stated in the report as this item related to a different tree planting bid.

The report was noted.

20 LA588 E10 FUEL REPORT

It was **Proposed** by Cllr Seabrook and **Seconded** by Cllr Sharkey that this item is referred to The Climate Emergency Committee

All in Favour

21 LA589 STAFF TRAINING UPDATE

The report was noted.

22 LA590 WORKS UPDATE

The report was noted.

23 TO CONFIRM DATE OF NEXT MEETING AS THE 7TH SEPTEMBER 2021

There being no further business, the meeting closed at 21.20

Agenda Item: LA 596
Committee: Leisure, Amenities and Environment
Date: 07/09/2021
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

An update on the water usage was requested at the last meeting:

We have a total budget of £5,000 for parks & open spaces – we have spent ytd £2,973 so we are over budget, however less water will be used during the winter months? I am chasing a refund from Castle Water which is approx. £1,000 but they are taking AGES to process it.

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

Detailed Income & Expenditure by Budget Heading 26/08/2021

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	896	6,900	6,004		6,004	13.0%	
4203 Fuel	2,188	5,600	3,412		3,412	39.1%	
4204 Road Fund License	275	600	325		325	45.8%	
4305 Uniform	94	800	706		706	11.8%	
Grounds Team General Exp :- Indirect Expenditure	3,453	13,900	10,447	0	10,447	24.8%	0
Net Expenditure	(3,453)	(13,900)	(10,447)				
310 Sports Park							
1025 Rent & Service Charge	6,365	13,574	7,209			46.9%	
1039 S/P Cats	600	0	(600)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	3,068	2,550	(518)			120.3%	
1061 S/P Court Hire	611	5,406	4,795			11.3%	
Sports Park :- Income	14,894	25,830	10,936			57.7%	0
4111 Electricity	1,637	3,000	1,363		1,363	54.6%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4161 Cleaning Costs	3,045	8,000	4,955		4,955	38.1%	
4164 Trade Refuse	2,106	4,500	2,394		2,394	46.8%	
4171 Grounds Maintenance Costs	4,357	10,000	5,643		5,643	43.6%	
Sports Park :- Indirect Expenditure	13,490	25,500	12,010	0	12,010	52.9%	0
Net Income over Expenditure	1,403	330	(1,073)				
315 Big Park							
4101 Repair/Alteration of Premises	41,772	3,000	(38,772)		(38,772)	1392.4%	41,566
4111 Electricity	116	0	(116)		(116)	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	20,088	0	(20,088)		(20,088)	0.0%	19,911
4173 Fertilisers & Grass Seed	3,076	5,000	1,924		1,924	61.5%	
4303 Machinery Mtce/Lease	596	3,000	2,404		2,404	19.9%	
Big Park :- Indirect Expenditure	77,704	29,500	(48,204)	0	(48,204)	263.4%	61,477
Net Expenditure	(77,704)	(29,500)	48,204				
6000 plus Transfer from EMR	61,477						
Movement to/(from) Gen Reserve	(16,227)						

Detailed Income & Expenditure by Budget Heading 26/08/2021

Month No: 5

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	3,442	8,650	5,208			39.8%	
1111 Electricity	1,425	0	(1,425)			0.0%	
Gateway Cafe :- Income	4,866	8,650	3,784			56.3%	0
4101 Repair/Alteration of Premises	1,228	3,000	1,772		1,772	40.9%	998
4111 Electricity	994	4,200	3,206		3,206	23.7%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	195	1,000	805		805	19.5%	
4326 Telephones	405	420	15		15	96.4%	
Gateway Cafe :- Indirect Expenditure	2,822	10,120	7,298	0	7,298	27.9%	998
Net Income over Expenditure	2,044	(1,470)	(3,514)				
6000 plus Transfer from EMR	998						
Movement to/(from) Gen Reserve	3,042						
330 Parks & Open Spaces							
1025 Rent & Service Charge	25	0	(25)			0.0%	
1044 Hire of the Dell	4,706	5,100	394			92.3%	
1050 Allotment Rent	22	2,145	2,123			1.0%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	4,853	7,245	2,392			67.0%	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	690	5,000	4,310		4,310	13.8%	
4141 Water Services	2,974	5,000	2,026		2,026	59.5%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	1,827	4,000	2,173		2,173	45.7%	42
4301 Purchase of Furniture/Equipmen	1,539	6,000	4,461		4,461	25.6%	
Parks & Open Spaces :- Indirect Expenditure	7,186	22,000	14,814	0	14,814	32.7%	42
Net Income over Expenditure	(5,846)	(24,255)	(18,409)				
6000 plus Transfer from EMR	3,100						
Movement to/(from) Gen Reserve	(2,746)						

Detailed Income & Expenditure by Budget Heading 26/08/2021

Month No: 5

Cost Centre Report

	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	3,949	16,320	12,371			24.2%	
The Hub :- Income	<u>3,949</u>	<u>16,320</u>	<u>12,371</u>			<u>24.2%</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	195	2,000	1,805		1,805	9.8%	
4111 Electricity	449	1,500	1,051		1,051	29.9%	
4112 Gas	662	1,500	838		838	44.1%	
4171 Grounds Maintenance Costs	14	4,000	3,986		3,986	0.4%	
The Hub :- Indirect Expenditure	<u>1,320</u>	<u>9,000</u>	<u>7,680</u>	<u>0</u>	<u>7,680</u>	<u>14.7%</u>	<u>0</u>
Net Income over Expenditure	<u><u>2,629</u></u>	<u><u>6,820</u></u>	<u><u>4,191</u></u>				
Grand Totals:- Income	28,562	58,045	29,483			49.2%	
Expenditure	109,488	120,020	10,532	0	10,532	91.2%	
Net Income over Expenditure	<u>(80,926)</u>	<u>(61,975)</u>	<u>18,951</u>				
plus Transfer from EMR	65,574						
Movement to/(from) Gen Reserve	<u>(15,352)</u>						

LA 597 Leisure, Amenities and Environment

Project	Responsibility	Activity Required	Current Position	Deadline	Objective Achieved
Ensure funds are set aside for machinery and maintenance of park equipment and parks themselves (eg: S106 funds for Centenary Park are finite)	Parks Officer LAE	Audit of current status and update requirements	Forward estimates needed	March 2022	
Within Peacehaven Town Complete the green infrastructure plan (Carbon Capture to examine ways to reduce the effects of Global warming in Peacehaven To monitor and improve air quality)	LAE	Audit of greenspaces LDC Playing pitch Strategy to be incorporated LDC Green spaces report to be incorporated	Management Plan/ review commenced NDP Group working with Jim Boot/ Dr Berg and University of Brighton. Composite Action Plan required Individual Action Plans being prepared	Dec 21 Reports Quarterly to PTC through NDP and L.A. & E	

LDC recycling policies to be implemented in full. i.e. plastic, cardboard, paper, food, green waste etc	Parks Officer LAE	Awareness of LDC Policies Liaison with Neighbourhood First	Audit of bins started Type of replacement bins available TBA Communications to staff and public TBA	April 22 Report Quarterly Sept 21	
Deliver a wider range of inclusive and accessible play equipment and seating across all Peacehaven parks	Parks Officer LAE	Access reports to be Commissioned	Dell and Howard Park included		
To acquire more allotment spaces	Parks Officer	Propose possible locations. Feasibility studies of each location including financial implications	Not started	Report to P&H Dec 2021 On-going	

Agenda Item: LA 598
Committee: Leisure, Amenities and Environment
Date: 07/09/2021
Title: Next year's budget requirements
Report Authors: Kevin Bray
Purpose of Report: to note

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 taxes paid by the general public.

Analysis

The committee are asked 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. Plus to keep track of expenditure against this year's budget and to forecast any underspend/overspend, so that it can be taken into account as well.

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 by the end of September.

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 spending.
<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

PROJECT UPDATES

Project	Start date	Latest update	Target completion date	Person responsible	Method of funding
Bridle path resurfacing	2019	LDC have confirmed that we do not need planning permission. SPO progressing the project.	2021	K Bray/ M Edser	LDC CIL
Lease/licences	September 2019	With solicitors	Spring 2020	Town Clerk	Peacehaven fc to cover costs
Dell 106 playground inclusivity	Sept 2019	£48K still held by LDC	2021	M Edser/ Kevin Bray	106 held by LDC
Dell wildflower and drinking fountain	2020	Interpretation & Heritage Boards design finalised and being ordered	2021	M Edser/ Cllr Griffiths	LDC CIL
Café and Hub heating survey	Dec 2020		July 2021	Cllr Griffiths/ Cllr Seabrook	Cil/ 106
Tree planting project	Dec 2020	Quotes being sort	2021	Cllr Griffiths/ Kevin Bray	L&A budget
Gym self-closing gates	Nov 2020	Funding to be sort	2021	Michelle Edser/ Kevin Bray	
Café forecourt area	Spring 2021	Order placed	Spring 2022	K Bray/ M Edser	PTC CIL
Tackling dog faeces in Centenary Parks	July 2021	Emailed LDC for suggested ways to tackle the issue	Autumn 2021	K Bray/ M Gunn	No budget set
Inclusivity reports on all PTC amenity areas	Feb 2021	Prices have been sort and will be put to P&F	Spring 2022	M Edser/ K Bray	PTC CIL

PROJECT UPDATES

Epinay park playground improvements and Pathway	July 2021	Awaiting confirmation of the funding to come from the Webb's yard development	2022	Cllr Symonds/ Cllr Griffiths/ Cllr Veck/ Cllr Simmonds/ Cllr Paul	The north ward Councillor to look at carrying out consultations with residents
Cycle racks Howard Park.	July 2021	To install two cycle racks as per Cllr Seabrook's report	Sept 2021	K Bray	Awaiting staff availability
Repairs to playgrounds reported by the annual inspection	July 2021	Rotten timber replaced in Centenary Park under guarantee. All urgent repairs completed	Sept 2021	K Bray	COMPLETED

Agenda Item: LA 600
Committee: Leisure, Amenities and Environment
Date: 07/09/2021
Title: Centenary Park café lease
Report Authors: Tony Allen/ Kevin Bray
Purpose of Report: to note

Introduction

The big park project was completed in 2014 and opened to the public this included a café which is run by a franchise

Background

Papachino's has been in residence at the café since 2015 and have proved to be a great success, however lease is not up to purpose and needs to be reviewed and reworked.

Analysis

At the recent Policy & Finance Committee meeting, it was agreed, as follows:-

- To renew the current Lease, in principle.
- To produce a new Lease.
- To review compliance with the current Lease.
- New Lease to require adherence to the Council's single use plastics policy.

Conclusions

The Clerk Tony Allen has suggested that to start things rolling a meeting is set up with Nicola that we in September.

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>	The lease needs to be correct and up to date
<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 601
Committee: Leisure, Amenities and Environment
Date: 07/09/2021
Title: Muga court works
Report Authors: Kevin Bray
Purpose of Report: to note

Introduction

The Muga court was resurfaced in 2014 with a sand filled carpet surface which is designed for all sports, we allowed for a refurbishment process in this year's budget to remove the old, contaminated sand infill and replaced to keep the surface in tip top condition.

Background

The courts are hired for football and netball regularly and have occasional use from the cycle hub

Analysis

The sand filled carpet system requires maintenance from light brushing monthly to refurbishment every three to 5 years depending on usage last time we had contractors in was in 2017 so the works are overdue

We went to three different specialist contractors and two provided quotes for the works

Conclusions

The quotes came back from two companies with one turning down the job

• *to carry out a thorough de-compaction to loosen the sand infill and bring to the surface* • *Removal of the top layer of infill and detritus* • *Thorough checking and repair of all seams* • *Thorough brushing of the surface to open the pile* • *Topping up of additional infill to the required levels*

- Replay maintenance LTD £3980.00+vat
- SC slatter LTD £5950.00+vat

Both quotes were above the amount we allowed for in the budget but due to other savings we can accommodate the extra costs from budget although the finance officer is looking at 106 or CIL to see if it can be used.

As the works are weather dependent the Clerk Tony Allen approved the Replay maintenance quote and the works have been ordered.

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?	<ul style="list-style-type: none">• Within budget but other funding will be sort if possible• Keeping the surface in a good condition will encourage more hirers
<u>Legal</u>	
<u>Environmental and sustainability</u>	Keeping the surface in good condition will prolong its lifespan so the need for resurfacing is spread over a longer period.
<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 602
Committee: Leisure, Amenities and Environment
Date: 07/09/2021
Title: Centenary Park swings
Report Authors: Kevin Bray
Purpose of Report: To discuss and decide

Introduction

Centenary Park opened in 2014 and the playground has been a great success

Background

This summer we had a request to install an inclusive swing seat, which we did, and this was installed successfully, however this has meant that there is now only one toddler swing seat in the playground.

It was suggested we purchase another toddler swing and install it where the brick maze is located as the swings are so popular.

Analysis

The brick maze does not appear to be used so its removal would not be an issue, so I asked for the original installer to quote for the same type of swings already in place and then asked two other companies to quote with their similar wooden framed swings. All quotes were with rubber mulch as a safety surface.

One company measured the area and did not have anything that could squeeze into the area with the correct clearances but the other two were able to quote.

Conclusions

The quotes are as follows and this could be paid from either 106-money held by LDC or PTC CIL money.

Playsafe (the original installers) £5,325.00 + VAT

Playdale £6221.44 +vat

The only difference to the two quotes is how they are fixed to the ground and the guarantee on the timber parts

The Playsafe original design of swings are installed straight into the ground and are made from Robinia timber which is a semi hardwood and resistant to rotting with a ten-year guarantee.

The Playdale swings have steel fixings to which the timbers are attached above ground are Covered by a 20-year guarantee against structural failure due to rot or infestation when above ground level (i.e all horizontal and vertical timbers are installed in conjunction with Playdale steel ground fixing brackets).

Recommendations

It is recommended that the committee look at

- Whether they want the extra swing in the park?
- If they want it to be of the same design or are happy for a different swing design in the park?
- To make the recommendation to use 106 money if available and if not PTC CIL money

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?	<ul style="list-style-type: none">• 106 money or PTC Cil to be used•
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	Popular swing with users queuing to use it at busy times this will ease this and make the park better
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers

Current Centenary Park toddler swing





PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,
Midhurst, West Sussex. GU29 0JS
Tel: 01730 815472 Fax: 01730 815872
E-mail: info@playsafeplaygrounds.co.uk

Peacehaven Town Council
Community House
The Meridian Centre
Peacehaven
BN10 8BB

Ref: 25421 (A)

10th June 2021

QUOTATION – Centenary Park

Quotation Summary Sheet

Site Setup – H & S documentation and site security

Removals – None - existing block paver maze to remain

Play Equipment – 2400mm height robinia 2-seat toddler swing

Installation – Costs for all proposed items of play equipment as listed

Safety Surfacing – SafaMulch™ safety surface

Customer Liaison – Continual liaison with the customer throughout the contract up to practical completion

Quote Total = £5,325.00 + VAT



On all new SafaMulch™ safety surfaces



On Robinia hardwood timber equipment

See detailed price break down below

All prices are excluding VAT and valid for 21 days.
MCD has been included unless otherwise stated.
Terms: To be confirmed at point of order



Please contact us
for details of our
FSC® certified
products
The mark of
responsible forestry
FSC® C007815

Site Setup

Provide all 'site specific' health and safety documentation, including insurances, RAMS, program of works, accreditations and certifications – services plans will be required prior to completing the above information.

Supply, erect and maintain heras security fencing around the perimeter of the following areas for the duration of the works –

- Storage area;
- Working area;

Use onsite WC facilities for the duration of the works.

Clear site of the above on the completion of the works.

£306.00

Play Equipment

Single Bay 'Premier Type' Swing – Toddler (Product Code - 124 C2)

Single bay 2400mm high 'Premier Type' robinia timber swing set manufactured by [Dylan Group](#) with the following features –

- 140mm minimum Ø timbers;
- 2 x toddler cradle seats;
- Heavy duty stainless steel swing hanger bars;
- Stainless steel chains as standard;



Delivery of 1 x swing unit to Centenary Park

£1,728.00

Equipment Installation

Carry out the installation of the following items of play equipment into a grass site, located in place of the existing block paver maze –

- 2-seat Toddler Swing;

All excavated waste will be removed from site.

Prices include all plant, labour and materials required to carry out the works.

The swing seats will be hung on a return visit to site after the foundation concrete has cured for 2-3 days.

£1,230.00



Safety Surfacing

Supply and lay the following areas of **coloured SafaMulch™** bound rubber mulch safety surfacing, complete with a double thickness geotextile membrane underlay when laid over grass/soil.

- **21m² @ 60mm depth** with a tested CFH of **1600mm** when laid over a hard standing base;

All perimeter edges will be trenched out and the rubber surface will be laid below surrounding ground levels, dressed with soil on completion and seeded. This will create a smooth transition between rubber surface and surrounding grass surfaces.



SafaMulch is available in 8 x standard colours which can be blended together if required.

SafaMulch has a 5 year Guarantee as standard to all new safety surface areas – full Ts & Cs available.

£2,061.00

Customer Liaison

A pre start meeting will be required prior to starting any works on site.

The site will be marked out with the client on day 1 of the contract.

The site will be scanned and checked in conjunction with site service plans prior to a permit to dig being issued by the site supervisor.

Weekly progress meetings will be held on site with the client.

A final sign off meeting will be held on completion of the works and prior to handing the site back to the client.

Notes: Prices assume all of the above is made as one order (options excluded), are subject to good site access, a site survey and assume no underground services or obstructions which may all alter the final cost. Splitting a quotation may be subject to a price change.

Service plans of the working and surrounding area will be required a minimum of 1 week prior to starting works. These should be provided by the client. Playsafe can obtain service plans at an additional cost, this may delay commencement of works if sufficient notice to provide is not given (3-4 weeks).

Base works installed by others should be laid to the quoted rubber depth below finished levels and should undulate no more than + or – 10mm over a 3 metre straight edge. Playsafe will not be held responsible for an uneven finished surface.



Examples of work using robinia timber by Playsafe Playgrounds Ltd



Components used within manufacture

Component Description	Material
Threaded Bar Nuts Washers Bolts	Stainless Steel
Steel Cored Rope Fixings 	Stainless Steel 6mm Chain 6mm Stainless Steel Connector
Ropes and Nets 	Steel Cored Rope complete with 6mm Stainless Steel Chains
Timber Spacers (preventing toggle traps) 	Aluminium with Stainless Steel M20 Threaded Bar
Cross bolted prevents splitting 	Stainless Steel Bar & T-Nuts

PLAYSAFE SAFETY SURFACING

Grasslok Matting

Grasslok interlocking is a new upgrade to the previous safagrass mat with the added value that all joints and now interlocked and the product is less susceptible to 'sinking'. Grasslok matting is a polymer safety surfacing for grass covered play areas and is manufactured in the UK.

Grasslok is a slip resistant (to BS7188) plastic matting surface for use in high wear situations including swing bays and any area that requires protection from foot traffic and is **flame retardant** as standard.

Grasslok has excellent impact attenuation properties, making it ideal for use beneath play equipment, and have been tested in accordance with BSEN1177 (Free Fall Height up to 3.0m) and allows easy access for disabled users.

Grasslok requires little or no maintenance and once laid virtually disappears from view when the grass grows through it. The openings allow liquid and debris to drain, keeping the surface dry and clean. **Grasslok** provides an economical alternative to continuous rubber surfacing whilst retaining many of the advantages.

The installation onto existing grass consists of levelling the site as necessary, laying graded topsoil raked over to form an even surface to lay the mats. This is then seeded with amenity mix grass seed.

The area is then covered with a grow through stabilising mesh prior to the **Grasslok** plastic surfacing being laid with mats interlocking together and the perimeter edges being cut into the grass surface with additional securing pins.

Grasslok mats come in black and green as standard colours and is guaranteed for a period of 5 years against defects in materials and workmanship from date of invoice.

The above guarantees do not include any of the following - sinking due to wet ground conditions, cosmetic issues e.g. fading colours or any discolouration due to weathering, misuse, neglect or accident. Any damage resulting from vandalism, abnormal use or lack of maintenance is not covered by this guarantee.



Matta Surfacing

Manufacturers Guarantee -

If during the period of 10 years from the date of invoice Matta Products (UK) is notified of a fault in the goods which is due to faulty design, manufacturing of materials, Matta Products (UK) will replace, or at its option, repair the faulty part on

the proviso that:

1. The goods have been properly kept & used
2. The fault is not due to an accident or wilful damage, vandalism or interference by any third party

The customer will be required to return the faulty goods to Matta Products (UK)

The guarantee does not cover damage due to wear & tear.



PLAYSAFE PLAYGROUNDS LIMITED

TERMS AND CONDITIONS

1. The Client is the Client named overleaf. The Contractor is Playsafe Playgrounds Limited.
2. These terms and conditions form part of the quotation. The quotation, once accepted, will form a contract between the Client and the Contractor.
3. Time is not of the essence. The date agreed for completion is subject to alteration in the event of delays occurring for reasons beyond the control of the Contractor including, but not limited to, inclement weather, strikes or lock outs affecting the Play industry, or additions or variations to the works described in the quotation.
4. If the Client wishes to make any alterations or additions to the quotation they should notify the Contractor. The Contractor will then supply a quotation for a new price which is to be accepted in writing by the Client before any such altered or additional work is carried out.
5. The prices stated in the quotation are exclusive of VAT. VAT will be charged at current rates, where applicable.
6. Pro-forma unless credit terms are otherwise agreed or stated. Where the work covered by the quotation exceeds four (4) weeks, the Contractor shall from time to time render interim accounts to the Client, and such interim accounts shall be paid by the Client forthwith on delivery of such accounts. The Contractor reserves the right to charge interest at the rate of 20% per annum on any account outstanding for longer than four (4) weeks, such interest to run from the date of such invoice.
7. Prices valid for twenty one days from date of quotation. Please confirm quoted prices after this date.
8. Credit references will be taken upon receipt of first order for Clients without accounts with the Contractor.
9. Title of Goods supplied or installed does not pass to the purchaser until full payment has been received.
10. All goods offered are subject to availability.
11. Except as expressly agreed the Contractor shall provide all labour, materials and equipment necessary for the proper execution of the work.
12. Adequate and suitable access, including working area(s) must be maintained at all times for all necessary plant, equipment and vehicles. Vehicle access of 3 metres wide x 3 metres high to at least 50 metres from site, and access of 1.3 metres wide into the work area.
13. NO liability will be accepted for any failure of surfacing due to foundation work faults not executed by the Contractor.
14. The Contractor reserves the right to alter the specifications without prior notice.
15. Cancellation charge will be levied on all cancelled orders to cover relevant handling and administrative costs.
16. Irrespective of any insurance taken out by the Contractor, the existing structures together with the contents thereof owned by the Client or for which he is responsible and the works and all materials and goods delivered thereto, placed on or adjacent to the works intended therefore (except plants, tools and equipment owned or hired the Contractor) shall be at the sole risk of the Client as regards theft, loss or damage by fire, lightning, explosion, storm, tempest, flood, apparatus or pipes, earthquake, aircraft or other aerial devices or articles dropped there from, riot or civil commotion. The Client shall maintain proper and adequate insurance against all such risks and shall on demand produce such policy of insurance and receipt for premiums paid for inspection by the Contractor.
17. The Client may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Contractor forthwith determine the employment of the Contractor under this contract if the Contractor shall make default in any one or more of the following respects:
 - a) If the Contractor without reasonable cause fails to proceed diligently with the works or wholly suspends the carrying out of the works before completion.
 - b) If the Contractor becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986.

PROVIDED that the employment of the Contractor shall not be determined under clause 17 (a) hereof unless the Contractor has Continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Client specifying such a fault.

18. The Contractor may but not unreasonably or vexatiously by notice of registered post or recorded delivery to the Client forthwith determine the employment of the Contractor under this contract if the Client shall make default in any one or more of the following respects:
 - a) If the Client fails to make any payment to the Contractor on any account within 14 days of delivery of such account;
 - b) If the Client or any person for whom he is responsible interferes with or obstructs the carrying out of the works or fails to make the site reasonably available to the Contractor;
 - c) If the Client suspends the carrying out of the works for a continuous period of at least four (4) weeks;
 - d) If the Client becomes bankrupt or makes any composition or arrangement with his creditors whether or not under the Insolvency Act 1986 or has possession taken by or on behalf of any creditor of the property the subject to the works.

PROVIDED that the employment of the Contractor shall not determine under clause 18 (a) (b) or (c) hereof unless the Client has continued the default for 7 days after receipt by registered post or recorded delivery of a notice from the Contractor specifying such default.



Agenda Item: LA 603

Committee: Leisure, Amenities and Environment

Date: 7th September 2021

Title: Local Tree Warden Scheme

Report Authors: Cllr. Sue Griffiths

Purpose of Report: To consider the setting up of a Tree Warden Scheme

Introduction

The Tree Warden Scheme had its origins in the early 1980's in East Sussex and Leicester. The object of the scheme was to create a network of informed volunteers who could coordinate local tree based environmental improvements on behalf of the County Council.

Tree Wardens plant, protect and promote their local trees.

Some of the projects Tree Warden groups have done include

- Arranging local tree planting days.
- Pruning, watering and giving vital aftercare for street trees.
- Rejuvenating local woodlands in need of management.
- Raising funds and identifying suitable land for local tree planting projects.
- Going into schools to talk to young people about the value of trees.

Background

On the 12th May 2020 the Leisure, Amenities and Environment Committee discussed a residents request for tree planting in grass verges.

LA433 Planting trees in verges

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

Unfortunately when the Town Clerk asked for information from the Telscombe Town Clerk he was told that there are no Tree Wardens in Telscombe.

Analysis

We have signed up to the Tree Charter.

Lewes District Council no longer has a dedicated Tree Officer.

Volunteers can build up expertise of trees suitable for local conditions and advise on trees that need protecting in relation to planning applications.

Peacehaven Town Council can only look after trees on it's own land.

Peacehaven Town Council does not have the capacity to do the work that a Tree Wardens group can do.

Conclusions

Setting up a Tree Wardens Scheme would take forward our commitment to the Tree Charter. It would provide care and some protection for trees in the town that are outside the Council's control. The Wardens could inform P&H about trees that are on development sites. There would also be the potential for a Tree Town Guide.

Recommendations

1. To decide whether we want to promote a Council based Tree Warden Scheme for Peacehaven or to promote an autonomous scheme that could work across Peacehaven and Telscombe.
2. To create a Tree Warden Scheme Page on the Council Website including an application form.
3. To advertise the scheme as widely as possible
4. To work with the ESCC Tree Warden Co-ordinator

Implications

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

<u>Financial</u>	There are many grants available for tree planting and a Tree Wardens group would be able to apply for them.
<u>Legal</u>	The group would need to be a fully constituted group
<u>Health & Safety</u>	Training will be required for tree wardens. Assistance could be sought from the groups in Newhaven and Seaford.
<u>Planning</u>	Careful planning will be required to avoid damaging underground services. Most green spaces in Peacehaven are owned by LDC or ESCC. The Town Council has its own tree planting projects in parks. Planted in the wrong place they can cause extensive damage. It is important the the right tree is planted in the right place.
<u>Environmental and sustainability</u>	Trees can improve the environment by providing shade and removing pollution from the air.
<u>Crime and disorder</u>	There is the potential for vandalism but an approach that involve young people in the community would reduce this.
<u>Social value</u>	A tree warden scheme would be valuable in encouraging residents to take part in an active way and can improve health and wellbeing.
<u>Climate</u>	Trees in the community can reduce the temperature, absorb carbon dioxide and other pollution and provide shade.

Appendices/Background papers

HOW TO FIND OUT MORE

New Tree Wardens are always welcome and the first step for anyone interested in volunteering is to find out if there is a local network and then, to contact the co-ordinator.

The Tree Warden Scheme networks in England, Wales and Scotland are listed on The Tree Council's website (visit www.treecouncil.org.uk), with details of local contacts. Information is also available from The Tree Council (see details back page).

Anyone thinking of starting a new local Tree Warden network - urban or rural - should contact The Tree Council for advice and support.

Tree Warden Scheme is an official trademark, registered to The Tree Council.



OVER TWENTY FIVE YEARS OF SUCCESS

The Tree Council's Tree Warden Scheme celebrated its 25th anniversary in 2015 - there are around 8,000 Tree Wardens in more than 150 local networks doing voluntary work for their communities' trees.

- Over the past 25 years, volunteer Tree Wardens have:
- Dedicated an amazing 27 million hours of their time
- Which is worth a staggering 189 million pounds
- AND planted over 7.5 million trees

The Tree Council, the UK's lead tree campaigning partnership, works with its member organisations, Tree Wardens and others towards more trees, of the right kind, in the right places; for better care for all trees, of all ages; and to inspire effective action for trees. Its goal is to make trees matter to everyone - and Tree Wardens are the key to achieving this.



The Tree Council
Tel: 020 7407 9992
treewardens@treecouncil.org.uk
or visit the website
www.treecouncil.org.uk

**TREE WARDEN
SCHEME**

Registered charity number 279000



The Tree Council's
Tree Warden Scheme

HOW VOLUNTEER TREE WARDENS
MAKE A DIFFERENCE

THE TREE COUNCIL'S TREE WARDEN SCHEME

Tree Wardens are a national force of local tree champions and a key part of The Tree Council's Community Action Programme.

The Tree Council launched the Tree Warden Scheme in 1990 and co-ordinates the Scheme nationally. It works with local authorities, voluntary organisations, parish councils and local partnerships to set up and develop Tree Warden - networks in town, city and countryside.

Today there are many thousands of Tree Wardens in local networks throughout the UK, forming a volunteer force of immense value to the environment. Together, they devote nearly two million volunteer hours a year to trees - time worth about £13 million.



VOLUNTEER TREE CHAMPIONS

The Tree Warden Scheme gives people who feel that trees matter an opportunity to:

- Champion their local trees and woods
- Plant and care for trees
- Carry out woodland management
- Set up tree nurseries using seeds collected locally
- Survey trees and gather information about them
- Provide early warning of threats, disease, decay or vandalism
- Involve their neighbours in tree projects
- Get together with like-minded people for training and field trips
- Spearhead Tree Council initiatives such as its Hedge Tree Campaign to reverse the decline of trees and hedges.

These volunteers work closely with tree officers and conservation bodies, who are key to the Scheme's success.

ACTION FOR LOCAL TREES

As local tree champions, Tree Wardens are the eyes and ears of their neighbourhoods. Community involvement is a central aim of the Scheme.

Some Tree Wardens work with local schools or groups, developing imaginative projects to encourage others to value the community's trees and woods. Involving children and youth groups helps to reduce vandalism.

Many Wardens lead guided tree walks - often as part of the national Walk in the Woods festival that The Tree Council organises each May - and give talks to local groups.

Tree Wardens help farmers to lay hedges or tag hedge trees. They encourage local environmental improvement projects and plan tree planting for The Tree Council's National Tree Week.

Tree Warden networks also work in their own communities to undertake projects with The Tree Council such as the planting of the 60 Jubilee Diamond Trees and the Hedgerow Harvest programme as well as pioneering changes to the online Treezilla Tree Map.



Agenda Item: LA 604

Committee: Leisure, Amenities and Environment

Date: 7th September 2021

Title: Barbecues

Report Authors: Gloria Hill

Purpose of Report: To consider the installation of a Barbecue in Centenary Park

Introduction

Barbecues are very popular in the Summer. They are often a source of complaints between neighbours about noise, smells and smoke. Disposable BBQs are cheap and easily obtainable in many shops and garages. These are used in inappropriate places such as our parks where they can cause extensive fire damage or on the beach where they are left behind with associated litter rubbish polluting the sea and the hot pebbles can burn the feet of children and cause injury to wildlife.

Background

This is an opportunity to provide a facility for the community and a new income stream. Many Councils have municipal barbecues e.g. Worthing & Adur Council. These are solid brick built structures that cannot be overturned by a stray dog and will not cause a fire if sited appropriately.

Analysis

The barbecue design should be built with bricks but have a charcoal and grill area that can be covered by a lift up lid with a padlock to prevent unauthorised use. It should be a permanent fixture that cannot be moved. The barbecue should be large enough to cater for several families at the same time and provide some food preparation surface.

It needs to be located in a park well away from houses, the café and sports facilities and in an area that would not present a fire risk from stray embers.

A metal disposal bin that is also fixed to the ground, litter and recycling bins plus an accessible picnic table will be required.

Hire charges would need to be established as well as a deposit system in case it is not cleaned properly or left unlocked after use. A hire agreement would need to be drawn up that includes advice on risk assessment and instructions for use, maybe a recipe or two. Hirers would provide their own charcoal which should ideally be sustainably sourced.

Conclusions

This facility would provide families with a way to hold BBQ parties in a safe way that does not cause a nuisance to neighbours and provide an additional income stream for the Council.

Recommendations

1. To carry out a consultation with residents to establish whether there is a demand for this facility and if the demand exists:
 - a. To confirm a suitable location. Location 3 is recommended.
 - b. To investigate the cost of purchase / installation and to determine hire and deposit charges. Suggestions are a £25 deposit and £40 for 4 hours

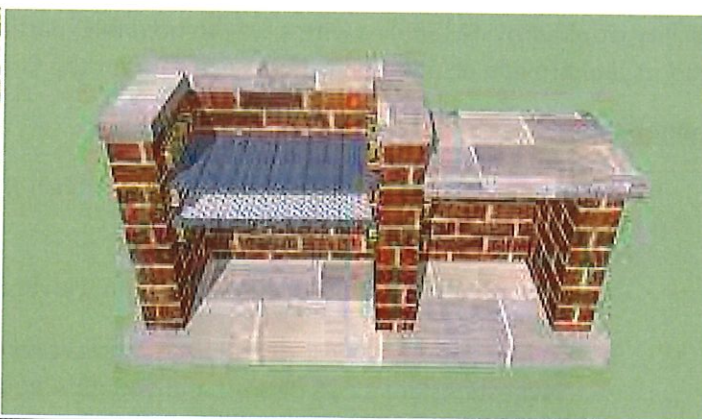
c. Consider funding sources.

2. Ban the use of all barbecues or disposable barbecues on Peacehaven Town Council owned land.

Implications

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

<u>Financial</u>	Approximate cost of building two BBQ's Hire charges and deposit to be worked out. Users would have to bring the own charcoal. Bins for used charcoal, litter and recycling to be provided. An accessible picnic table will be needed.
<u>Legal</u>	Hire agreement to be created.
<u>Health & Safety</u>	Risk assessments will be needed and instructions included in the hire agreement.
<u>Planning</u>	Planning permission should not be required. Location to be carefully considered. Away from houses and where there is no fire risk, not near sports facilities.
<u>Environmental and sustainability</u>	The provision of this facility could avoid families using disposable BBQ's in our parks or their gardens. Some maintenance and cleaning would be required.
<u>Crime and disorder</u>	A method of locking the BBQ will be needed to prevent unauthorised use and vandalism.
<u>Social value</u>	This facility would provide families with a way to hold BBQ parties in a safe way that does not cause a nuisance to neighbours.
<u>Climate</u>	A BBQ will create additional carbon dioxide when compared with using a microwave or conventional electric oven as it is less efficient. Charcoal should be sustainably sourced to ensure it is carbon neutral.

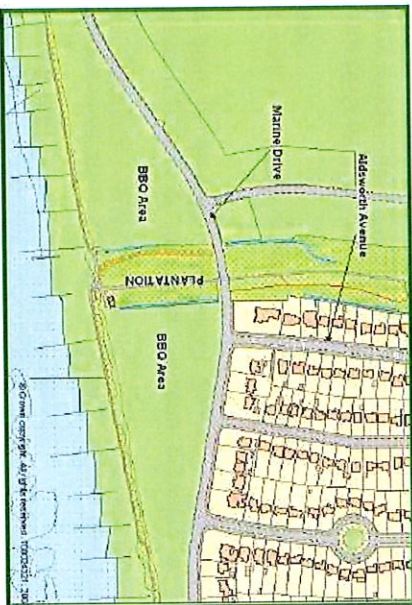


Do Not Break the Law

- **DO NOT** play amplified music

- **DO NOT** have more than 20 people at your gathering

If you intend to have alcoholic drinks at your BBQ, note that the whole of the Borough (including the Greensward area) is included in the **Alcohol Consumption in Designated Public Places Order 2003** which means the Police have a power to confiscate alcohol from persons who are drinking on the street. It is **NOT** an offence to merely possess alcohol in a public place, nor does it place Police under a duty to confiscate such alcohol. Confiscation by a Police Officer will only occur when the requirements of the Order are made out **AND** it is believed to be the appropriate action to take.



Issued by
Worthing Borough Council
Communities Directorate
9 Commerce Way
Lancing Business Park, Lancing
West Sussex, BN15 8TA

Tel: 01273 263058
Email: environmentalservices@adur-worthing.gov.uk



BARBECUE GUIDELINES

These are guidelines for barbecues on Council land in Worthing. The Greensward between Sea Lane, Goring and Sea Lane Ferring is the recommended area for barbecues. We recognise the positive benefits which public barbecues hold for residents and visitors and so we have installed a number of large purpose made metal barbecue stations along with metal waste bins which will be available during the summer months.

Please make sure you follow the guidelines and instructions; this will ensure that your barbecue will be a pleasant event and will not cause damage or a nuisance to other users of the land.

Barbecues on the Greensward

- Never light an open fire for your BBQ, this can be dangerous and will be viewed as criminal damage by the Council
- Only use your BBQ on the Greensward either side of the Plantation (bottom of Aldsworth Avenue) siting your BBQ on flat stable ground well away from trees and shrubs
- Check the wind direction and only light your BBQ if the smoke is not blowing towards other users of the site
- Keep children well away from the cooking area and never try to move a lit BBQ [this includes children of other users of the site]
- If available use one of the BBQ Stations provided as it is purpose built and has its own built-in disposal system for hot ashes
- If using your own BBQ ensure it is contained within a sturdy metal tray
- Raise your BBQ off the grass as this will prevent the grass from being burnt which leads to unsightly patches
- If you bring glass bottles etc. to your BBQ, look after them and ensure that you remove them from the site afterwards disposing of them safely through our recycling procedure
- Once you have finished, douse the BBQ with water or cover with sand to extinguish the fire and leave for a few minutes to allow to cool down
- Once cooled dispose of the BBQ in one of the metal litter bins provided. Failure to do so can lead to a fixed penalty fine being issued for littering.
- Do not have more than 20 (twenty) persons at your gathering as more than 20 persons constitutes an Open Space event which requires specific written permission from the Council

- Dispose of all your litter safely and responsibly in the litter bins provided or take your refuse home with you. Under no circumstances should litter be left piled up by bins as this is often respreed by foxes and seagulls before it can be collected
- Always co-operate with staff who may come to clear debris whilst you are still using the site.

Tips for Safe Barbecuing

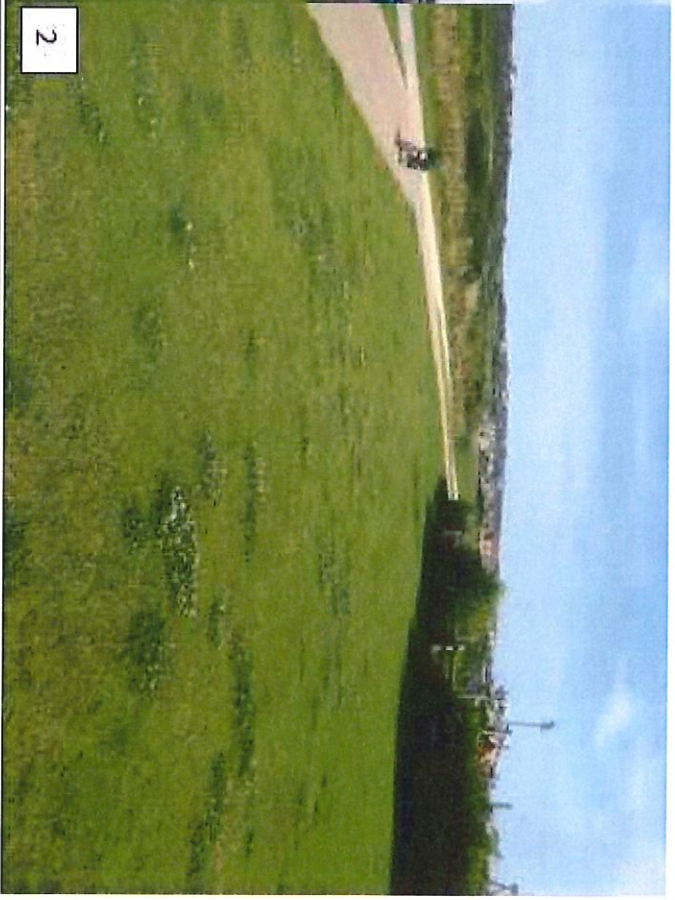
- We all enjoy them, but they do have their own special hazards!
- Keep uncooked meat in a cool box and covered at all times
- Ensure that a competent person is doing the cooking
- Have materials to hand to extinguish the BBQ in an emergency (water, sand, fire extinguisher)
- It is very tempting to get started but wait until the charcoal has a powdery grey surface before you begin to cook
- Make sure all the food is thawed before you cook them
- Turn the food regularly and move it around the BBQ to cook it evenly
- Check the food is piping hot all the way through. There should be no pinkness in the middle and juices should be running clear
- If you are cooking chicken on the bone or thick pieces of meat, give them an initial cook in the oven and finish them off on the barbecue, it's much safer
- Although it may look and smell delicious never add the marinade you have used on the raw meat after cooking

We hope this helps you to have a very enjoyable and safe time

 Springer



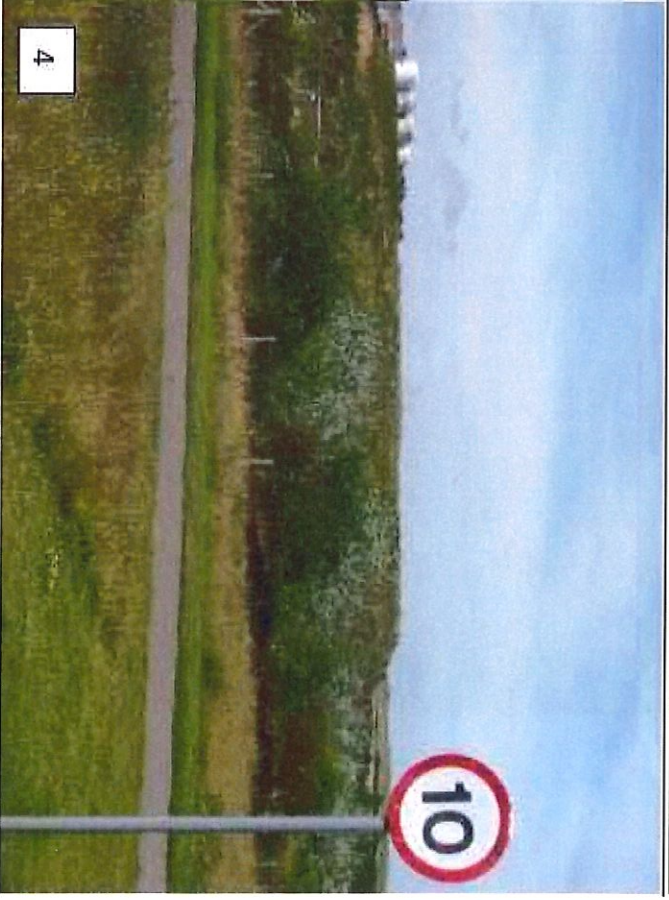
1



2



3



4

Location 1 is behind the Hub. It does have the advantage of parking and toilets nearby. It could interfere with events on the sports field and car parking at large events. It could not be used while other activities such as play groups and children's parties are taking place in the hub. It was felt to be too close to the Hub.

Location 2 is behind the childrens' play area. This is convenient site that enable children at the BBQ to use the play areas. It is relatively close to parking, the toilets and the café. It was decided it would be unsuitable due to the exposed location and the nuisance caused to the childrens' play area by smoke.

Location 3 is on a corner on the other side of the park near the skateboard park. There is limited parking on the road. It is far enough away from houses and other users not to cause a nuisance. Toilets will be a five minute walk away.

Location 4 is the new greenspace area that will be provided once the Barrett's development is completed. This site could not be evaluated at this time.

Agenda Item: LA 605
Committee: Leisure, Amenities and Environment
Date: 07/09/2021
Title: bowls club gas supply request
Report Authors: Kevin Bray
Purpose of Report: to discuss

Introduction

Peacehaven bowls club have been located at the sportspark since the early 1980's and has grown and expanded to now be able to offer indoor short mat bowls during the winter period. Due to this they have looked at getting a gas fired central heating system fitted.

Background

The current gas supply in the park supplied just PTC hub building which originally had 3 boilers, one for the heating and two for the water heating, this was reduced to one water heating boiler due to a lack of ventilation. The supply is not able to service other buildings as it does not have the capacity to do so.

The bowls club wrote the letter attached which was received on the 17th August regarding the gas supply

Analysis

The bowls club are asking if PTC have any intentions of increase in the gas supply to the park and if so, would we think of doing it within their timescale so the costs could be shared or reduced.

Conclusions

It has been suggested that the hub could have its two boilers replaced with a single combination boiler to serve both purposes, but this would not require a larger gas feed.

Analysis of this seems to suggest PTC has no plans to have a larger capacity feed to the park at this time and will be looking at other means to heat the hub building which are environmentally friendly.

Recommendations

The committee are asked to discuss this report and note its content.

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?	Any increase in the gas supply would be at a cost to PTC
<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



PEACEHAVEN & TELSCOMBE BOWLS CLUB

Affiliated to B.E. & S.C.B.

THE SPORTS CENTRE

PIDDINGHOE AVENUE PEACEHAVEN EAST SUSSEX BN10 8RJ Tel: 07767-755797

www.peacehavenbowlsclub.com

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Club Secretary

Frank Leach

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Tony Allen - Town Clerk
Peacehaven Town Council
Meridian Centre
Peacehaven
East Sussex BN10 8BB

c.c. Frank Leach, Secretary P&TBC
Kevin Bray, Parks Manager, PTC
Peter Herman, P&TBC

11th August 2021

RE: GAS SUPPLY FOR THE BOWLS PAVILION CENTRAL HEATING

Dear Tony

We have had to re-apply to SGN Connections (gas supplier) to supply gas onto the site adjacent to the bowls pavilion.

Our original budget quote from SGN in November 2019 was £2300. However, this latest quotation is shown to be £24,400. There are various reasons for the vast increase in cost which we need to discuss with SGN. However, they are saying if the land owner confirms in writing that a single service supply will suffice, this will help reduce the cost. Could you please provide a letter to the bowls club to this effect in our forthcoming discussions with SGN.

If the council feels that a new mains supply would be welcome for future Peacehaven Town Council needs, we can review the costing for supplying a mains feed rather than a single service feed. SGN could supply a quotation to the Council for this specific requirement and the bowls club would pay for bringing a single feed from just outside our fence in Piddinghoe Avenue on to the club premises.

If you have any queries please contact me at your convenience.

Kind regards

Ted Giles - Chairman

For Peacehaven & Telscombe Bowls Club



Agenda Item: LA 606
Committee: Leisure, Amenities and Environment
Date: 07/09/2021
Title: Epinay park/ webs yard meeting
Report Authors: Kevin Bray
Purpose of Report: to note

Introduction

Epinay park is in north Peacehaven and has play equipment over two levels plus various seating and open spaces

Background

We were contacted by the developer of the old webbs yard area about having a meeting to discuss the site and how it impacts the park

Analysis

Cllrs Griffiths, Paul, Symonds and I met with the developers' representatives on the 18th of August and discussed various items

Conclusions

The developer wanted to create an access from the sit on to the park which would entail creating steps etc, councillors suggested an alternative which avoided steps and made the access on to the southern pathway near to the school more accessible, they agreed to ask the owners for this concession and contact us when they have an answer.

The fence which belongs to PTC was also discussed and it was suggested that they remove the barbed wire top three strands from our fence, this was agreed by all as a sensible suggestion as it was in a poor state anyway, this to be done by the developers.

It was suggested that the developers could help with improving access to the park and they noted this and were open to further discussion.

Recommendations

Committee members 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?	No cost expected to PTC
<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 607

Committee: Leisure, Amenities and Environment

Date: 07/09/2021

Title: annual allotment policy review

Report Authors: Kevin Bray

Purpose of Report: to discuss

Introduction

PTC have allotments in Cornwall Avenue which are covered by the Allotment policy

Background

The allotment policy is there to help PTC govern the area

Analysis

Because of recent events it may be prudent to mention scarecrows and whether they should be banned, for example the amount of officer time dealing with this years and last year's complaints has to be taken into consideration.

Conclusions

The policy is a comprehensive one and only minor changes should be required.

Recommendations

Committee members are asked to discuss the allotment policy and to recommend any changes they think should be made or added to the policy

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

PEACEHAVEN TOWN COUNCIL

ALLOTMENT POLICY / CORNWALL AVENUE 2021

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 is £33 per full plot and £22 per half plot

Content Page

Summary, Background, Purpose, Scope, Equality and Diversity, Monitoring and Review

Section 1 Age and Residency for Allotment Tenancies - Allocation

Section 2 Co-workers / Plot Partners

Section 3 Rent - Pro-Rata Rents

Section 4 Use of Land

Section 5 Cultivation

Section 6 Use of Chemical Sprays and Fertilisers

Section 7 Nuisance

Section 8 Restriction on Assignment

Section 9 Vehicles

Section 10 Trees, Shrubs and Materials

Section 11 Hedges, Fences, and Boundary Features

Section 12 Buildings and Structures

Section 13 Barbed Wire

Section 14 Restrictions on Cropping

Section 15 Depositing Refuse / Disposal of Rubbish

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Section 17 Dogs

Section 18 Live Stock

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Section 25 Wells

Section 26 Children

Section 27 Failure to Comply

Section 28 Legal Obligations

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.

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

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).

Once a tenant permanently moves out of the Town boundary s/he 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 RODS Approx.

Half Plot = 2.5 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 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 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.

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.

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.

30. Enforcement

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 to sit within the boundary of the allocated plot (5 or 2.5 RODS)

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 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.
- 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 - 600sq.ft / 55.74 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"
- b) Construction - Wood or mesh or 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

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
 - (h) 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
 - (i) 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
- (j) 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
 - (k) 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
 - (l) 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
 - (m) 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
 - (n) The Tenant agrees to inform the Council immediately of any change of address

(o) 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

(p) 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

(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 608

Committee: Leisure, Amenities and Environment

Date: 7th September 2021

Title: Peacehaven Greenspaces plans update

Report Authors: Cllr Cathy Gallagher

Purpose of Report: To note progress Local Open Green Spaces Report for NDP and Peacehaven Town Council Parks and Greenspaces Management Plan

Introduction

The Councils of Peacehaven and Telscombe Towns agreed to produce a joint Neighbourhood Development Plan in 2013 but the work began fully in late 2017 when members of the Steering Group were elected.

Neighbourhood Development Plans aim to make best use of the land in the plan area for the benefit of the Community.

The Green Spaces Assessment is a very important part of the process, designating land to be protected for the use of the public.

In order to gather evidence an audit has been taken of the facilities available in each space, ownership records checked and potential enhancements and improvements considered.

The reports for the NDP to show that the spaces for protection have been assessed as being of significant value in terms of :- Beauty, Wildlife, History, Tranquillity or as a Local Community Space

During recent months it has been recognised that a Green Infrastructure Report is needed to continue to map connectivity and enhancements needed for the environment and well-being of all.

The NDP report and the planning policies for Peacehaven is almost complete in draft form and will be issued for comment shortly

Background

In order to assess the Green Spaces, segmentation of the categories of green space to prioritise the most important.

The main parks are identified at the moment as :

The Dell	Howard Peace Park	Centenary Park including Sports Park	
The Oval	Meridian Park	Epinay Park	The Joff
Cornwall Avenue Allotments		Lake Drive.	Shepherds Down

Some smaller areas will probably be identified as Pocket Parks

There are a series of existing policies protecting some areas such as -

The areas along the cliff top such as Howard Park and The Dell are included in the Cliff Top policy set out in the old 2003 Local Plan which has yet to be fully replaced. The Cliff Top Policy 2003 known as Policy PT12 & PT13 set out that the cliff top and foreshore between Longridge Ave , East Saltdean and Friars Bay is protected as public amenity value.

Howard Peace Park and the area behind the pub are also protected as a local nature reserve.

Analysis

It is worth repeating that Peacehaven has been identified in the reports prepared for Lewes District Council as having a deficit of greenspaces including Children and young people's play areas and sports facilities..

Accessibility to enable all members of the public to benefit from the open spaces has also been highlighted as being a problem for many.

It was agreed that at Committee on the 20th July to move forward with a Professional Access Audit to cover 6 of the Parks. This report when delivered will detail the actions the Council will need to consider in line with Equality Act of 2010 and the Disability Discrimination Act 1995.

At the same Committee a report LA585 detailed the existing facilities available in Epiney Park and made recommendations for improvements.

A further report LA580 referred to the Oval and a letter from a resident referred to "The Oval has been the poor relation of Peacehaven Parks"

There were also updates from the Parks Officer on limitations and resources available to carry out any works .

Conclusions

Without an evidenced strategic Management Plan for all of the main Green Spaces and the finance available the Council is not able to evaluate projects to prioritise and allocate funds as a programme to allow all to move forward.

Recommendations

1. Work to continue on the Local Green Space and Green Infrastructure Plan to enable a sustainable strategic Management Plan to be produced.

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?	None
<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?	None
<u>Environmental and sustainability</u> <ul style="list-style-type: none">• AONB/SSSI/SDNPA?• Green spaces?	Likely to be beneficial in all these area

<ul style="list-style-type: none"> • Walking/cycling? 	
<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? 	Beneficial impacts anticipated
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	Beneficial impacts anticipated

Agenda Item: LA 609
Committee: Leisure, Amenities and Environment
Date: 07/09/2021
Title: works update
Report Authors: Kevin 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

The main works since the last meeting have been litter and bin emptying, grass cutting, hedge cutting and preparing football pitches for the new season on top of this we have concluded all the recommended works on the playgrounds from the annual report including replacing 6 swing posts in the Dell

Playsafe playgrounds have also replaced several pieces of timber in the Centenary Park playgrounds under the ten-year guarantee, this ends in 2024.

Conclusions

Despite losing all the groundstaff to covid isolation we are just keeping on top the jobs in most areas.

Recommendations

Committee members are asked to note this report.

