



# PEACEHAVEN TOWN COUNCIL

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## **DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Thursday 6th May 2021 at 7.30pm**

Present: Cllr S Griffiths (Chair of Committee), Cllr Symonds (Vice Chair), Cllr D Seabrook, Cllr I Sharkey, Cllr G Hill, Cllr W Veck, Cllr R White, Cllr Duhigg, Cllr J Harris.

Officers: Kevin Bray (Parks Officer), Victoria Onis (Admin Officer), Tony Allen (Clerk).

Public: Three members of public were present

### **1 LA 551 CHAIR ANNOUNCEMENT**

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

- 1) Work has started on replacing the Dell retaining wall and should be completed in two weeks.
- 2) Works will start on 10<sup>th</sup> May 2021 replacing the sand areas with rubber mulch and should be completed by the end of May.
- 3) Car boot sales have started in the Dell every Saturday morning.
- 4) The fun fair will be coming to town on the 17<sup>th</sup> of May with opening nights from the 20<sup>th</sup> to the 23<sup>rd</sup> of May.

### **2 LA 552 PUBLIC QUESTION TIME**

There were no public questions.

### **3 LA 553 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were accepted from Cllr Paul, Cllr Gallagher and Cllr Simmons. It was resolved that Cllr Duhigg would substitute for Cllr Simmons.

### **4 LA 554 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Seabrook as having a personal interest in the Forest School item LA561.

### **5 LA 555 TO ELECT A VICE CHAIRMAN OF THE COMMITTEE**

Cllr Symonds was elected as Vice Chairman of this Committee. This was Proposed by Cllr Duhigg and Seconded by Cllr Sharkey. All in favour.

### **6 LA 556 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 23<sup>RD</sup> MARCH 2021**

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

**7 LA 557 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT**

The circulated report was received and it was noted that there were no issues at this early stage in the financial year.

**8 LA 558 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT**

Cllr Seabrook reported that the Council has a duty under the small holding and allotment act to provide allotment gardens if demand is unsatisfied, which is more than 6 people on the waiting list.

Cllr Seabrook proposed that we add 'to acquire allotment spaces' to the Business plan.

**Proposed** Cllr Seabrook

**Seconded** Cllr Harris

All in favour

Cllr Seabrook reported progress on the Management Plan for green spaces project, wildflower planting in three areas in the Dell and seven extra trees planted in the Orchard at Centenary Park.

**9 LA 559 PROJECT UPDATE**

The Parks officer updated on progress made:-

- The bollards and gate fitted at Centenary Park to stop cars advancing on to the park.
- Grease trap has been fitted at the Gateway Café.
- Trees works completed following the annual tree survey .
- Bridle way at Centenary Park, the pre application has gone to LDC for bringing this pathway up to standard.
- Lease for the football club – The Football club are waiting on their solicitor.

**10 LA 560 FIELDS IN TRUST REPORT**

The circulated report was discussed in detail.

Cllr Seabrook spoke about the benefits of protecting the land.

- The Neighbourhood plan will provide some protection but not forever and can be changed but the Deed can provide permanent protection for the Orchard.
- The Orchard absorbs carbon dioxide and could be considered to offset some of the carbon emissions from Peacehaven Town.
- The trees provide a rich source of nectar for bees, wasps, and other insects early in the Spring.
- A Deed of Dedication is a legal agreement in perpetuity and offers very strong protection against development of the site. This is in addition to any protections included in the Neighbourhood Development Plan.

It was resolved that Peacehaven Town Council seeks a Deed of Dedication for the land known as Peacehaven Community Orchard and that other PTC owned sites should be investigated to see if they meet the criteria.

**Seconded** Cllr Harris  
All in favour

#### **15 LA 565 SIGNAGE WORKING PARTY REPORT**

The Parks Officer reported that before the purchase of sign for the new gate, which will be for restricting car access to Centenary Park, it will be necessary to consider an emergency phone number for evenings and weekends which we currently do not have apart from the Parks officer's personal number. It was suggested that we have a separate phone that can be used on a rota system for out of hours emergencies and can be added to signage.

It was agreed in principle that an emergency phone is needed and for investigations to be done by Officers into the options available.

**Proposed** Cllr Symonds  
**Seconded** Cllr Seabrook  
**All in favour**

Cllr Sharkey proposed that quotes are obtained for this sign at Centenary Park.

**Proposed** Cllr Sharkey  
**Seconded** Cllr Seabrook  
**All in favour**

#### **16 LA 566 FOOTBALL TOURNAMENT REPORT**

The parks officer updated the Councillors that the football Tournament has been a success. The football club are now using extra pitches and extra evenings for games this year. The Finance Officer has made the required adjustments to the hire charges.

#### **17 LA 567 WORKS UPDATE**

The Parks Officer reported that:-

- Graffiti removal in several areas of the Town is ongoing.
- Grass cutting started, most places have had at least one cut.

#### **18 LA 568 TO CONFIRM DATE OF NEXT MEETING AS THE 27<sup>th</sup> JULY 2021.**

*There being no further business, the meeting closed at 20:24*

Proposed Cllr Symonds  
Seconded Cllr Seabrook  
All in favour

**11 LA 561 FOREST SCHOOL REPORT**

*Standing orders were suspended to allow an open discussion with members of Staff from Butterfly Nursery to discuss the proposal for the Forest School.*

Cllr Seabrook introduced staff from Butterfly Nursery. Conditions and plans for the use of the Community Garden were discussed.

*Standing orders reinstated.*

It was proposed to allow the use of Community Garden area for Butterfly Nursery Forest Schools subject to conditions to be determined.

Proposed Cllr Symonds  
Seconded Cllr Hill  
All in favour. Cllr Seabrook abstained from the vote.

**12 LA 562 GREEN INFRASTRUCTURE REPORT verbal report**

This item to be deferred to the next meeting.

**13 LA 563 PEACEHAVEN GREEN SPACES PLAN verbal report**

This item to be deferred to the next meeting.

**14 LA 564 WORKING PARTY REVIEW**

Cllr Seabrook reported that there are three working parties reporting this committee and made the following report and recommendations:-

Signage WP - This WP is still needed.

- Signage work ongoing, WP well established, set up sept 2019, set up to discuss types and design of signs, future signs and consistency of future signs and make recommendations to Leisure Amenities and Environment committee.
- Members of this WP are Cllr Hill, Symonds, Cllr Veck and Cllr Griffiths

Howard Park WP - The Howard Park consultation is now complete, and this WP is no longer needed.

Hub WP – This WP is still needed.

- Set up in November 2019 to discuss the future of the Hub.
- So far only the immediate maintenance issues have been dealt with
- Boiler replacement is a priority and still needs investigation.
- Future development/rebuilding been put on hold due to other priorities, e.g. Meridian Centre & Community House redevelopment.
- Suggested to keep the Hub WP open to investigate replacement of the Boiler

It was proposed to accept the above recommendations from Cllr Seabrook

Proposed Cllr Symonds

Agenda Item: LA 575  
Committee: Leisure, Amenities and Environment  
Date: 20<sup>th</sup> July 2021  
Title: Budgetary report  
Report Authors: Zoe Malone  
Purpose of Report: To note

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### Introduction

Below is the income and expenditure update.

### Background

The finance officer supplies an updated spread sheet every meeting.

### Analysis

Please note in the big park 315/4101 and 315 4171 show an over spend this is in fact transfers from earmarked reserves and not an over spend.

### Recommendations

To note

### Implications

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

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

### Appendices/Background papers



## Detailed Income &amp; Expenditure by Budget Heading 13/07/2021

Month No: 4

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>300</u> Grounds Team General Exp              |                        |                       |                          |                          |                    |               |                         |
| 4202 Repairs/Maintenance of Vehicle              | 896                    | 6,900                 | 6,004                    |                          | 6,004              | 13.0%         |                         |
| 4203 Fuel  | 1,542                  | 5,600                 | 4,058                    |                          | 4,058              | 27.5%         |                         |
| 4204 Road Fund License                           | 275                    | 600                   | 325                      |                          | 325                | 45.8%         |                         |
| 4305 Uniform                                     | 94                     | 800                   | 706                      |                          | 706                | 11.8%         |                         |
| Grounds Team General Exp :- Indirect Expenditure | <u>2,807</u>           | <u>13,900</u>         | <u>11,093</u>            | <u>0</u>                 | <u>11,093</u>      | <u>20.2%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                           | <u>(2,807)</u>         | <u>(13,900)</u>       | <u>(11,093)</u>          |                          |                    |               |                         |
| <u>310</u> Sports Park                           |                        |                       |                          |                          |                    |               |                         |
| 1025 Rent & Service Charge                       | 5,437                  | 13,574                | 8,137                    |                          |                    | 40.1%         |                         |
| 1039 S/P Cats                                    | 500                    | 0                     | (500)                    |                          |                    | 0.0%          |                         |
| 1041 S/P Telephone Masts                         | 4,250                  | 4,300                 | 50                       |                          |                    | 98.8%         |                         |
| 1043 S/P Football Pitches                        | 2,450                  | 2,550                 | 100                      |                          |                    | 96.1%         |                         |
| 1061 S/P Court Hire                              | 611                    | 5,406                 | 4,795                    |                          |                    | 11.3%         |                         |
| Sports Park :- Income                            | <u>13,248</u>          | <u>25,830</u>         | <u>12,582</u>            |                          |                    | <u>51.3%</u>  | <u>0</u>                |
| 4111 Electricity                                 | 1,457                  | 3,000                 | 1,543                    |                          | 1,543              | 48.6%         |                         |
| 4131 Rates                                       | 2,345                  | 0                     | (2,345)                  |                          | (2,345)            | 0.0%          |                         |
| 4161 Cleaning Costs                              | 1,827                  | 8,000                 | 6,173                    |                          | 6,173              | 22.8%         |                         |
| 4164 Trade Refuse                                | 2,106                  | 4,500                 | 2,394                    |                          | 2,394              | 46.8%         |                         |
| 4171 Grounds Maintenance Costs                   | 2,782                  | 10,000                | 7,218                    |                          | 7,218              | 27.8%         |                         |
| Sports Park :- Indirect Expenditure              | <u>10,517</u>          | <u>25,500</u>         | <u>14,983</u>            | <u>0</u>                 | <u>14,983</u>      | <u>41.2%</u>  | <u>0</u>                |
| <b>Net Income over Expenditure</b>               | <u>2,731</u>           | <u>330</u>            | <u>(2,401)</u>           |                          |                    |               |                         |
| <u>315</u> Blg Park                              |                        |                       |                          |                          |                    |               |                         |
| 4101 Repair/Alteration of Premises               | 41,772                 | 3,000                 | (38,772)                 |                          | (38,772)           | 1392.4%       | 41,566                  |
| 4111 Electricity                                 | 93                     | 0                     | (93)                     |                          | (93)               | 0.0%          |                         |
| 4121 Rents                                       | 3,670                  | 15,000                | 11,330                   |                          | 11,330             | 24.5%         |                         |
| 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                    | 2,167                  | 5,000                 | 2,833                    |                          | 2,833              | 43.3%         |                         |
| 4303 Machinery Mtce/Lease                        | 596                    | 3,000                 | 2,404                    |                          | 2,404              | 19.9%         |                         |
| Blg Park :- Indirect Expenditure                 | <u>73,102</u>          | <u>29,500</u>         | <u>(43,602)</u>          | <u>0</u>                 | <u>(43,602)</u>    | <u>247.8%</u> | <u>61,477</u>           |
| <b>Net Expenditure</b>                           | <u>(73,102)</u>        | <u>(29,500)</u>       | <u>43,602</u>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR                      | 61,477                 |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>            | <u>(11,625)</u>        |                       |                          |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 13/07/2021

Month No: 4

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>316 Gateway Cafe</b>                                |                        |                       |                          |                          |                    |              |                         |
| 1025 Rent & Service Charge                             | 2,753                  | 8,650                 | 5,897                    |                          |                    | 31.8%        |                         |
| 1111 Electricity                                       | 492                    | 0                     | (492)                    |                          |                    | 0.0%         |                         |
| <b>Gateway Cafe :- Income</b>                          | <b>3,246</b>           | <b>8,650</b>          | <b>5,404</b>             |                          |                    | <b>37.5%</b> | <b>0</b>                |
| 4101 Repair/Alteration of Premises                     | 1,007                  | 3,000                 | 1,994                    |                          | 1,994              | 33.5%        | 998                     |
| 4111 Electricity                                       | 492                    | 4,200                 | 3,708                    |                          | 3,708              | 11.7%        |                         |
| 4115 CCTV Maintenance                                  | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%         |                         |
| 4116 Servicing / Maintenance                           | 195                    | 1,000                 | 805                      |                          | 805                | 19.5%        |                         |
| 4326 Telephones  | 243                    | 420                   | 177                      |                          | 177                | 57.9%        |                         |
| <b>Gateway Cafe :- Indirect Expenditure</b>            | <b>1,937</b>           | <b>10,120</b>         | <b>8,183</b>             | <b>0</b>                 | <b>8,183</b>       | <b>19.1%</b> | <b>998</b>              |
| <b>Net Income over Expenditure</b>                     | <b>1,309</b>           | <b>(1,470)</b>        | <b>(2,779)</b>           |                          |                    |              |                         |
| 6000 plus Transfer from EMR                            | 998                    |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>2,306</b>           |                       |                          |                          |                    |              |                         |
| <b>330 Parks &amp; Open Spaces</b>                     |                        |                       |                          |                          |                    |              |                         |
| 1025 Rent & Service Charge                             | 25                     | 0                     | (25)                     |                          |                    | 0.0%         |                         |
| 1044 Hire of the Dell                                  | 4,540                  | 5,100                 | 560                      |                          |                    | 89.0%        |                         |
| 1050 Allotment Rent                                    | 0                      | 2,145                 | 2,145                    |                          |                    | 0.0%         |                         |
| 1303 Water Charges                                     | 100                    | 0                     | (100)                    |                          |                    | 0.0%         |                         |
| <b>Parks &amp; Open Spaces :- Income</b>               | <b>4,665</b>           | <b>7,245</b>          | <b>2,580</b>             |                          |                    | <b>64.4%</b> | <b>0</b>                |
| 4104 Vandalism Repairs                                 | 135                    | 2,000                 | 1,865                    |                          | 1,865              | 6.8%         |                         |
| 4105 Tree Works  | 3,178                  | 2,000                 | (1,178)                  |                          | (1,178)            | 158.9%       | 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%         |                         |
| <b>Parks &amp; Open Spaces :- Direct Expenditure</b>   | <b>3,313</b>           | <b>9,500</b>          | <b>6,187</b>             | <b>0</b>                 | <b>6,187</b>       | <b>34.9%</b> | <b>3,058</b>            |
| 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                         | 1,449                  | 4,000                 | 2,551                    |                          | 2,551              | 36.2%        | 42                      |
| 4301 Purchase of Furniture/Equipmen                    | 39                     | 6,000                 | 5,961                    |                          | 5,961              | 0.6%         |                         |
| <b>Parks &amp; Open Spaces :- Indirect Expenditure</b> | <b>5,308</b>           | <b>22,000</b>         | <b>16,692</b>            | <b>0</b>                 | <b>16,692</b>      | <b>24.1%</b> | <b>42</b>               |
| <b>Net Income over Expenditure</b>                     | <b>(3,956)</b>         | <b>(24,255)</b>       | <b>(20,299)</b>          |                          |                    |              |                         |
| 6000 plus Transfer from EMR                            | 3,100                  |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>(856)</b>           |                       |                          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 13/07/2021

Month No: 4

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>355 The Hub</u>                    |                        |                       |                          |                          |                    |              |                         |
| 1084 Sports Pavilion                  | 3,783                  | 16,320                | 12,537                   |                          |                    | 23.2%        |                         |
|                                       | <u>3,783</u>           | <u>16,320</u>         | <u>12,537</u>            |                          |                    | <u>23.2%</u> | <u>0</u>                |
| The Hub :- Income                     |                        |                       |                          |                          |                    |              |                         |
| 4175 Music Licence                    | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
|                                       | <u>0</u>               | <u>500</u>            | <u>500</u>               | <u>0</u>                 | <u>500</u>         | <u>0.0%</u>  | <u>0</u>                |
| The Hub :- Direct Expenditure         |                        |                       |                          |                          |                    |              |                         |
| 4103 Annual Servicing Costs           | 195                    | 2,000                 | 1,805                    |                          | 1,805              | 9.8%         |                         |
| 4111 Electricity                      | 237                    | 1,500                 | 1,263                    |                          | 1,263              | 15.8%        |                         |
| 4112 Gas                              | 136                    | 1,500                 | 1,364                    |                          | 1,364              | 9.1%         |                         |
| 4171 Grounds Maintenance Costs        | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0%         |                         |
|                                       | <u>568</u>             | <u>9,000</u>          | <u>8,432</u>             | <u>0</u>                 | <u>8,432</u>       | <u>6.3%</u>  | <u>0</u>                |
| The Hub :- Indirect Expenditure       |                        |                       |                          |                          |                    |              |                         |
| <b>Net Income over Expenditure</b>    | <u>3,215</u>           | <u>6,820</u>          | <u>3,605</u>             |                          |                    |              |                         |
| Grand Totals:- Income                 | 24,942                 | 58,045                | 33,103                   |                          |                    | 43.0%        |                         |
| Expenditure                           | 97,552                 | 120,020               | 22,468                   | 0                        | 22,468             | 81.3%        |                         |
| <b>Net Income over Expenditure</b>    | <u>(72,610)</u>        | <u>(61,975)</u>       | <u>10,635</u>            |                          |                    |              |                         |
| plus Transfer from EMR                | 65,574                 |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b> | <u>(7,036)</u>         |                       |                          |                          |                    |              |                         |



Agenda Item: LA 576  
Committee: Leisure, Amenities and Environment  
Date: May 2021  
Title: internal business plan  
Report Authors: Kevin Bray/ Michelle Edser  
Purpose of Report: To note

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### Introduction

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

### Background

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

### Conclusions

***Councillors are encouraged to be proactive on the business plan***, so if there are any ideas or recommendations that they want considered please email them directly to the marketing assistant Matt Gunn so they can be discussed in future meetings.

The next plan is being developed and the Parks officer, SPO and Cllr Gallagher will be meeting to discuss priorities in the next few weeks.

### Recommendations

To note this report.

## Implications

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

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

## Appendices/Background papers

## La 576 LEISURE, AMENITY AND ENVIRONMENT

| Project   | Responsibility  | Activity Required   | Current Position  | Deadline  | Immediate Action/By Whom |
|---|---|---|---|---|--------------------------|
| <p>Within Peacehaven Town</p> <p>Take steps to increase Carbon Capture</p> <p>To examine ways to reduce the effects of Global warming in Peacehaven</p> <p>To monitor and improve air quality</p> | <p>Senior Project Officer</p> <p>Climate Emergency WG</p> <p>LA &amp; Environment</p> | <p>Environmental Audit</p> <p>Including Air Quality</p>                                     | <p>Climate Emergency Group Formed</p>   | <p>April 2021</p> <p>Ongoing</p>  |                          |
| <p>LDC recycling policies to be implemented in full.</p> <p>i.e. plastic, cardboard, paper, food, green waste etc</p>   | <p>Reporting to LA &amp; Environment</p> <p>Senior Caretaker</p> <p>Parks Officer</p> | <p>Report to be produced</p> <p>Setting out policies with actions and outcomes required</p> | <p>Plastic Policy produced</p>  | <p>Report to LA &amp; E</p> <p>By October 2020</p> <p>Ongoing</p>               |                          |
| <p>To produce a Management Plan of Green Spaces to identify the current status and to increase the cover of wildflowers, planter flowers, trees and bushes throughout the Town</p>                | <p>Parks Officer</p> <p>Steering Group</p> <p>NDP</p> <p>L.A &amp; Environment</p>    | <p>Management Plan started May 2020</p> <p>Trees Survey commissioned</p>                    | <p>Started</p> <p>Report NOV 2020</p>   | <p>Report to LA&amp; E</p> <p>Committee</p> <p>Completion</p> <p>April 2021</p> |                          |
| <p>Carry out regular inspections for risk and health and safety of open spaces</p>  | <p>SPPO</p> <p>Parks Officer</p> <p>LA &amp; E Committee</p>                          | <p>Audit sheet/Format</p> <p>Set up and audit carried out</p>                               | <p>Grounds team do daily inspections.</p> <p>New reporting system needed.</p> | <p>Initial report</p> <p>April 2021</p>   |                          |

|   |   |   |                           |  |
|---|---|---|---------------------------|--|
| <p>To improve the health and recreation facilities in Peacehaven Town</p> | <p>SPPO<br/>Marketing Assistant<br/>Civic and Marketing Officer<br/>Leisure &amp; A</p> | <p>Audit of current facilities<br/>Plan for what else is needed</p> | <p>Plan to be started</p> | <p>Report<br/>Progress<br/>Sept 2020</p> |
|---|---|---|---------------------------|--|

## PROJECT UPDATES

| Project                                      | Start date     | Latest update   | Target completion date | Person responsible            | Method of funding            |
|--|----------------|---|------------------------|-------------------------------|------------------------------|
| <b>Bridle path resurfacing</b>               | 2019           | Plan has been sent to LDC to check for planning permission              | 2021                   | K Bray/ M Edser               | LDC CIL                      |
| <b>Lease/licences</b>                        | September 2019 | With solicitors   | Spring 2020            | Town Clerk                    | Peacehaven fc to cover costs |
| <b>Dell playground improvements</b>          | Sept 2019      |   | 2021                   | M Edser/ Kevin Bray           | 106                          |
| <b>Dell wildflower and drinking fountain</b> | 2020           | Awaiting the permission from Southeast water for the drinking fountain. | 2021                   | M Edser/ Cllr Griffiths       | LDC CIL                      |
| <b>Dell wall and Epinay park bank</b>        | Sept 2020      |   | Spring 2021            | K Bray                        | <b>Completed</b>             |
| <b>Café and Hub heating survey</b>           | Dec 2020       |   | July 2021              | Cllr Griffiths/ Cllr Seabrook | Cil/ 106                     |
| <b>Tree planting project</b>                 | Dec 2020       | Delayed until autumn 2021.  | 2021                   | Cllr Griffiths/ Kevin Bray    | L&A budget                   |
| <b>Gym self-closing gates</b>                | Nov 2020       | Funding to be sort  | 2021                   | Michelle Edser/ Kevin Bray    |                              |
| <b>Centenary park playground surfacing</b>   | Sept 2020      |   | May 2021               | K Bray/ M Edser               | <b>Completed</b>             |
| <b>Tree survey</b>                           | Spring 2020    | EH Treecare Has completed all the recommended works from the survey     | March 2021             | K Bray                        | <b>Completed</b>             |
| <b>Café forecourt area</b>                   | Spring 2021    | Report on July agenda   | Spring 2022            | K Bray/ M Edser               |                              |



Agenda Item: LA 578

Committee: Leisure, Amenities and Environment

Date: 20th July 2021

Title: Dog fouling complaints at Centenary Park.

Report Authors: Kevin Bray

Purpose of Report: To discuss any solutions and to Note the report.

---

### Introduction

We have received an increasing number of complaints regarding dog faeces on Centenary Park.

### Background

Centenary Park was created in 2014 as part of the southern water sewage works project and the area has open spaces, sports pitches, wild grass areas and tree planting on it. The project was designed to be an area for all, the area is very popular with dog walkers and unfortunately this has led to an exponential increase in dog faeces not being cleaned up on almost all the areas.

### Analysis

We have erected several signs, given to us by neighbourhood first, to discourage people from not clearing up after their dogs on the park but it has had little effect. When mowing the youth football pitches there were in excess of half a dozen piles of faeces in an area where children are going to play football.

### Conclusions

To my knowledge the area has one dog warden to cover Lewes, Seaford, Newhaven, Peacehaven and east Saltdean and they have done site visits, but very rarely and usually to do with aggressive dog reports.

### Recommendations

1. To discuss any solutions and to Note the report.

### Implications

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

|   |   |
|---|---|
| <u>Financial</u>                        | none at this time   |
| <u>Legal</u>                            |   |
| <u>Environmental and sustainability</u> | Dog faeces contain harmful substances. Contamination of equipment |
| <u>Crime and disorder</u>               |   |
| <u>Social value</u>                     | The issue might mean residents not using the parks                |
| <u>Climate</u> Carbon footprint?        |   |



Agenda Item: LA 579

Committee: Leisure, Amenities and Environment

Date: 20<sup>th</sup> July 2021

Title: skate park complaint

Report Authors: Kevin Bray

Purpose of Report: to recommend

---

### Introduction

The skate park was created as part of the big parks project 6 years ago.

### Background

The skate park consists of several different types of apparatus and is located in the west end of Centenary Park, it is not fenced in.

### Analysis

We had a phone call from a user of the skate park complaining he was a knocked off his skateboard by a dog running across the area, he did not suffer serious injury but wanted to ask is the skate area could be fenced in to prevent any future incidents which could be more serious.

### Conclusions

A fence would prevent dogs entering the area, but this type of area is prone to vandalism, although we do not suffer to badly, any fencing would have to be made of a very sturdy material and not just a wooden/ chain-link type, with gates.

### Recommendations

- For the grounds team to monitor the situation **or** the Parks officer investigate fencing the area in immediately and use CIL money for the cost.
- Add the fencing to the business plan for the future of the park?

### Implications

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

|   |  |
|---|--|
| <u>Financial</u>                        | The cost of a fence and gates could come from 106 or CIL or included in a future budget. |
| <u>Legal</u>                            |  |
| <u>Environmental and sustainability</u> |  |
| <u>Crime and disorder</u>               |  |
| <u>Social value</u>                     |  |
| <u>Climate</u> Carbon footprint?        |  |



Agenda Item: LA 580  
Committee: Leisure, Amenities and Environment  
Date: 20<sup>th</sup> July 2021  
Title: The Oval  
Report Authors: Kevin Bray  
Purpose of Report: To recommend

---

### Introduction

The Oval is the only wild park in the town and has mature trees and grass areas and can be accessed from

### Background

Last year it was decided by the parks officer that the oval was not cut completely the usual 12 times a year and that we cut out pathways and left the rest of the grass areas to become wild meadows to encourage insects etc.

### Analysis

We have received phone calls and email regarding the grass cutting asking if the park can be fully cut again due to dog walkers not collecting the faeces in the long grass and this beginning to smell, the issue of seeds getting into dog paws has also been mentioned.

There is also mention of the scrub being cut back, this is done on a now and then basis and is planned for autumn this year when we hire in a machine to cut the wildflower meadows in Centenary park.

### Conclusions

The grass meadow idea was done to have some wild areas in the north of the town to encourage insects and bees etc and the Oval seemed to be a good area to do this as it was a wild area anyway.

### Recommendations

1. To keep the Oval as a wild meadow or go back to cutting that whole area 12 times a year next year.

### Implications

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

|  |   |
|--|---|
| <b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul> | <ul style="list-style-type: none"><li>• Extra time and cost for extra cutting</li><li>• Machinery damage due to the unevenness of the ground, cost to repair.</li></ul> |
| <b><u>Legal</u></b>  |   |

|   |   |
|---|---|
| <u>Environmental and sustainability</u>                               |   |
| <u>Crime and disorder</u>   |   |
| <u>Social value</u>   |   |
| <u>Climate</u>  | <ul style="list-style-type: none"> <li>• Extra cutting means more co2 produced</li> </ul> |
| <ul style="list-style-type: none"> <li>• Carbon footprint?</li> </ul> |   |

### Appendices/Background papers

Dear Tony and Councillors

I am writing this following a walk and litter pick round the Oval yesterday to express my utter disgust at the appalling state the park is in.

The Oval has been the poor relation of Peacehaven parks for many years and has had not received the care, attention and maintenance that the other parks have received. It has now gone from looking overgrown to being in a state of total neglect by allowing the grass to grow so long. I know your excuse will be that this has been a deliberate decision to allow "wild flowers" to grow through but the grass is so thick that there are not many flowers least of all any "wild flower plants". Creating a proper wild flower meadow costs money and has to be done properly. The park is not a place where anyone can sit and enjoy it as it is used primarily as a dogs toilet (there are unpleasant smells in some areas) where owners do not pick up after their dogs. Now the grass is so long it is impossible to know where the excrement has been deposited so makes this task now impossible.

If the succession of lockdowns has taught us anything is the importance of our parks and open spaces as places to exercise and enjoy the outdoors. Sadly, this is not the case with the Oval. I spent many hours during lockdown litter picking in the parks of north Peacehaven as part of my daily exercise, including many, many hours in the Oval. I spent a whole day clearing empty, crushed Special Brew cans (I lost count after 100) and collected 5 black sacks full. I also recovered 3 bin bags of wine/vodka bottles and numerous bags of plastic rubbish, including an old paddling pool. At the time this gave me a lot of satisfaction as too much of our towns and country is spoiled because of litter. I foolishly thought that clearing up some of the rubbish would make a contribution towards making Peacehaven a better place to live. The current state of the Oval has left me feeling totally dispirited by its neglect.

Not cutting the grass up to the scrub areas means that the scrub will increase until the park is unusable by anyone. Excuses of trying to make it "wild life friendly" or creating a "nature reserve" will not wash as nature reserves require management. There is no management of the Oval.

People (and electors) in north Peacehaven pay their council tax like everybody else in Peacehaven and quite frankly we deserve better than this. There is sufficient space in the Oval for well thought out wild life areas together with informal play and open spaces for residents, children and dog walkers. It is time to develop a management plan for the Oval that meets the needs of local residents. As members of the Sussex Wildlife Trust has the Council considered a partnership with them to tap into their expertise and volunteers to create a wildlife friendly park for local residents?

Yours sincerely







Agenda Item: LA 581  
Committee: Leisure, Amenities and Environment  
Date: 20<sup>th</sup> July 2021  
Title: café forecourt  
Report Authors: Kevin Bray  
Purpose of Report: to recommend

---

### Introduction

The committee asked for £4000 to be set aside from CIL funds for the resurfacing of the cafe forecourt area, the quotes have come in way above this estimate.

### Background

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

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

### Analysis

Having received three quotes for a like for like block paving area to match the surrounding paving the costs are more than anticipated.

### Conclusions

The quotes were as follows.

Sussex driveways £8,200.00 + vat.

Hobart paving £11,109.00 + vat.

Southeast driveways £9,120.00 +vat.

### Recommendations

1. To decide which contractor to use.
2. To ask P&F to allow for the extra cost to come from PTC CIL money.

### Implications

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

|  |  |
|--|--|
| <b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul> | <ul style="list-style-type: none"><li>• Cil funds to pay for the work.</li></ul> |
| <b><u>Legal</u></b>  |  |

|  |  |
|--|--|
| <u>Environmental and sustainability</u>  |  |
| <u>Crime and disorder</u>  |  |
| <u>Social value</u>  | <ul style="list-style-type: none"><li>• Improved area for public to dine</li></ul> |
| <u>Climate</u> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul> |  |

Appendices/Background papers

**Agenda Item:** LA 582  
**Committee:** Leisure, Amenities and Environment  
**Date:** 20<sup>th</sup> July 2021  
**Title:** Accessibility and Inclusivity  
**Report Authors:** Senior Projects Officer  
**Purpose of Report:** To update and agree next steps.

---

### Introduction

The Parks Officer, SPO and a number of Councillors have been working to develop and improve our offer in terms of accessibility and inclusivity for the Towns Leisure and Amenity spaces.

We have also been working with a parent led group in order to improve accessibility and equipment options for the disabled within our community and to facilitate visitor access and enjoyment of the Town, for both children and adults, their families and carers.

### Background

Contact and meetings occurred during May and early June between PTC Staff and Councillors and a local community group of parents with disabled Children. These were very productive; a number of summary actions have been agreed and are now being worked on. The inclusive swing and straps have arrived at PTC storage and the installation of this facility is being organised. This will also hopefully provide a media opportunity to demonstrate community working and joint fundraising. PTC have funded the swing from the L&A budget (£315.00 inc harness) and all parties would like to provide other equipment in the future and options will now be explored and reported back in due course.

The SPO attended a workshop re: MHCLG & MDUK £30m Changing Places toilets programme (see email copy attached). The SPO is keeping up to date with developments and the prospectus and expression of interest forms will both be launching online in the near future. It is hoped that PTC can bid for a full changing places facility for Centenary Park and potentially other locations.

### Analysis

There is a need for inclusivity and access audits of our facilities. Andy Frost will undertake some assessments for LDC spaces at some point (see Dell example attached). There is however an opportunity for independent reports to be produced which have a wider scope in terms of location, content and recommendations. This work will take into account all relevant legislation, requirements and implications of the Equality Act 2010 and British Standard BS8300:2018 re: design of accessible and inclusive built environment. The audit will cover parking, signage, steps, paths, park furniture, gates, information. This will facilitate access by all users including disabled people, right from finding out information before a visit to physical arrival and navigation around amenity spaces. It is recommended that PTC's reports cover The Dell, Howard/Peace Park, The Oval, Epina Park, Shepherds Down, Centenary Park.

Three quotes will be sought for this work from the following, the SPO recommends that CIL is used, or a bid is put forward as part of a package from "Ouse Valley Cares", a new opportunity which has just opened up and will be developed and reported at a future committee.

1. Access Matters – based in Canterbury, Kent used by TTC [www.access-matters.co.uk](http://www.access-matters.co.uk)
2. Earnscliffe - based in Brighton [www.earnscliffe.co.uk](http://www.earnscliffe.co.uk) working on Black Rock , Brighton Masterplan including 2 play areas
3. Access Design based in London [www.accessdesign.co.uk](http://www.accessdesign.co.uk)

## Recommendations

1. To agree an 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.
2. To note forthcoming bids for Changing Places and Ouse Valley Cares project and please input and provide support as they develop.
3. To note and attend inclusive swing installation event.

## Implications

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

|   |   |
|---|---|
| <b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital</li><li>• Replacement of asset</li></ul> | Recommend using PTC CIL money<br>Report quotes to be obtained<br>Replacement could be recommendations |
| <b><u>Legal</u></b>   | Equalities & Design legislation   |
| <b><u>Environmental and sustainability</u></b>  |   |
| <b><u>Crime and disorder</u></b>  |   |
| <b><u>Social value</u></b>  | Changing Places National Fund   |
| <b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint</li></ul>                                | Use of sustainable and recycled equipment where possible  |

## Appendices/Background papers

Copy of Email.

Example of the Dell LDC Audit of playground 2019

Example of TTC Access Audit showing how thorough these reports are.



|                            |   |     |   |   |           |
|----------------------------|---|-----|---|---|-----------|
| h                          | Are there continuous support handrails alongside unavoidable steps at a height no higher than 1000mm; suitable for all users?<br>Is there room for a straight ramp to be installed as an alternative to unavoidable steps, (grade 1:1 - 2: 8%) with a maximum width of 1.5m?                          | N/A | Y | N | Comments: |
| i                          |   | N/A | Y | N | Comments: |
| <b>6 Signage/Warnings:</b> |   |     |   |   |           |
| a                          | Are there welcoming signs within the play area that are at a height that can be read by the majority of play area users?  | N/A | Y | R | Comments: |
| b                          | Are the signs in a pictorial and Braille as well as written?  | N/A | Y | R | Comments: |
| c                          | Are the signs clear, with a high contrast ratio between text and background to aid visually impaired users?   | N/A | Y | N | Comments: |
| d                          | Do the signs advise whom to contact in an emergency with appropriate telephone numbers?   | N/A | Y | N | Comments: |
| e                          | Are there warning signals in suitable places, allowing for children and cars with limited vision? E.g. Swing barriers painted in a vibrant colour such as yellow or red. Soundce notifications where a step is level with a pathway, at safe crossing points etc.                                     | N/A | Y | R | Comments: |
| <b>5 Furniture:</b>        |   |     |   |   |           |
| a                          | Can children and their caregivers of all abilities access the seating and play area within the play area?   | N/A | Y | N | Comments: |
| b                          | Do the seats have backrests and armrests to support those who have difficulty sitting upright?  | N/A | Y | N | Comments: |
| c                          | Can children of all abilities access any picnic tables installed on site?   | N/A | Y | N | Comments: |
| d                          | Is there shelter and shade within the play area to protect children and others from the wind, rain and sun?   | N/A | Y | Y | Comments: |
| e                          | How far away is the nearest toilet facilities for people using the playground?  | N/A | Y | Y | Comments: |
| <b>6 General:</b>          |   |     |   |   |           |
| a                          | Does the design of the playground encourage inclusive play?   | N/A | Y | N | Comments: |
| b                          | Are there things to do for children who cannot or choose not to leave their wheelchair, such as low level panels, games etc.?   | N/A | Y | N | Comments: |
| c                          | Is there a quiet space where children who choose not to join others can be part of the play experience?   | N/A | Y | N | Comments: |
| d                          | Is there a balance of both physical and social play?  | N/A | Y | N | Comments: |
| <b>7 Play Equipment:</b>   |   |     |   |   |           |
| a                          | Swinging: What types of swing activities are available within the play area?<br>Swings with cradle seats<br>Swings with flat seats<br>Swings with other seats<br>Other (Specify) .....  | N/A | Y | N | Comments: |
| b                          | Sliding: What types of sliding activities are available within the play area?<br>Free-standing slide with single-width access and descent<br>Free-standing slide with co-knewd access and descent<br>Embankment slide<br>Slide with single-width access and descent forming a part of a mobility unit | N/A | Y | R | Comments: |



|   |                          |                          |           |
|---|--------------------------|--------------------------|-----------|
| is safe/sounding notated under and surrounding each item of play, (meeting BS EN 1177 recommendations)? | <input type="checkbox"/> | <input type="checkbox"/> | Comments: |
| Synthetic, rubber tiles or wet pour?  | <input type="checkbox"/> | <input type="checkbox"/> | Comments: |
| Loose impact absorbing surface (bar/woodchips)  | <input type="checkbox"/> | <input type="checkbox"/> | Comments: |
| Grass matting   | <input type="checkbox"/> | <input type="checkbox"/> | Comments: |
| Other (Specify):  | <input type="checkbox"/> | <input type="checkbox"/> | Comments: |
| is the safe/sounding level with the surrounding surfaces?   | <input type="checkbox"/> | <input type="checkbox"/> | Comments: |

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: .....

Comments: .....

Comments: .....

Comments: .....

Comments: .....

Comments: .....

Recommendations:

Access:

Ancillary items:

Shelter:

Design:

Equipment:

CCA, low level matting:

Surfacing:

Other:

General maintenance and repair:

Dear All

Just a quick update – I attended this today, it was a 2 hour event so a lot of information. A few key notes are below. The process for obtaining Government funding is early days and is evolving.

I also had a one to one meeting with a changing places specialist yesterday and have made contact with a provider who assesses / makes / installs the pre-fabricated units. These cost around £45,000. We are still looking into availability and sizing for the table at the existing Gateway Café toilets and the swing delivery is awaited imminently. We are getting quotes for additional toddler swings elsewhere in the park to help relieve pressure on having just two swings in that area.

### Notes

¼ million people need changing places facilities in the UK. Children and Adults.

Vital facility

£30m available, for existing buildings – what about stand alone?

Facilities can have huge impact on your area and peoples lives

Can be life changing – provision for a basic right

Recreation – 350 persons or more capacity (guide to follow)

Equalities Act and British Standards apply

Support available – **training (autumn)**, technical expertise, best practice

Disabled people often either have to be laid on the floor or deliberately de-hydrate themselves when out and about

Carers end up lifting and damaging themselves struggling with School trips, community outings etc.

Toileting in a safe and dignified manner

Everyone should be able to access opportunities and not be limited

Facilities are varied over the Country – some have none. Our nearest are Central Brighton and Seaford eg: Leeds has 42

Leisure / sport is one of the top 5 valued settings and county parks / open spaces came 1<sup>st</sup> as part of a survey

Applications / opt in – will try and make as simple as possible

Today is the start of engagement, official launch to follow

**Focus is Unitary and District Level – expect to work with partners such as Town and Parish Councils**

Funding will be ringfenced

About **EXISTING BUILDINGS** not NEW BUILDINGS

**Mobile / pre-fab – they are not sure about this yet...raised as a question.** They will come back on this

All new changing places are to be registered and promoted so users can plan outings – new website due in Jan 2022 national toilet map and

Briefing notes and prospectus to be provided

Dates – align with national disability strategy (not definite yet)

**Match funding requirements – details to be set out**

Capital spend only (not servicing)

Mobilooos can be used for events – fantastic and fully functional but favour permanent fixture

Funding allocation – assessment of demand, coverage, need etc to assign funding

Timescale after funding? Will be as flexible as possible

Expression of interest – probably late Summer

Trying to keep it simple

Not a competitive fund

Accessed via radar key most often, some venues have extra security settings eg: parks, there may be limited hours – vandalism prevention etc but don't make it "disabling" for the users

Draft applications should not be needed as guidance will be there for the process  
Still need a separate accessible / disabled toilet as they provide for a different user

Kind regards  
Michelle

## **Telscombe Town Council**

### **Access Audits**

**Chatsworth Park  
Telscombe Tye  
Robert Kingan Playground  
The Copse**



### **March/April 2021**

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## Introduction and report overview

### Brief description of sites

The four sites audited all belong to Telscombe Town Council (TTC) and have different characteristics and uses. The sites are:

- Chatsworth Park
- Robert Kingan Playground
- The Copse
- Telscombe Tye

**Chatsworth Park** is open parkland with wooded areas, a memorial garden and two playgrounds and located in a densely populated part of Telscombe. It would seem to be used primarily by dog walkers, parents on route to taking their children to school or to use the playgrounds and others perhaps on their way from A-B.

**The Robert Kingan Playground** is also in a residential area and is well-used by local families with children under 12 years old.

**The Copse** is a tiny and very modest area of woodland in a residential area with a single path running through it and all the trees under a preservation order.

**Telscombe Tye** is an open area of land stretching between the village of Telscombe and the coast and forming part of the South Downs National Park. It lies between the residential areas of East Saltdean on the west side and Telscombe Cliffs on the east side.

### Client brief

Telscombe Town Council is planning to make some changes at Chatsworth Park – in particular thinking of the potential for a café there – and before doing so, wanted to review the accessibility of the Park in order to be able to incorporate any recommendations into works at the Park. Whilst reviewing the Park it was also decided to look at the other three areas so that a rolling programme of access improvements could be established across all four areas. The aim of an Access Audit is to identify key barriers to access in each area and make recommendations as to how these may be addressed within the context of the specific characteristics of each outdoor site.

### Audit scope

The access audit of the four sites examines the whole journey to and around the sites and the use of any facilities there. This journey starts with the information about the accessibility of the sites on the website, arriving at the sites and entering and getting around them, using any facilities and maintaining ongoing links. The scope of the audits covers physical, sensory and cognitive access.

### Methodology

An access audit assesses an environment and any services provided in relation to its accessibility. The audit process comprises observation, measurement against current standards and good practice guidance and analysis in the light of statutory duties in conjunction with discussion with staff and disabled people where feasible. The access audit assessments of the four sites were carried out on 15<sup>th</sup> March 2021. The weather conditions were fair.

An access audit and the development of an access action plan are recommended as good practice to inform decision making for TTC to address what is reasonable to do to meet current its equality duties. It is advisable to follow current best practice design guidance to be able to justify decisions taken.

### **Assessment criteria and standards**

The audit assessment is based on the following criteria:

- The provisions in Approved Document Part M of the Building Regulations, 2015 edition. Volume 2: Access to and use of buildings.
- BS8300-1:2018 Design of an accessible and inclusive built environment. Part 1: External environment – Code of Practice
- BS8300-2:2018 Design of an accessible and inclusive built environment. Part 2: Buildings – Code of Practice
- Other current best practice guidance (see Appendix A)

### **Report format and use**

The report is split into four main sections:

1. Introduction and overview  
This sets the context for the commissioning of the audit and includes brief details of the site, buildings and of the scope of the audit.
2. Key findings  
This discusses the key findings of the audit in the context of the DEI's statutory duties and explores ways in which these may be addressed.
3. Table of access audit findings and recommendations for all four sites
4. Appendix  
This comprises:
  - references to best practice guidance
  - a summary of the legislative context
  - reference to the social model of disability
  - glossary of terms

The table of findings and recommendations includes budget cost bands and reference to good practice guidance where applicable. Budget cost bands are given to assist in planning the implementation of the recommendations. Cost bands are approximate and indicative only. The figures exclude VAT, professional fees and any statutory consent.

The key to the table is outlined overleaf and at the top of the table.

**Key to table**

|                              |  |
|------------------------------|--|
| <b>Rec. No &amp; Element</b> | Number of recommendation and element or area of the audit assessment   |
| <b>Current situation</b>     | Brief description of the barrier to access or example of good practice   |
| <b>Recommendation</b>        | Basic description of type of reasonable adjustment required. There may be other options.   |
| <b>Guidance</b>              | Sources of good practice guidance – statutory or other   |
| <b>C (Cost Band)</b>         | <p><b>L</b> - &lt;£500</p> <p><b>M</b> - £500-1000</p> <p><b>H</b> - £1000-5000</p> <p><b>H+</b> - &gt;£5000+</p> <p><b>Q</b> - Quick Win (low cost &amp; easy to do)</p>  |
| <b>P (Priority)</b>          | <p>1. Important access issue based on current legal and good practice guidance. Strongly recommended for immediate consideration. Potential health and safety issue.</p> <p>2. Important access issue as a way to meet current inclusive design guidance and good practice but not as urgent as 1.</p> <p>3. Recommendation representing best practice, or access issue to be incorporated into long term maintenance schedule, refurbishment or when resources are available.</p> |

**Glossary of abbreviations**

- **BS8300-1**  
BS8300-1:2018 Design of an accessible and inclusive built environment. Part 1: External environment – Code of Practice
- **BS8300-2**  
BS8300-2:2018 Design of an accessible and inclusive built environment. Part 2: Buildings – Code of Practice
- **AD M**  
Approved Document Part M. Vol. 2. Access to and Use of buildings, 2015 edition
- **LRV**  
Light Reflectance Value

## Key findings

All four sites are very different but there are some elements of the audit findings which are common to all of them. The two key elements in this respect are:

- Pre-visit information
- Consultation with local disabled people

**Pre-visit information.** There is information about each of the sites on the TTC website. These webpages could be used to include information about the accessibility of each site. This information is very important to many disabled people as it helps them decide whether to go to a particular place and whereabouts to go when they get there. The information could be provided as a single Visitor Access Guide or as Accessibility Information for each site. This information could include photos, an illustrative map/plan of the sites, information about parking and public transport, location of nearest public WCs etc. The map/plans to include information about path surfaces, widths and steepness, steps, and location of resting places. A contact email or phone number for further information and/or feedback would also be helpful. In addition to the access information, the website itself needs to be checked to ensure it is as user-friendly and accessible as possible. This is a specialist area not covered by the audit.

**Consultation** with local disabled people is also a key recommendation for all the sites. It may be useful to adopt a task-orientated or focused approach to this. For example asking wheelchair or scooter users to try out various options for gate latches for the Tye before replacing any, or asking disabled children and their parents/carers what improvements they'd like to see at any of the playgrounds, or testing out the accessibility of proposed interpretation at the Copse. Using a focused approach means that the consultation doesn't get over-complicated and that disabled people are involved in key aspects of any access improvements and before they are finalised.

**Interpretation.** An element common to three of the areas (all apart from the Robert Kingan Playground) is provision of interpretation. Whilst this is not an access requirement, it does make the sites more accessible to people in the way that they learn about them and engage with them and perhaps they go on to volunteer or be more involved in the sites. This can be done in a variety of ways and should include a variety of options for people with different access requirements and will require funding for an interpretation specialist, community consultation and provision of interpretive tools.

Other site specific key recommendations for the audit are as follows:

### **Chatsworth Park.**

- Enhanced pedestrian links to the Park are recommended from the opposite side Ambleside Avenue and Kirby Drive. There is an uncontrolled crossing on Ambleside Avenue but the surface of the road here is poor. There is no direct crossing from Kirby Drive near the north playground – and yet this is very well used by people living in this area and was cited as a problem by some families spoken with at the playground on the day of the audit.

- In connection with this, a step-free approach to the north playground is recommended. The current step-free approach is steep and the gate is difficult to open.
- A rolling programme of upgrading of all the paths starting with the most frequented routes is recommended. Paths to aim to achieve the least restrictive access and to be min. 1800 mm wide where feasible with a firm and even surface.
- Provision of more and varied seating around the Park to include seating with backrests and armrests and firm level space beside for a wheelchair and approaches that are easy to access.
- Refurbishment of the car park and its approach to provide a firm and level surface and accessible parking bays
- The provision of a café and WCs (as proposed by the Council) would enhance the experience for all users of the Park.
- Consultation with the local community with regard to provision of play opportunities for older children

### **Robert Kingan Playground**

The main access improvements to this playground may be guided by consultation with local parents of disabled children as the site would appear to cater for children and parents with a variety of access requirements. Recommendations have been made for improvements to two of the entrance approaches/gates.

### **The Copse**

This small site has a stepped approach on one side and a high kerb on the other. It is unlikely that it would be reasonable or particularly practical to create a step-free approach and route through here. Therefore some information about the Copse on line, accessible via QR codes on site (for example) would give people requiring step-free access an alternative way of seeing and understanding the site. Again, some interpretation here might really help people to engage with the site, understand more about trees and take pride and interest in it. Recommendations for physical access improvements include some remedial work to the steps, the handrails, and to the surface of the path

### **Telscombe Tye**

Again the audit here focusses on provision of the least restrictive access. In practice, the recommendations include consultation with local disabled users of the Tye to assess which approaches for them are the most accessible (from each side), the most likely ones for them to use and what improvements they'd like to see there. Whilst there is an old established byway running the length of the Tye there are no firm and level paths. It has part of the South Downs, its topography is undulating and it is covered almost entirely in grass. However some routes around or across the Tye are more accessible than others and it may be that with consultation about this, the surface of these routes may benefit from more frequent maintenance to ensure that are as kept as accessible as they can be in this natural environment. On the day of the audit for example, the routes in some areas had a fairly firm and even grass surface – but this may not be the case at all times of year and in all weather conditions.

Other recommendations for the Tye include:

- Provision of more seating/resting places
- Provision of a map/plan of the Tye on arrival at key entrances
- Improvements to signs and notices to ensure they are as clear and accessible as possible
- A possible long-term project to enhance the approach from the A259

Ongoing evaluation and review of access is important and the involvement of local people who have direct experience of the barriers to access can provide mutually beneficial partnerships. The involvement of an access consultant with their experience and knowledge of statutory duties and current best practice guidance can complement this and is recommended for any major projects going forward or, on an ad hoc basis, to discuss any complex issues that arise. This audit provides the basis for a phased approach to enhancing access across all four sites. The access auditor is available to discuss any of the recommendations with the Council at an online meeting either now or as projects develop.

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27<sup>th</sup> April 2021

**Table of Access Audit findings and recommendations**

| Key: | C = Cost Band  | P = Priority | Key to priorities   |
|------|----------------|--------------|---|
|      | L = <£500      | 1            | Important access issue based on current legal and good practice guidance. Strongly recommended for immediate consideration.<br>Potential health and safety issue. |
|      | M = £500-1000  | 2            | Important access issue as a way to meet current inclusive design guidance and good practice but not as urgent as 1.   |
|      | H = £1000-5000 | 3            | Recommendation representing best practice, or access issue to be incorporated into long term maintenance schedule, refurbishment or when resources are available. |
|      | H+ = >£5000    |              |   |
|      | Q = Quick win  |              |   |

| No. & Element   | Current situation   | Recommendation   | Guidance                                | C | P |
|---|---|--|---|---|---|
| <b>1. Chatsworth Park - Pre-visit information</b>         |   |  |   |   |   |
| <b>Commentary</b>   | There is some information about the open spaces audited on the Telscombe Town Council (TTC) website: <a href="https://www.telscombetowncouncil.gov.uk/about-us/">https://www.telscombetowncouncil.gov.uk/about-us/</a> This includes a map of the location, an illustrative photo and a short description. The website includes some accessibility tools. |  |   |   |   |
| <b>1.1 Online – website accessibility &amp; usability</b> | There is no information about the accessibility of the website on the Town Council website. Assessing the accessibility and usability of a website is a specialist area. It is important to ensure the website is as user-friendly as possible to a wide audience.  | The accessibility and usability of the website to be reviewed by specialists and the recommendations acted on. The website should aim to meet Level AA of the <u>W3C Web Accessibility Guidelines</u> . The review process should include usability testing with an experienced group of users, particularly those who use screen readers or Easy Read text.   | Auditor can advise further if required. | H | 1 |
| <b>1.2 Online – information about access</b>              | There is no information about the accessibility of each of the sites on their respective pages. In research carried out by the Sensory Trust 42% of respondents said the main reason for not visiting their local park was lack of information.   | Some information about the accessibility of each of the sites, in the form of a Visitor Guide, to be included on the webpages with photos and an illustrative map would be particularly helpful to disabled people who may be thinking of visiting. Include images of a diverse population to show that everyone is welcome. Information to include: <ul style="list-style-type: none"> <li>• Parking and transport information</li> </ul> |   | M | 1 |

| No. & Element                  | Current situation   | Recommendation  | Guidance | C        | P |
|--------------------------------|---|---|----------|----------|---|
| <p><b>1.3 Social media</b></p> | <p>TTC has a social media presence on Facebook and Twitter. This is a good way of reaching local people to let them know about changes to routes, access improvements etc. and to ask them their views.</p> | <ul style="list-style-type: none"> <li>• Location and access information about WCs, refreshment facilities. And other facilities</li> <li>• Range of activities available</li> <li>• Opening times or any restrictions (such as at Telscombe Tye where they may be cattle grazing)</li> <li>• Information on guided tours or events</li> </ul> <p>Map to include elements such as accessible parking opportunities, location of bus stops, location of level access and step-free routes (where they exist), information about path surfaces, widths and steepness (if steep), and provision of resting places and nearest toilets.</p> <p>Ensure all messages/information put out on social media is in plain easy to read language and that photographs have descriptions attached to them for people who use screen readers.</p> <p>Follow/connect with local organisations of disabled people and of parents of disabled children to get the message out about making access improvements to sites and to seek their views.</p> | <p>L</p> | <p>3</p> |   |

| No. & Element                             | Current situation  | Recommendation   | Guidance | C | P |
|---|--|--|----------|---|---|
| <b>2. Chatsworth Park - Arrival</b>       |  |  |          |   |   |
|   |  <p>Telscombe Town Council noticeboard at entrance off Ambleside Avenue</p>   |  <p>Car park at Chatsworth Park</p>    |          |   |   |
| <b>Commentary</b>                         | <p>Chatsworth Park is a long, roughly oblong shaped Park above Telscombe Cliffs which runs alongside Ambleside Avenue on the east side and Kirby Drive and Central Avenue on the west. It slopes down from north to south. The park has two playgrounds (north and south), a memorial garden, a car park at the bottom end and is otherwise laid to grass with one or two resting places and some woody areas. There are essentially two main paths running along each side of the Park with links between them at one or two points. There are 11 entrances into the Park from the surrounding roads.</p> |  |          |   |   |
| <b>2.1 Parking &amp; public transport</b> | <p>Information about parking and public transport opportunities is very important for many disabled visitors.</p>  | <p>Ensure that information about parking near the Park (i.e. street parking near the more accessible routes) and the</p> |          | Q | 1 |

| No. & Element                             | Current situation  | Recommendation  | Guidance | C | P |
|---|--|---|----------|---|---|
| 2.2 Arrival                               | <p>There are several key points of entry around the park. An information board at these entries would help orientate people and inform their decision about where to go in the park. This should include a park map with the accessible features on it (as described in 1.2 above). At the moment there is one noticeboard at an entrance off Ambleside Avenue but this is information about TTC meetings etc.</p> | <p>location of any bus stops is made available in the Visitor Guide online.</p> <p>Provide a map at the main entrances (near bus stops and in the car park and at other key entrances) to the park which shows the key features of the park such as steps, location of resting places, toilets and other facilities (where applicable), steepness of slopes, surface of paths, distances etc.</p> |          | M | 1 |
| <b>3. Chatsworth Park – Key entrances</b> |  |   |          |   |   |
|   |  <p>View up steps from Kirby Drive</p>   |  <p>View down steps to Kirby Drive</p>   |          |   |   |

| No. & Element   | Current situation   | Recommendation  | Guidance | C  | P |
|---|---|---|----------|----|---|
| <p>Kirby Drive by playground<br/>Commentary</p>       | <p>The stepped entrance from Kirby Drive is handy for the playground and generally for people on that side of the park. However, there is no uncontrolled (or controlled) crossing here from the housing area on the opposite side of Kirby Drive and this can be a busy road. The steps and handrails require remedial work to enhance their accessibility and then ongoing maintenance.</p>                     | <p>The stepped entrance from Kirby Drive is handy for the playground and generally for people on that side of the park. However, there is no uncontrolled (or controlled) crossing here from the housing area on the opposite side of Kirby Drive and this can be a busy road. The steps and handrails require remedial work to enhance their accessibility and then ongoing maintenance.</p>   |          |    |   |
| <p>3.1 North Playground entrance from Kirby Drive</p> | <p>This is the only stepped entrance into the park and is also the entrance closest to the North Playground. The only step-free route to this playground is via the gate at the top (near the Memorial Garden) and this is also not fully accessible as the gate is difficult to operate from a wheelchair and the sloped route down into the playground is steep initially (although this could be altered).</p> | <p>The recommendation here is for a new step-free route with firm surface to be created to the north playground from further up Kirby Drive at the top west corner of the park parallel to the road but on the other side of the hedge to meet up on the level landing outside the yellow gate to the playground. Path to be min. 1500 mm wide with minimum camber allowing for slight cross-fall to drain water. See photograph below.</p> |          | H+ | 2 |

| No. & Element  | Current situation  | Recommendation   | Guidance | C                | P        |
|--|--|--|----------|------------------|----------|
|  |  <p>Side of steps up from Kirby Drive</p>                       |  <p>View back from north playground entrance to proposed step-free route from Kirby Drive at the top end of the park.</p>                            |          |                  |          |
| <p><b>3.2 North Playground entrance from Kirby Drive</b></p> | <p>This entrance is opposite a well-populated housing estate but there is no controlled crossing for residents crossing the road to the park.</p>  | <p>Work with highways to explore the option of installing a controlled crossing from the housing side of Kirby Drive to the park side. This then will need to connect up with a route into the park (preferably as step-free one).</p> |          | <p>M-<br/>H+</p> | <p>1</p> |
| <p><b>3.3 North Playground entrance from Kirby Drive</b></p> | <p>The steps here require some remedial work to maximise their accessibility and bring them as far as possible in line with current standards.</p> | <p>Create an extra step at the bottom of the second set of steps (as ascending) in order to reduce the height of the first step. Tread to be the same depth.</p>   |          | <p>M</p>         | <p>2</p> |

| No. & Element                                  | Current situation                                    | Recommendation   | Guidance    | C | P |
|--|--|--|-------------|---|---|
| 3.4 North Playground entrance from Kirby Drive | The visual contrast on the nosings is poor.          | On replacing the timbers that form the nosings or on carrying out remedial work to them, consider the options for highlighting the nosings on the steps on both the tread and the riser. The visual contrast should be 30 points LRV and can be tonal rather than a different colour (if more suitable). The guidance is for the visual contrasting area to extend 50 – 65 mm in width from the front edge of the tread and 30 – 55 mm in width from the top of the riser. | ADM 1.33(i) | L | 2 |
| 3.5 North Playground entrance from Kirby Drive | Some treads have a broken or uneven surface.         | Carry out remedial work to the treads to ensure that they have a firm and even surface.  |             | M | 2 |
| 3.6 North Playground entrance from Kirby Drive | There is a handrail to these steps on one side only. | Provide a handrail to the left side of the steps ascending. Handrail to be continuous apart from across any landings. Rail to be smooth to the touch, to extend horizontally by 300 mm beyond the top and bottom nosings of the flights and at a continuous height of 900-1000mm above the pitch line of the steps. Profile of handrail to be circular with diameter between 32 – 50 mm or non-  | AD M 1.37   | M | 2 |

| No. & Element                                  | Current situation   | Recommendation  | Guidance | C | P |
|--|---|---|----------|---|---|
| 3.7 North Playground entrance from Kirby Drive | The handrail to the right side ascending is too far from the step to be reached comfortably. It is also rough to the touch and slightly low. A rounded profile would be easier for people to grasp. | circular, 50 mm wide and 39 mm deep with rounded edges and a minimum 15 mm radius. Consider installing a second lower handrail for children at 600 mm high.<br>Replace the handrail with one which meets the guidance as above. Ensure the handrail is close to the steps |          | M | 2 |
| 3.8 North Playground top entrance              | This is currently the step-free entrance to the playground but it has a gate that is difficult to open from a wheelchair and a path down which is initially quite steep.                            | Refer to 2.6 for recommendations for new step-free route to playground.<br>Install new two-way gate here with easy to use latch. For example: <a href="https://centrewire.com/products/aston-2-way-gate/">https://centrewire.com/products/aston-2-way-gate/</a>           |          | M | 2 |
| 3.9 North Playground top entrance              | The slope down from this entrance is steep which is a barrier for a step-free approach.   | See 3.1. It is recommended that the mainstep-free route is changed as in 3.1.   |          | H | 1 |

| No. & Element                          | Current situation  | Recommendation  | Guidance  | C         | P        |
|--|--|---|---|-----------|----------|
|  |  <p>Car Park off Park venue</p>   |  <p>Pedestrian route on approach to car park entrance from Park Avenue</p>  |   |           |          |
| 3.10 Car Park entrance via Park Avenue | <p>This is a key entrance to the Park and will be in the future for events etc. There is no directional sign on the approach.</p>  | <p>Install a directional sign to the Park from the junction of Telscombe Cliffs Way and Park Avenue.</p>  | <p><b>BS8300-2</b><br/>Clause 12</p>              | <p>M</p>  | <p>2</p> |
| 3.11 Car Park entrance via Park Avenue | <p>The pedestrian approach to this entrance to the Park has an uneven and (on the day of the Audit) muddy surface. This is a barrier to access for many disabled people.</p> | <p>Carry out remedial work to the path on the approach to the Park from Park Avenue so that it is firm and even and has no encroaching shrubbery to the side. The width of this path should ideally be 1800 mm to allow two wheelchairs to pass by each other – or if not min. 1500 mm.</p> | <p><b>AD M 1.13</b><br/><b>BS8300-2 8.1.2</b></p> | <p>H+</p> | <p>2</p> |

| No. & Element                          | Current situation  | Recommendation  | Guidance                                       | C  | P |
|--|--|---|--|----|---|
| 3.12 Car Park entrance via Park Avenue | There is a small car park for the Park at the entrance off Park Avenue on the south west side of the Park. The surface of the car park is very uneven. | Carry out remedial work to the car park to create a firm and even surface. This surface also to be regularly maintained throughout the year.  |  | H+ | 1 |
| 3.13 Car Park entrance via Park Avenue | There are no designated accessible bays here. This may mean that Blue Badge holders are excluded from parking here on occasions.                       | Once the surface is level and even, mark out accessible parking bays as per guidance. The number of accessible bays should be min. 6% of the total number of spaces. Allocated bays to be as close as possible to pedestrian route(s) which have a firm and even surface. | <b>BS8300-1:</b><br>Table 2 & ADM<br>Diagram 2 | M  | 1 |

| No. & Element                       | Current situation   | Recommendation  | Guidance  | C  | P |
|-------------------------------------|---|---|---|----|---|
| 3.14 Approach from Ambleside Avenue |  <p>Pedestrian route alongside Ambleside Avenue</p> <p>There are a few approaches into the Park from Ambleside Avenue and the South Playground is also here. The pedestrian route from the south end of the Park running north alongside Ambleside Avenue is narrow (7- 800 mm wide). It widens out a bit going further north but has an uneven surface in places.</p> |  <p>Uncontrolled crossing on Ambleside Avenue</p> <p>Widen the pedestrian route alongside Ambleside Avenue so that it is more easily accessible. Aim for a route which is 1800 mm wide. Where the route surface is uneven, carry out remedial work to level it out.</p> | <p><b>AD M 1.13</b><br/><b>BS8300-2 8.1.2</b></p> | H+ | 2 |

| No. & Element                                       | Current situation  | Recommendation  | Guidance | C       | P |
|---|--|---|----------|---------|---|
| 3.15 Approach from Ambleside Avenue                 | The uncontrolled crossing just north of the South Playground is an important pedestrian crossing point. The surface of the crossing is very uneven.  | Carry out remedial work to the crossing here to create a surface which is firm and even.  |          | H       | 2 |
| 3.16 Approach north of crossing at Ambleside Avenue | This approach has three different bollards across it including a removable central one – to restrict access by anti-social users. This restricts the available width of the path to approx. 600 mm wide. It is difficult to find a solution which restricts access to some and not others. | Consider consulting with local disabled people to discuss the problem and explore ways of alleviating it to create a wider and more accessible entrance here. |          | L-<br>M | 2 |

| No. & Element  | Current situation  | Recommendation  | Guidance | C | P |
|--|--|---|----------|---|---|
| <p><b>4. Chatsworth Park - Getting around the Park</b></p> |  <p>Path across Park from Park Avenue to Ambleside Avenue. This has a very uneven surface in places.</p>  |  <p>Path in Chatsworth Park</p> |          |   |   |
| <p><b>Commentary</b></p>                                   | <p>The Park has essentially a main pedestrian route either side going from north to south and one or two connecting paths across – the main one being the path leading from the Park Avenue side to the Ambleside Avenues side. The main paths tend to be 1200 - 1500 mm wide, sometimes slightly more or less. The topography of the area means that there is a slope down from the top end of the Park to the bottom. The location of the Park means that it is a thoroughfare for some people (for example as a route from home to school) and a destination in</p> |   |          |   |   |

| No. & Element     | Current situation  | Recommendation   | Guidance             | C  | P |
|-------------------|--|--|----------------------|----|---|
| 4.1 Path surfaces | <p>Many of the path surfaces around the Park are uneven or cracked in places, which can be a significant barrier to access for some people.</p>                                      | <p>Carry out a rolling programme of improvement and maintenance of path surfaces around the Park starting with the most frequented routes such as the route across from Park Avenue to Ambleside Avenue. Path surfaces to be firm and even and well drained. They should be flush with any adjoining paths (for example the path alongside Ambleside Avenue).</p>  |                      | H+ | 1 |
| 4.2 Path widths   | <p>Most of the surfaced paths are approximately 1200 – 1500 mm wide, some slightly more or less. The resurfacing of paths provides an opportunity to widen them, where feasible.</p> | <p>Aim for a path width of 1800 mm on key routes, preferably 2000 mm. This allows two wheelchair users to pass each other or two pedestrians to walk side by side. A width of 1500 mm allows for a wheelchair user and a pedestrian to be alongside each other. A width of 1200 mm allows space for a wheelchair only. Where paths are necessarily narrower than 1800 mm ensure there are regular passing places. These should be 2000 mm long and 1800 mm wide and located within direct sight of another passing place or at a maximum distance of 25 m – whichever is closer.</p> | BS8300-1<br>Clause 8 | H+ | 1 |

| No. & Element                                   | Current situation  | Recommendation  | Guidance | C  | P |
|---|--|---|----------|----|---|
| <b>5. Chatsworth Park - Seating and shelter</b> |  |   |          |    |   |
|   |  <p>Bench in Chatsworth Park</p> <p>There are a few resting places around the Park but not many. Provision of resting places at regular intervals is an important accessible feature of a Park.</p> |  <p>Seating in the Memorial Garden</p>  |          |    |   |
| <b>5.1 Resting places alongside paths</b>       | <p>The provision of regular and accessible resting places along a route is very important for many disabled people. There are a few benches at Chatsworth Park but not many.</p>   | <p>Carry out a rolling programme of provision of more resting places in the Park, starting out with the main routes and providing seating alongside the paths as the budget allows. On pedestrian routes it is recommended that, ideally, there are resting places every 50 m. The design of seating can be varied but the majority should incorporate a seat height of 450 mm – 480 mm and backrests and armrests. Other seating can be perching seats</p> |          | H+ | 2 |

| No. & Element                | Current situation  | Recommendation  | Guidance | C | P |
|------------------------------|--|---|----------|---|---|
| 5.2 Resting places elsewhere | There are some seats at different points within the Park, but not that many. These tend to be plain benches or, in the Memorial Garden, seating with backrests and armrests. | <p>that are higher or some lower seats. Ensure there is an accessible route to the seat and that there is space alongside it for a wheelchair or scooter.</p> <p>Together with the seating beside the main paths, explore other areas around the Park to install seating. This is something that could be done in consultation with local community groups. Consider locations for their sensory interest such as views, sounds, planting as well as some with shade and some with sun. The locations may have soft landscaping on the approach to complement the seating beside the paths.</p> |          | M | 1 |

| No. & Element                    | Current situation   | Recommendation   | Guidance | C | P |
|----------------------------------|---|--|----------|---|---|
| 6. Chatsworth Park - Playgrounds |  <p>North playground</p>   |  <p>Shell seat swing in South Playground. This is under a tree so is covered in bird droppings</p> |          |   |   |
| <p><b>Commentary</b></p>         | <p>There are two playgrounds at the Park – the South Playground and the North Playground. They have both been reasonably refurbished and have different equipment to suit different children. Both playgrounds are clearly demarcated with fences and entrance gates and have a Council sign at the entrance.</p> |  |          |   |   |

| No. & Element                | Current situation   | Recommendation  | Guidance | C | P |
|------------------------------|---|---|----------|---|---|
| 6.1 Both playgrounds         | The playgrounds would appear reasonably well equipped in that they provide a variety of equipment and experiences for children up to the age of 12 and with different access requirements. It is important to ensure that the play areas are meeting the needs of the local community as time progresses. | Set up a play area community group of people who have a vested interest in the play areas. The aim of the group would be to make sure the play areas are meeting the needs of the local community who use them. Useful people to have on the group may include parents and children, including children/parents with a range of access requirements, local pediatric occupational therapist, local special needs school (e.g. Downs View at Woodingdean) etc. |          | M | 2 |
| 6.2 Both playgrounds         | The play/activity needs of older children and adults may also require a bit more thought and provision.   | Consider also the needs of older children and adults for play areas – such as accessible outdoor gyms. This will also require consultation with relevant community groups or representatives.   |          | L | 2 |
| 6.3 Entrance gates           | The yellow painted entrance gates require pulling to enter. This is not obvious.  | Install a clear "Pull" sign on the yellow entrance gates to both playgrounds.   |          | L | 2 |
| 6.4 North & South Playground | Seating is provided via picnic tables with integral benches dotted around the sites.  | Provide a couple of other seats from which parents and carers can sit to watch a child on the equipment. Provide a firm surface on the approach to all seating/picnic tables for wheelchair users.  |          | M | 3 |

| No. & Element                | Current situation   | Recommendation   | Guidance | C | P |
|------------------------------|---|--|----------|---|---|
| 6.5 North & South Playground | Some of the picnic tables are higher than others which means that some are wheelchair accessible and others not so.   | When installing new picnic tables ensure that there is min. 700 mm clear knee-space underneath for a wheelchair user. When maintaining the areas around existing ones, carry out remedial work to maintain a clear height underneath of 700 mm – where feasible. |          | L | 3 |
| 6.6 North Playground         | The bank around the two slides in the North Playground gets very muddy and slippery in wet weather. There are rough stepping stones or logs beside these but these may be difficult for some children to use. | In discussion with consultation group, consider installing steps with handrails (low ones for children at approx. 680 mm high) beside them beside the slides so that children can avoid the muddy surface. Or there may be other preferred solutions to this.    |          | M | 3 |
| 6.7 South Playground         | The shell seat swing is under a tree where birds sit so is covered in bird droppings – which will put people off using it   | Move the whole of the swing piece of equipment away from the edge of the playground so that the shell seat is further away from the tree. Ensure also that equipment is regularly cleaned.   |          | L | 3 |

| No. & Element                           | Current situation   | Recommendation  | Guidance | C | P |
|---|---|---|----------|---|---|
| <b>7. Chatsworth Park - Other areas</b> |   |   |          |   |   |
|   |  <p>View of Memorial Garden &amp; benches</p>  |  <p>Wheelchair accessible picnic table just near Memorial Garden</p>  |          |   |   |
| <b>Commentary</b>                       | <p>The main special area for comment here is the Memorial Garden at the north end of the Park. This is a circular area for reflection with paved paths and posts around it dedicated to the memory of a person or an animal. It has two seats at the top end.</p> |   |          |   |   |
| <b>7.1 Memorial garden</b>              | <p>The picnic bench next to the Memorial Garden as space for a wheelchair. The ground around it can be quite soft during wet weather.</p>   | <p>Consider playing a firm path from the main path up to the wheelchair space at this bench so that it is easier to access.</p>                         |          | H | 3 |
| <b>7.2 Memorial garden</b>              | <p>There is some planting here. It is a place for reflection and a good place to enjoy sensory richness.</p>  | <p>When considering the planting in this area ensure that the opportunity is taken to provide as much sensory richness in the planting as possible.</p> |          | L | 3 |

| No. & Element                                     | Current situation  | Recommendation   | Guidance | C  | P |
|---|--|--|----------|----|---|
| <b>8. Chatsworth Park - Activities and Events</b> |  |  |          |    |   |
| <b>Commentary</b>                                 |  <p>Litter pick volunteers April 2021</p> | <p>Some activities and events are organised at Chatsworth Park. These tend to be promoted on the Facebook page for Chatsworth Park and, at the moment, would appear to comprise mainly litter picking events. Other events may take place when there are no virus restrictions. There is certainly space and opportunity for organised events and activities here and there is a lot of local support for the Park and for keeping it nice (judging by the Facebook page).</p> |          |    |   |
| <b>6.1 Events and activities</b>                  | <p>These need to be as inclusive as possible.</p>  | <p>When designing and promoting events or activities, ensure that the accessibility of the event or activity has been considered and prepared for. This element can also be promoted and a telephone number given for anyone who may have</p>  |          | H+ | 1 |

| No. & Element   | Current situation  | Recommendation  | Guidance | C  | P |
|---|--|---|----------|----|---|
| 6.2 Events and activities   | Local community support for the Park is strong. The community may also have views on what type of activities or events could take place there.   | queries about the accessibility of the activity or event.<br>Consult with the local community, including disabled people, on any events or activities they would like to see organised at the Park and any suggestions for providers of these. Ensure that all providers of events are briefed to consider their accessibility. |          | M  | 3 |
| 6.3 Facilities  | There is a proposal to enhance the Park with provision of WCs and a café.  | The provision of WCs (in particular) at the Park would greatly enhance its accessibility for many people providing they could be well managed.  |          | H+ | 2 |
| <b>9. Chatsworth Park - Maintenance &amp; continuing engagement</b> |  |   |          |    |   |
| Commentary  | Many local people already have a real interest and passion for the Park and some of them volunteer there – for example doing litter picks. The maintenance of the Park will necessarily rely greatly on volunteers – both in formal and informal ways.   |   |          |    |   |
| 7.1 Volunteers  | Volunteers are an important element whereby the local community can feel involved with the Park and have a sense of ownership. Disabled volunteers will provide an added bonus in that they can continue to monitor and comment on the accessibility of the Park and will become ambassadors for the Park. | Carry out the promotion of volunteering to organisations or representatives of disabled adults and young people in the local community, ensuring that the volunteering opportunities are inclusive of them. Use the opportunity to get feedback from them about the accessibility of the Park.                                  |          | L  | 2 |

| No. & Element      | Current situation  | Recommendation  | Guidance | C | P |
|--------------------|--|---|----------|---|---|
| 7.2 Volunteers     | There is a significant element of maintenance and monitoring that needs to be carried out at the Park on a regular basis.  | Recruit volunteers (if not already in place) to carry out essential maintenance tasks at the Park and in doing so they also act as monitors of the Park. The tasks to include maintenance (sweeping) of paths, removal of any temporary obstacles, cleaning of playground equipment, pruning shrubbery back from the paths, carryout out remedial work to any damaged seats or signs etc. |          | L | 1 |
| 7.3 Staff training | Any Council Staff who manage activities or deal directly with the public regarding the Park need to be disability confident.   | Provide disability confidence training for all front facing staff. This should be provided by an experienced trainer who is themselves disabled and who works from the Social Model of Disability.  |          | H | 1 |
| 7.5 Feedback       | Getting ongoing feedback about the Park and its accessibility is important for the Council and assists the Council in meeting its duties to disabled people at the Park. | Consider increasing the ways in which people can give feedback about the Park so that it is as easy as possible. Use a variety of methods to give people options and ensure that those who have given feedback are given feedback from the Council on their ideas. Ways of giving feedback include social media, 1-1 questionnaire at events, community focus groups etc.                 |          | M | 1 |

| No. & Element   | Current situation  | Recommendation  | Guidance | C | P |
|---|--|---|----------|---|---|
| <b>10. Robert Kingan Playground - Pre-visit information</b> |  |   |          |   |   |
| <p><b>Commentary</b></p>                                    | <p>This playground is at the northern end of Bannings Vale in East Saltdean and has a range of equipment for children up to the age of 12 years. There is some information about the playground on the Telscombe Town Council (TTC) website:<br/> <a href="https://www.telscombetowncouncil.gov.uk/parks/robert-kingan-playground/">https://www.telscombetowncouncil.gov.uk/parks/robert-kingan-playground/</a><br/>                     This includes a map of the location, an illustrative photo and a short description. See Section 1 above for recommendation.</p> |   |          |   |   |
| <b>11. Robert Kingan Playground – Arrival &amp; Parking</b> |  |   |          |   |   |
|   |  <p>Uneven road surface on crossing at south side of Chailey Crescent on approach to entrance to Playground</p>  |  <p>Pedestrian route alongside the Playground in Bannings Vale</p> |          |   |   |

| No. & Element                   | Current situation   | Recommendation  | Guidance    | C  | P |
|---------------------------------|---|---|-------------|----|---|
| Commentary                      | The Playground is in a residential area. It is likely that most people walk to the Playground from the surrounding area. Street parking is available in Chailey Crescent. There is a TTC notice at the yellow gate entrances to indicate that the Playground is for children up to 12 years of age. |   |             |    |   |
| 11.1 Parking & public transport | Information about parking and public transport opportunities is very important for many disabled parents/carers wishing to use the Playground with their children.  | Ensure that information about parking near the Playground (i.e. street parking) and the location of any bus stops and public toilets is made available in the information online.   |             | Q  | 1 |
| 11.2 Pedestrian approach routes | The path running alongside the Playground at Bannings Vale has a reasonably firm and even surface but is too narrow to allow two wheelchair users to pass each other.   | When carrying out remedial work to this path, consider widening it to min. 1800 mm wide or installing a passing place half way along it.  | ADM 1.13(b) | H+ | 3 |
| 11.3 Pedestrian approaches      | The crossing point at the south end of Chailey Crescent near an entrance to the Playground has a very uneven surface.   | Carry out remedial work to the pedestrian routes and crossing points in the vicinity of the Playground to ensure that their surfaces are as firm and even as possible. This includes the road surface just in front of the Playground entrance on the south side of Chailey Crescent. |             | H  | 2 |

| No. & Element                                   | Current situation  | Recommendation  | Guidance | C | P |
|---|--|---|----------|---|---|
| <b>12. Robert Kingan Playground - Entrances</b> |  |   |          |   |   |
|   |  <p>Entrance to south side of Chailey Crescent</p> <p>There are three entrances. These are all in Chailey Crescent metal gates and one has a wooden gate with latch.</p> <p>The barriers in front of the gate are to hinder entrance by people on, say, motorbikes. Families with large buggies, such as double buggies might find the barriers difficult to navigate.</p> <p>These have yellow metal gates which require pulling or pushing to open.</p> |  <p>Entrance to east side of Chailey Crescent</p> |          |   |   |
| <b>Commentary</b>                               |  |   |          |   |   |
| <b>12.1 South entrance</b>                      | <p>Discuss with users of the Playground and consider the options – these could include a sign to the opposite entrance for example.</p>  |   |          |   |   |
| <b>12.2 South &amp; North entrances</b>         | <p>It would be helpful to have a "pull" sign on the pull side of the gates.</p>  |   |          |   |   |

| No. & Element  | Current situation   | Recommendation  | Guidance | C  | P |
|--|---|---|----------|----|---|
| 12.3 East entrance   | The gate here is heavy and the latch is not easily accessible to all.   | Carry out remedial work to the gate opening system to ensure that is not too heavy to open and replace the latch with one which can be easily opened from both sides. |          | M  | 2 |
| <b>13. Robert Kingan Playground – Getting around and using the space</b> |   |   |          |    |   |
|  |  <p>View of the Robert Kingan Playground</p> <p>There is a variety of play equipment around the Playground to suit children of different ages and abilities. All the equipment is on a firm surface and most, but not all, has level access to it. The area between the equipment has a grass surface. There are one or two seats around the playground and a picnic table with integral seat.</p> |  <p>View of the Robert Kingan Playground</p>  |          |    |   |
| Commentary   |   |   |          |    |   |
| 13.1 Route between play equipment  | The route between the play equipment has a grass surface. It is not known how muddy this might get in wet weather.  | Carry out consultation with local users of the Playground to discuss any ideas to improve the Playground  |          | H+ | 3 |

| No. & Element   | Current situation   | Recommendation   | Guidance | C | P |
|---|---|--|----------|---|---|
| 13.2 Seating  | <p>but it may be a difficult surface for some disabled adults or children to wheel across.</p> <p>There are several places where parents and carers can sit to observe children playing. These tend to be benches with backrests. Some people require armrests as well as backrests on seating.</p> | <p>including the surface between the equipment. It is recommended that a single firm surface route is provided to link up all the different play areas.</p> <p>When replacing seating, provide one or two seats with backrests and armrests and include a firmly surfaced area next to some benches where a wheelchair user can sit.</p> |          | M | 3 |
| 13.3 Other types of play opportunities                                    | <p>There may be other types of play opportunities that could be incorporated into this Playground.</p>  | <p>Consult with parents/carers and children about other types of play opportunities they might welcome here such as more tactile experiences, other sensory experiences, space to sit and reflect quietly etc.</p>   |          | M | 3 |
| <b>14. Robert Kingan Playground – Maintenance and Ongoing involvement</b> |   |  |          |   |   |
| 14.1 Volunteers   | <p>Some maintenance and monitoring is carried out by Council contractors or staff but the people who use the Playground are also very useful in terms of monitoring its condition and use. People need to have a variety of means of giving feedback in order to make it as easy as possible.</p>   | <p>Provide various options for local people to give feedback to the Council about anything to do with the Playground. For example, phone number (as on the sign), email address, Social media, etc.</p>  |          | L | 2 |

| No. & Element  | Current situation   | Recommendation  | Guidance | C | P |
|--|---|---|----------|---|---|
| 15. The Copse – Review                                   |  <p data-bbox="983 1115 1018 1653">Steps down to the Copse from Bush Close</p>   |  <p data-bbox="991 667 1026 981">Path through the Copse</p> |          |   |   |
| <p data-bbox="1023 1809 1058 2007"><b>Commentary</b></p> | <p data-bbox="1023 1115 1391 1653">The Copse is a small area of woodland between Telscombe Cliffs Way and Bush Close. It has a short path running through it with post and rail fencing either side. The path has a rough natural surface and is approx. 800 mm wide. The trees in the Copse are all subject to a Tree Preservation Order. Access to the path through the Copse is via the steps at one end or via a roadside kerb at the other. There is on-street parking locally. In summary this is a very small area of woodland which is more a passageway for people between two streets than a place for anything else. It is not easy to create step-free access due to the topography of the site and the placing of a bench along the path is unlikely to be</p> |   |          |   |   |

| No. & Element              | Current situation   | Recommendation   | Guidance       | C       | P |
|----------------------------|---|--|----------------|---------|---|
| 15.1 Pre-visit information | <p>conducive to people spending time here. Perhaps the most important thing that can be done is to improve the steps and handrails at some point and to provide some interpretation about the trees so that people can learn about them through the seasons.</p> <p>There is a page on the TTC website about the Copse.<br/> <a href="https://www.telscombetowncouncil.gov.uk/parks/the-copse/">https://www.telscombetowncouncil.gov.uk/parks/the-copse/</a><br/>           It identifies its location.</p> | Further information about the trees in the Copse and the accessibility of the Copse would be useful here.  |                | L       | 2 |
| 15.2 Steps                 | The profile of the steps does not meet current access guidance (the treads are quite short for example).  | At some point, rebuild the steps so that they meet current access guidance.  | AD M 1.27-1.33 | H       | 3 |
| 15.3 Steps                 | The nosings of the steps do not contrast visually with the rest of the steps.   | Consider ways of highlighting the nosings of the steps so that they are easily visible. This could, for example, be by using a wood stain of a much lighter or darker tone.                          | AD M 1.33(i)   | L       | 3 |
| 15.4 Step handrails        | The handrails to the steps do not meet current guidance in relation to their height and their profile. They are also not comfortable to touch – being of quite rough wood or having ivy climbing over them.   | Replace the handrails with ones which are designed to meet current guidance. Include a lower rail at 600 mm for children as well as a higher rail at 900 – 1000 mm from the pitch line of the steps. | AD M 1.34-1.37 | H       | 2 |
| 15.5 Interpretation        | Perhaps the most interesting thing about the Copse is that the trees are all subject to a TPO. But there is no information about the trees in situ.   | Explore ways of creating some interpretation about the trees – to enable people to learn more about trees from their bark and their leaves and their shape – and to take more                        |                | L-<br>M | 2 |

| No. & Element | Current situation | Recommendation  | Guidance | C | P |
|---------------|-------------------|---|----------|---|---|
|               |                   | <p>interest in them locally. This could be via an App, via etching of the tree species into the wooden fence in front of them, via interpretation panels and/or by guided walks for locals led by local volunteers.</p> |          |   |   |

| No. & Element                                    | Current situation  | Recommendation   | Guidance | C | P |
|--|--|--|----------|---|---|
| <b>16. Telscombe Tye - Pre-visit information</b> |  |  |          |   |   |
| <p><b>Commentary</b></p>                         | <p>There is some information about Telscombe Tye on the Telscombe Town Council (TTC) website:<br/> <a href="https://www.telscombetowncouncil.gov.uk/telscombe-tye/">https://www.telscombetowncouncil.gov.uk/telscombe-tye/</a><br/>                     This includes information about the Tye and a map showing routes and gates around the Tye.<br/>                     For recommendations see Section 1 above.</p> |  |          |   |   |
| <b>17. Telscombe Tye – Arrival &amp; Parking</b> |  |  |          |   |   |
|  |  <p>Approach &amp; parking from the A259</p>   |  <p>Entrance off the A259</p> |          |   |   |

| No. & Element                   | Current situation  | Recommendation   | Guidance       | C  | P |
|---------------------------------|--|--|----------------|----|---|
| Commentary                      | There are many access points onto the Tye from both Saltdean and Teiscombe. Bridle Ways also cross the Tye at the more northern end. Visitors can use on-street parking near the Tye in Saltdean and Teiscombe to access one of these points. There is also a small rough parking area (for two cars) just off the A259 at the south end of the Tye by Gate 2. |  |                |    |   |
| 17.1 Parking & public transport | Information about parking and public transport opportunities is very important for many disabled visitors.   | Ensure that information about parking near the Tye (i.e. street parking near the more accessible routes) and the location of any bus stops is made available in the Visitor Guide online.  |                | Q  | 1 |
| 17.2 Arrival off A259           | This small parking area off the A259 has quite a hazardous approach/exit from the busy road and has an uneven surface. However, it is potentially a useful spot for accessible parking or for other functions associated with the Tye.   | Explore the potential of making more use of this approach and location. For example, is it possible to make the approach to it easier by allowing the traffic to filter in gently from further back on the road?   |                | Q  | 1 |
| 17.3 Arrival off A259           | This approach to the Tye has the potential for other uses. But the busy road is a challenge and there are no controlled crossing points near this entrance to Teiscombe Tye.   | In the long term, there may be potential for doing something creative at this arrival point in conjunction with other stakeholders (such as provision of a sustainable café/visitor centre). The issue of the heavy traffic would need to be addressed. The provision of a controlled crossing point here would make a safe and useful link with the coastal footpath. |                | H  | 3 |
| 17.4 Arrival off A259           | If this approach for cars can be made easier, then it provides a convenient  | Carry out remedial work to the approach and parking here to create   | AD M Section 1 | H+ | 3 |

| No. & Element          | Current situation  | Recommendation   | Guidance | C | P |
|------------------------|--|--|----------|---|---|
| 17.5 Arrival (general) | <p>area for one or two accessible parking bays.</p> <p>There are several key points of entry around the Tye. An information board at these entries would help orientate people and inform their decision about where to go on the Tye. This should include a park map with the accessible features on it (as described in 1.2 above). At the moment there is one noticeboard at an entrance off Ambleside Avenue but this is information about TTC meetings etc.</p> | <p>one or two accessible parking bays as per current guidance – this only to be done if the whole approach can be made less hazardous.</p> <p>Provide a plan of the Tye at the key entrances to the Tye, correctly orientated, which show the key features of the Tye such as paths, slopes, location of resting places, surfaces of the ground, distances etc.</p>  |          | 2 | 1 |
| 17.6 Arrival (general) | <p>Most people walking on the Tye will be approaching from either side of it. Some approaches onto the Tye are more accessible than others.</p>  | <p>Work with local organisations/groups of disabled people, for example the Peacehaven Telscombe and East Saltdean Access Group, to discuss which approaches onto the Tye it would be most useful to focus on as the most accessible approaches. It's possible that on the Saltdean side this would be the step-free approach at Gates 6 and 7 and on the Telscombe side one of the gates nearer the south end of the Tye.</p> |          |   |   |

| No. & Element                        | Current situation   | Recommendation  | Guidance | C | P |
|--------------------------------------|---|---|----------|---|---|
| 17.7 Arrival (general)               | Once the most popular arrival points have been established it will be important to ensure they are as accessible as possible. | Where arrival points may be more popular as there is on-street parking nearby or the area on the Tye is reasonably flat, create easy access to these gates – for example Gate 25 would appear to be quite an accessible point to enter the Tye but there is a high kerb leading to it so the kerb would need to be levelled here. |          | H | 2 |
| <b>18. Telscombe Tye – Entrances</b> |   |   |          |   |   |
|                                      |  <p>Signs at Gate 2</p>                   |  <p>Steps up to Gate 4</p>   |          |   |   |

| No. & Element | Current situation  | Recommendation   | Guidance              | C | P |
|---------------|--|--|-----------------------|---|---|
| Commentary    | There are many entrances to Telscombe Tye. Some of them have been identified below as having the potential for their accessibility to be enhanced.   |  |                       |   |   |
| 18.1 Gate 2   | This is the only entrance with a dedicated small but sloping and rough surfaced parking area in front of it. See 21.4. This entrance also has several signs on the fence and gates – which can be confusing. | Rationalise the signs here so that the key messages are easy to locate. Use commonly recognised symbols with text where appropriate. Ensure all text/signs follows guidelines for accessibility. | BS8300-2<br>Clause 12 | M | 2 |
| 18.2 Gate 4   | There are steps up to Gate 4 from Ashurst Avenue. These have a handrail to the right side (ascending) that commences by the second step (rather than from the bottom).                                       | Extend the handrail so that it starts right at the bottom of the steps. If feasible, install a second handrail by the steps on the opposite side.  |                       | M | 2 |
| 18.3 Gate 4   | The treads of the steps themselves are worn in places and so not level and even in places.   | Carry out remedial work to the steps so that the treads are level and firm and even.   |                       | M | 3 |
| 18.4 Gate 4   | The shrubbery to the right side as approaching Gate 4 from the steps is encroaching on the path space.   | Ask a volunteer to be responsible for regularly cutting back this shrubbery so that it doesn't get in people's way and leaves the handrail clear.  |                       | L | 2 |

| No. & Element               | Current situation   | Recommendation   | Guidance              | C | P |
|-----------------------------|---|--|-----------------------|---|---|
|                             |  <p>Steps up to Gate 5</p>   |  <p>View to the approach to Gates 6 &amp; 7</p>                                      |                       |   |   |
| <b>18.5 Gate 5</b>          | <p>There are 17 concrete steps up to Gate 5. The handrail beside them is quite unstable.</p>  | <p>Carry out remedial work to the handrail at Gate 5 to ensure it is fully secure and install a second handrail on the opposite side of the steps as per guidance.</p> | <b>AD M 1.34-1.37</b> |   |   |
| <b>18.6 Gate 5</b>          | <p>The nosings of these steps could be easily made more visible.</p>  | <p>Paint the nosings of these steps so that they are easily visually distinguishable.</p>  | <b>AD M 1.33(i)</b>   | L | 2 |
| <b>18.7 Gates 6 &amp; 7</b> | <p>This approach from Saltdean is likely to be the most popular as it is step-free. The slope is still quite steep and the ground surface is quite rough.</p> | <p>Carry out remedial work here to create a natural surface to the slopes and the area immediately around the gates which is as firm and even as</p>                   |                       | H | 2 |

| No. & Element         | Current situation  | Recommendation   | Guidance | C | P |
|-----------------------|--|--|----------|---|---|
| 18.8 Gate 11          | The top of the gate opening mechanism has snapped off so makes it harder to open the gate.   | possible. Ensure each path is min. 1200 mm wide.<br>Replace the gate opening mechanism here.   |          | L | 2 |
| 18.9 Gates 16 & 17    | Both these gates require remedial work to ensure they can function fully.  | Carry out remedial work to both these gates to ensure they can function properly.  |          | M | 2 |
| 18.10 Gate 22         | A frequent user of this gate reports that it is often left open as people find it difficult to close – and then the livestock get out. | Carry out remedial work to this gate to ensure it is as easy as possible to open and close.  |          | L | 2 |
| 18.11 Gates - latches | Some of the gates have latches that are openable from one side only which makes them harder or impossible for everyone to use.         | Carry out a rolling programme of replacing gate latches with easy latches which are operable from both sides – starting with the more well used gates. |          | L | 3 |

| No. & Element                                     | Current situation   | Recommendation  | Guidance | C | P |
|---|---|---|----------|---|---|
| <b>19. Telscombe Tye - Getting around the Tye</b> |   |   |          |   |   |
|   |  <p>Looking southwards down the Tye</p>  |  <p>A rough farm track on the north east side</p> |          |   |   |
| <b>Commentary</b>                                 | <p>The Tye is a grassed area of undulating downs. It has an old "funeral track" (a restricted byway) which runs from the far north east corner of the Tye down to the south. This is a rough and sometimes ill-defined track. A footpath runs up the east side of the Tye and meets this track further up beyond the houses. It also splits off across the Tye lower down in the direction of East Saltdean. None of these paths are well-defined. There is also a farm track on the north east side and bridle ways crossing the Tye near the northern end. The surface of the Tye paths was firm and had short grass on the day of the audit visit. However this can vary depending on the weather and the time of year. There are one or two wooden benches dotted around the Tye serving as resting places, but not many.</p> |   |          |   |   |
| <b>19.1 Path surfaces</b>                         | <p>It would be useful (as recommended in 21.6) to consult with local access groups as to their preferred entrances to</p>   | <p>Ensure that the most popular routes on the Tye are well maintained to ensure the natural surface is as firm</p>                  | H+       |   | 1 |

| No. & Element       | Current situation   | Recommendation  | Guidance | C | P |
|---------------------|---|---|----------|---|---|
| 19.2 Resting places | <p>The opportunity to rest is important for many disabled people.</p> | <p>and even as possible and that information about all the routes and their surfaces and steepness is on the Access Guide to the Tye to help people make informed decisions about where they go.</p> <p>Again, with local consultation, consider whether there are opportunities for more resting places on the Tye and instigate a rolling programme to install more benches. Location of resting places to be marked on any visitor maps. When considering the potential location for resting places, think about the sensory richness – the sights, sounds smells – the prevailing direction of the wind and places offering shelter (although this may be unlikely here).</p> |          | H | 2 |

| No. & Element                             | Current situation  | Recommendation   | Guidance | C | P |  |
|---|--|--|----------|---|---|--|
| 20. Telscombe Tye - Signs and Information |  <p data-bbox="778 1178 810 1592">Location sign for Telscombe Tye</p>                     |  <p data-bbox="762 663 794 976">Footpath sign near A259</p>                  |          |   |   |  |
|   |  <p data-bbox="1230 1155 1302 1626">Interpretation/Information panel near Gorham Way</p> |  <p data-bbox="1318 595 1350 1066">Directional footpath signs on the Tye</p> |          |   |   |  |
|   |  |  |          |   |   |  |
|   |  |  |          |   |   |  |

| No. & Element          | Current situation  | Recommendation   | Guidance  | C | P |
|------------------------|--|--|---|---|---|
| 20.1 Directional signs | <p>There are one or two directional footpath signs on the Tye at key junctions and there is one interpretation panel near Gate 25. The location signs for the Tye at the south and north ends comprise white text on a light coloured wood background. There are notices on most of the gates onto the Tye – some of them faded or only partially visible.</p> <p>These can be useful at key junctions to facilitate wayfinding. Some of the signs appear quite worn now and the text not so easy to read.</p> | <p>Carry out a review of the locational and directional signs around the Tye with the aim of replacing or carrying out remedial work to them to enhance their accessibility. It is useful for people to information about distances where relevant. Ensure the text is sharp and contrasts well (min. 70 pts LRV) with the background against which it is seen. Use 150 mm height text (or as near as possible to that) for lowercase lettering. All signs to be in sentence case.</p> | <p><b>BS 8300-2:</b><br/>Clause 12<br/><b>Sign Design Guide</b></p> | H | 2 |
| 20.2 Locational signs  | <p>These are white painted text against a light wood background.</p>   | <p>Re-paint these signs so that the text has good visual contrast (min. 70 pts LRV) with the background.</p>   |   | L | 2 |
| 20.3 Notices           | <p>Some notices at entrance gates require replacing or removing.</p>   | <p>Check all the gates for notices to rationalise them where possible or replace them if they are torn or faded. Use commonly recognised symbols on notices where applicable.</p>  |   | L | 2 |

| No. & Element  | Current situation   | Recommendation  | Guidance | C | P |
|--|---|---|----------|---|---|
| 20.4 Interpretation  | This can play a really important role in engaging people with the Tye and understanding how it works.   | In addition to the plan of the Tye recommended at all key entrances (see 21.5) work on provision of interpretation of the Tye via various means – e.g. an app, QR codes, panels at key points and downloadable information from the website. There are many stories to tell about the Tye and a good interpretation specialist will work with the local community to pick out those which are the most engaging and know how best to tell them. |          | H | 3 |
| <b>21. Telscombe Tye - Maintenance &amp; continuing engagement</b> |   |   |          |   |   |
| Commentary   | The Friends of Telscombe Tye is a voluntary organisation which works to conserve, protect and enhance the natural environment of the Tye.<br><a href="http://www.friendsofelscombetye.co.uk/index.htm">http://www.friendsofelscombetye.co.uk/index.htm</a>  |   |          |   |   |
| 7.1 Volunteers   | Volunteers are an important element whereby the local community can feel involved with the Tye and have a sense of ownership. Disabled volunteers will provide an added bonus in that they can continue to monitor and comment on the accessibility of the Tye and will become ambassadors for the Tye. | Carry out the promotion of volunteering to organisations or representatives of disabled adults and young people in the local community via the Friends of Telscombe Tye, ensuring that the volunteering opportunities are inclusive of them. Use the opportunity to get feedback from them about the accessibility of the Tye.  |          | L | 2 |

| No. & Element      | Current situation  | Recommendation   | Guidance | C | P |
|--------------------|--|--|----------|---|---|
| 7.3 Staff training | Any Council Staff who manage activities or deal directly with the public regarding the Tye need to be disability confident.  | Provide disability confidence training for all front facing staff. This should be provided by an experienced trainer who is themselves disabled and who works from the Social Model of Disability.   |          | H | 1 |
| 7.5 Feedback       | Getting ongoing feedback about the Tye and its accessibility is important for the Council and assists the Council in meeting its duties to disabled people at the Tye. | Consider increasing the ways in which people can give feedback about the Tye so that it is as easy as possible. Use a variety of methods to give people options and ensure that those who have given feedback are given feedback from the Council on their ideas. Ways of giving feedback include social media, 1-1 questionnaire at events, community focus groups etc. |          | M | 1 |

## Appendix - A Good practice guidance

- Current guidance on the relevant provisions of the Equality Act 2010
- Approved Document Part M of the Building Regulations 2015 edition. Access to and use of buildings. Vol 2 – Buildings other than dwellings
- BS8300-1:2018 Design of an accessible and inclusive built environment. Part 1: External environment – Code of Practice
- BS8300-2:2018 Design of an accessible and inclusive built environment. Part 2: Buildings – Code of Practice
- BS5709:2006 Gaps, gates and stiles
- BS 8878:2010 Web accessibility. Building accessible experiences for disabled people. - Code of practice
- By All Reasonable Means – Least restrictive Access to the Outdoors. Natural Resources Wales 2018
- DEFRA – Good practice guidance on Path structures <http://www.pittcroft.org.uk/structureguidance.pdf>
- Paths for All – Countryside for All Guidance (Fieldfare Trust)
- Inclusive Mobility – A guide to best practice on improving access to public transport and creating a barrier-free pedestrian environment. 2005 <https://www.gov.uk/government/publications/inclusive-mobility>
- Sign Design Guide – A Guide to Inclusive Signage. P. Barker and J. Fraser, JMU 2004
- Easy Access to Historic Landscapes, Historic England 2015
- Make it clear: Making information easy to read & understand Mencap, 2007

## **Appendix - B Social model of disability:**

This establishes that 'barriers' existing in society and the environment are what disable people, not a person's medical condition. A socially accepted approach is to focus on removing potential disabling barriers and welcome a broad profile of people. Barriers may be attitude, inflexible procedure or practice; also, environmental, physical, sensory or intellectual.



Agenda Item: LA583

Committee: Leisure, Amenities and Environment

Date:

Title: Annual playground inspections

Report Authors: Kevin Bray

Purpose of Report: To note this report.

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## Introduction

Every year we have an independent playground inspection carried out in conjunction with LDC which reduces the costs.

## Background

The Playground Inspection Company were selected by LDC for the job, and they carried out their site visits during June 2021.

## Analysis

We asked LDC to include two extra options in the reports, a n inclusive accessibility study on each playground and a life expectancy report for each piece of play equipment. unfortunately, LDC forgot to implement this, so I have chased them up to try and get this done now at no extra cost to us, if this cannot be done, we will need to delay it until next year's annual inspections?

The inspections did **not** find any items in the high-risk category but did find the following moderate risk items:

**Activity trail Centenary Park 12 - Moderate Risk (Finding 4) Item: Activity Equipment - Activity Trail Risk Level: M - Moderate Risk Manufacturer: Playsafe Playgrounds Surface: Grass Finding: There are areas or parts of the timber on the suspension bridge that have rotted Action: Replace all affected timbers *PLAYSAFE PLAYGROUNDS ARE GOING TO REPLACE ALL EFFECTED TIMBERS IN THE PARK UNDER THEIR 10 YEAR GUARANTEE ON THE ROBINA WOOD.***

**Climbing rope to acorn Centenary Park 12 - Moderate Risk item: Activity Equipment - Multi Play (Senior) Risk Level: M - Moderate Risk Manufacturer: Playsafe Playgrounds Surface: Sand Finding: The rope has worn and there are sharp wire strands protruding Action: Replace rope or net **THE NET WAS MADE SAFE BY REMOVING SHARP WIRES AND TAPEING, PLAYSAFE PLAYGROUNDS ARE PRICING UP THE COST OF A REPLACEMENT NET, THIS WAS LAST REPLACED IN JULY 2019, SO HAS A SHORT LIFE SPAN****

**Climbing rope on climbing frame Centenary Park 12 - Moderate Risk (Finding 2) Item: Activity Equipment - Climbing Frame Risk Level: M - Moderate Risk Manufacturer: Playsafe Playgrounds Surface: Sand Finding: The rope has worn and there are sharp wire strands protruding Action: Replace rope or net **THIS NET HAS BEEN REMOVED AND HAS BEEN CONFIRMED BY PLAYSAFE PLAYGROUNDS IT DOES NOT NEED TO BE REPLACED AS IT PASSES BUT I HAVE ASKED THEM IF THEY COULD SUPPLY AN ALTERNATIVE SOLUTION TO THE NET WHICH WILL LAST LONGER.****

**Talk tubes, Firlle Road Park 12 - Moderate Risk (Finding 1) Item: Other - Talk Tubes Risk Level: M - Moderate Risk Manufacturer: Wicksteed Playgrounds Surface: Grass Finding: Parts of the steel on this item have corroded excessively and the metal has perforated in places Action: Ensure all affected areas are treated and repaired **THIS ITEM WAS INSPECTED AND DEEMED TO FAR GONE TO BE REPAIRED, SO HAS BEEN REMOVED AND THE GROUND MADE SAFE BY THE PTC HANDYMAN.****

**Zip line, the Dell 15 - Moderate Risk (Finding 2) Item: Other - Cable Runway Risk Level: M - Moderate Risk**  
 Manufacturer: Proludic Surface: Grass Matrix Tiles Finding: There are areas or parts of the timber on the structure that have rotted Action: Replace all affected timbers ***NO IMMEDIATE RISK, THIS ITEM HAS BEEN HIGHLIGHTED TO THE GROUNDSTEAM TO MONITOR WEEKLY FOR ANY MORE DETERIORATION IN THE TIMBERS AS THE ROTTEN AREAS ARE NOT EFFECTING HOW THE ZIP WIRE IS ATTACHED, IF THIS HAPPENS THE WIRE WILL BE REMOVED.***

**Toddler swing frames at the dell 12 - Moderate Risk (Finding 2) Item: Swings - 1 Bay 2 Seat (Cradle) Risk Level: M - Moderate Risk**  
 Manufacturer: Proludic Surface: Grass Matrix Tiles Finding: There are areas or parts of the posts x4 that have rotted Action: Replace all affected timbers ***NO IMMEDIATE RISK, PRICES ARE BEING SORT FOR REPLACEMENT PARTS***

**Flat swing frame at The Dell 12 - Moderate Risk (Finding 1) Item: Swings - 1 Bay 2 Seat (Flat) Risk Level: M - Moderate Risk**  
 Manufacturer: Proludic Surface: Grass Matrix Tiles Finding: There are areas or parts of the posts x1 that have rotted with evidence of rot in the remaining posts Action: Replace all affected timbers ***NO IMMEDIATE RISK, PRICES ARE BEING SORT FOR REPLACEMENT PARTS***

### Conclusions

None of the moderate risk items are immediate risk but will need to be sorted out in the next 6-9 months, all the other findings were low or very low risk and will be added to the handyman's list of works.

*If any councillor wishes to see the full reports, please email the parks officer and they will be forwarded to you.*

### Recommendations

To note the report

### Implications

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

|   |   |
|---|---|
| <p><b><u>Financial</u></b></p> <ul style="list-style-type: none"> <li>• Use of capital?</li> <li>• Replacement of asset?</li> <li>• Reduced expenditure?</li> <li>• Increased income?</li> <li>• Budget provision?</li> </ul> | <ul style="list-style-type: none"> <li>• The cost of works should be within the L&amp;A budget</li> </ul> |
| <p><b><u>Legal</u></b></p>  |   |
| <p><b><u>Environmental and sustainability</u></b></p>   |   |
| <p><b><u>Crime and disorder</u></b></p>   |   |
| <p><b><u>Social value</u></b></p>   |   |
| <p><b><u>Climate</u></b></p> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> </ul>  |   |

**Agenda Item: LA 584**

**Committee: Leisure, Amenities and Environment**

**Date: 20<sup>th</sup> July 2021**

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

**Report Authors: Cllr Cathy Gallagher**

**Purpose of Report: To note progress Local Open Green Spaces Reports and Protections within Peacehaven Town.**

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### **Introduction**

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

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

### **Background**

At each Committee since updates and recommendations expect June 2021 (elections in Peacehaven) have been presented.

It was agreed that a Professional Access Audit and a consultation of residents concerning equipment needed to upgrade Epinay Park, Shepherds Down and the Oval should be pursued

The Access Audit has been taken up by the Senior Project Officer as additional needs for Special Needs users of the Local Green Spaces have been identified.

The papers submitted to this Committee on 23<sup>rd</sup> March 2021 contained, summary notes of the 2 Strategy Reports compiled for Lewes District Council which will be used to underpin the Local District Plan and the strategies adopted by LDC up to 2030. The notes referred to the Peacehaven Town Council implications.

The documents were:

The Lewes District Open Space Strategy November 2019

The Playing Pitch Strategy Needs Assessment July 2020

Also submitted with the reports for 23<sup>rd</sup> March 21 was:

A Draft Matrix of all the information and sites identified for protection to date. Since March further sites not owned by Peacehaven Town Council have been identified and added.

### **Analysis**

As highlighted in the Lewes District reports Peacehaven has a deficit of greenspaces including Children and young people's play areas and sports facilities.

In the emerging updated Lewes District Local Plan this position needs to be improved and in the Peacehaven and Telscombe Neighbourhood Development Plan all the existing amenity spaces need to be identified and protected and protected

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

Beauty, Historic Significance, Recreational, Tranquillity, Wildlife.

A great deal of this work has been done and evidence gathered.

Over the next few months the finalising of the lists for the Neighbourhood Development Plan will be completed and presented to Council.

## Conclusions

The Draft Neighbourhood Plan is 75% written including most of the Local Green Spaces chapter

Based on this work a Green Infrastructure Plan which will include active travel and environmental issues will be produced.

By concentrating on Green Infrastructure covering a wide range of environmental and the quality of life benefits to local community's greater protections for public open spaces and amenities can be achieved

## Recommendations

1. Work to continue on the 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:

|  |   |
|--|---|
| <b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul> | None  |
| <b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>  | Implications re Equality Act.<br>Disability Discrimination Act<br>Health and Safety Act |
| <b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>   | Yes as above  |
| <b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>   | None  |
| <b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>   | Likely to be beneficial in all these area   |
| <b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li><li>• Road safety?</li></ul>  | Implications in all these areas   |
| <b><u>Social value</u></b> <ul style="list-style-type: none"><li>• Charities/voluntary orgs?</li><li>• Support for those in need?</li><li>• Area improvements?</li><li>• Community benefits?</li></ul>           | Beneficial impacts anticipated  |
| <b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>  | Beneficial impacts anticipated  |

Agenda Item: LA 585

Committee: Leisure, Amenities and Environment

Date: 20<sup>th</sup> July 2021

Title: Improvement to children's play area and surrounding park at Epinay Park

Report Authors: Cllr. Lucy Symonds

Purpose of Report: To decide on the recommendations below

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## Pathway

### Introduction

Epinay Park is the largest park in North Peacehaven which serves residents of all ages. There is a selection of equipment at the South end of the park which caters for small children and some wooden equipment for some older children. In addition, there is also a basket hoop for community use. At the North end of the park there is a separate area which has some bench seating. The area is mainly grass and has a pathway from the Ashmore Close access to the Mount Caburn access (see pic). Some additional seating can be found along the route of the pathway. Bins are provided throughout.



### Background

Epinay Park is situated in North Peacehaven and sits between Mount Caburn Avenue, Ashmore Close, Webbs yard in Pelham Rise which is soon to be a new development and Meridian Community Primary School. The park is used by residents during the day time hours, school children immediately after school, teenagers early evening and dog walkers throughout the day.

The park is surrounded by natural beauty with trees and has small sections where dividing trees and shrubs have been planted. The park is the only park in the very north of North Peacehaven which has a selection of play equipment for children.

The Parks Officer has advised that the wooden hut and other equipment was installed July 2013, and it is not believed that any consultations took place but, was a case of a company were given a budget and they came up with a plan. The landscaping may have been carried out in the early 1990s. Prior to this the original equipment on the plateau swings were put in, in August 2005 and set alight the following weekend .

There is no lighting in the park and is often the subject to anti social behaviour in the warmer summer nights however, the park is maintained well by the Parks team and residents are often seen litter picking for any rubbish left overnight.

The following pictures, provided by a local resident, highlight how the trees have developed over the years to make this area into the secluded area that is seen today. View looking towards Webb's Yard.



### Analysis

At the current time, the children's play area is the only park area in the North of North Peacehaven that does not have any surrounding protection to stop dogs from entering the playing area. You will see from photos A, B, C and D that the equipment is very basic with limited interaction for the user and is now dated and will need to be replaced very soon. The area is exposed which allows dogs to wander through the equipment when children are playing. Not all children have the love of dogs with some smaller children being very wary. By gating the area, this will provide the security and safety of children when using the park and will stop any dog excrement being left by the play equipment which can have a detrimental impact if touched by small children. There is a single bench for use of spectators whilst children are playing but more seating could be installed including picnic bench. The children's play area can only be accessed by the grass with some areas being on an incline. Extension of the pathway would make this more accessible for wheelchairs, mobility scooters and prams

**Pic A**



**Pic B**



**Pic C**



**Pic D**



**Pic E**



Alongside the play equipment there is a basketball hoop with a steel backing. The area surrounding the basketball hoop is a mud surface and from pic E, you are able to see the restricted area in front of the hoop. The equipment has a steel backing which could be used as a goal but as the area in front is uneven and on a slope it is difficult to make multi use in the way it is designed. Behind the area the ground slopes towards the trees so if the ball goes behind there is a safety risk when wet. There is no specific disabled equipment to support disabled users in this area.

**Pic E**

Further North of the children's area there is a wooden shelter where seating can be found inside. This provides a covered area for people to meet and chat. This area can be subjected to anti social behaviour but seen more in the summer months by residents due to no lighting. **Pic F**

**Pic F**



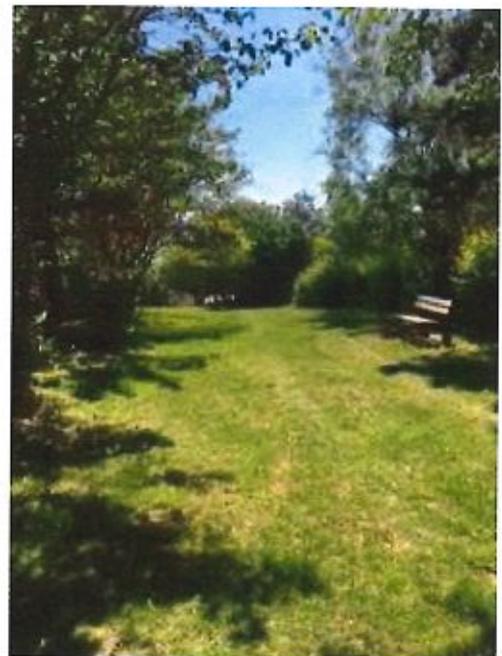
**Pic G**



At the north end of the park there is a separate grass area which is separated from the playing area in the south end of the park. There are trees and shrubs circling this grass area which makes it very tranquil and secluded. **See pic h and I** There are currently a couple of benches in this section which allows residents to relax and enjoy the sounds of the wildlife/birds with children playing in the distance. The seating area could be improved to allow for disability benches or higher seated chairs which can support those with mobility/strength problems as the benches can be difficult to sit in. **See Pic G**



**Pic H and I**



### Conclusions

By agreeing to the recommendations, PTC will be able to make the children's play area secure and free from dogs and excrement and rubbish that may be left by installing a surrounding fence to the play equipment. A consultation can be held at the park where local residents are invited to a picnic and asked to complete a survey of how they use the park, what they would like to see in the park area and whether they feel the area would benefit from outside gym equipment. This consultation would provide the data for the park to become widely used. Accessible disabled equipment including the benches would provide better facilities for disabled people and would allow the area to become more welcoming and support social interaction. With the focus on environment, physical and mental well-being funding could be researched to support more activity within the area or CIL money from the development of Webb's yard could be applied for. Webb's yard is currently being development for 40 properties which include affordable housing. These properties will become occupied by all ages including families and the older person which will make the improvements much needed. In addition, the developers may support building works.

Below are some samples of outdoor gym equipment, interactive play equipment, disabled equipment and new seating.

Outdoor gym equipment



Childrens Multi Saver gym equipment



Interactive play equipment



Disabled play equipment



Better seating benches for those with mobility problems including disabled seating



Wheelchair bench design



### Summary of recommended actions

1. To agree the need for a gated enclosure to the younger children's playing area to stop dogs entering.
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.
3. To liaise with access group with regard to disability equipment in the park
4. To install disabled friendly seating/benches
5. Officers to research into funding for new equipment and gym equipment if agreed.

### Implications

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

|  |  |
|--|--|
| <b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul> | CIL money comes from Webbs Yard Development<br><br>Search for alternative funding that supports outside play and gym equipment available for local councils.   |
| <b><u>Legal</u></b>  | Equality Act 2010  |
| <b><u>Health and Safety</u></b>  | Compliance with all Health and Safety regulations  |
| <b><u>Planning</u></b>   | Should not require planning permission   |
| <b><u>Environmental and sustainability</u></b>   | Environmental consideration for materials and disruption during works.<br><br>Reducing dogs excrement in the small children's play area  |
| <b><u>Crime and disorder</u></b>   | May attract older kids to be in the smaller children's play area.<br><br>More seating may encourage ASB  |
| <b><u>Social value</u></b>   | Will provide a safer area for children to play. New equipment including outdoor gym equipment will support both physical and mental well-being of users. Better seating facilities will encourage users to socially interact and meet. |
| <b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>  | Will reduce travelling to other parks including travelling to the south of the town to use outdoor gym equipment.  |

### Appendices/Background papers

Agenda Item: LA 586

Committee: Leisure, Amenities and Environment

Date: 20<sup>th</sup> July 2021

Title: Improvement to the access point from Cripps Avenue to Epinay Park

Report Authors: Cllr. Lucy Symonds

Purpose of Report: To decide on the recommendations below

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### Introduction

The entrance to Epinay Park is accessed by a pathway via Cripps Avenue and, is one of three access points to the park. The other two access points via Ashmore Close in the North and Mount Caburn Crescent in the West lead directly onto a pathway in the park, whereas users accessing this via Cripps Avenue have to contend with an incline of grass/mud which can become slippery in wet weather and is not user friendly.

### Background

Epinay Park is situated in North Peacehaven and sits between Mount Caburn Crescent, Ashmore Close, Webbs yard in Pelham Rise which is soon to be a new development and Meridian Community Primary School. The Park is used by residents during the day time hours, school children immediately after school, teenagers early evening and dog walkers throughout the day.

The park is surrounded by natural beauty with trees and has small sections where dividing trees and shrubs have been planted. The park is the only park which has a selection of play equipment for children in the north part of north Peacehaven and also provides a quiet seating area. North Peacehaven includes Firle Road park and the part at Cinque Foil/The Bricky.

### Analysis

Currently the access via Cripps Avenue is along a concrete path which has some areas of uneven ground. To one side of the pathway there is Webbs Yard (**see pic A and B below**) as you walk to the park on the right hand side which, is soon to be developed into housing and on the other there is fencing adjacent to the school perimeter.

**Pic A. Webbs Yard**



**Pic B**



The pathway currently is a long stretch of concrete (pic c) which when reaches the park entrance comes to an end by the bike barriers and leads onto grass/mud where the incline can be seen (Pic D)

**Pic C** pathway looking from park entrance towards Cripps Avenue



**Pic D** looking from pathway towards park



You can see from the above pic D that there is a restriction for wheelchairs, mobility scooters and double buggies/pushchairs. In addition the ground is not disabled friendly and in winter months with wet and slippery ground could be a health hazard for residents.

An improved access needs to be made for residents to enable them to reach other areas of the park in a safe and accessible way. Currently the only way to access this park is via the route as seen in **pic D** or by walking along the trees in **pic E**. Neither of these options offer safety or disabled access. In addition to this, there is a section on route to the park which attracts rubbish and looks unwelcoming. By improving this area with some wild flowers or shrubs this will provide a more welcoming approach route.

**Pic E**



**Pic F**



## Conclusions

By agreeing to the recommendations below, PTC will be able to make the entrance via Cripps Avenue into a safe, accessible and welcoming access point to Epina Park. This access will service a range of users, including parents/guardians with pushchairs who want to visit the park direct from the neighbouring school with siblings, wheelchair and mobility scooter users and those with poor mobility.

## Recommendations

1. To agree the need for an improved entrance to Epina Park to provide better and safer access for residents including those with disabilities.
2. To improve corner area of pathway to limit any flytipping and make more welcoming.
3. To remove the bike barriers to provide additional space for wheelchairs and mobility scooters, subject to agreement of improved entrance.
4. To instruct officers to investigate and to seek funding from the Webbs Yard development in form of CIL.

## Implications

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

|  |  |
|--|--|
| <b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul> | CIL money comes from Webbs Yard Development  |
| <b><u>Legal</u></b>  | Equality Act 2010  |
| <b><u>Health and Safety</u></b>  | Compliance with all Health and Safety regulations  |
| <b><u>Planning</u></b>   | Should not require planning permission   |
| <b><u>Environmental and sustainability</u></b>   | Environmental consideration for materials and disruption during works.   |
| <b><u>Crime and disorder</u></b>   | Removal of the bike restrictions may encourage the motorcyclists again but on the other hand they are a target for graffiti. Adding a planting scheme on the pathway will discourage flytipping. |
| <b><u>Social value</u></b>   | Will provide a more accessible entrance allowing more people to use the park.  |
| <b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>  | Will reduce travelling to entrances to the west. The entrance to the north also has a bike restrictor  |

## Appendices/Background papers



**Agenda Item:** LA 587  
**Committee:** Leisure, Amenities and Environment  
**Date:** 20<sup>th</sup> July 2021  
**Title:** Cycle racks  
**Report Authors:** David Seabrook  
**Purpose of Report:** To agree location for two cycle rack planters

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### Introduction

The Planning & Highways Committee has two cycle planters that were intended to be used outside Subway to prevent parking on the pavement. This has proved problematical and bollards will be used instead. It was agreed at the Planning and Highways meeting to refer the siting of the cycle planters to LAE Committee and to site them in one of our parks.

#### ***PH1097 TO DISCUSS THE PLANTERS OUTSIDE OF SUBWAY AND A VERBAL DISCUSSION ON HOW TO PROCEED.***

*Cllr Seabrook reported that the Cycle planters intended for sub-way have become very difficult to install due to excavation and contractor costs.*

*It was agreed that the Planters would be better placed in one of the Town's Parks. The recommendation will now be submitted to the Leisure and Amenities Committee to decide on placement.*

### Background

Peacehaven Town Council has two Cycle Planters that need to be installed on our land. We need to make a decision about the location for these planters.

### Analysis

**Centenary Park** has plenty of cycle racks in three different locations.

Cycle racks in the **Oval** or **Epinay Park** are unlikely to be used as access to cycles is blocked by the entrances and we would not wish to encourage cycling (off road MTB's) in these parks.

**The Dell** has cycle parking adjacent to the Café near the pedestrian crossing.

In the **Howard Park** action plan it was identified that cycle racks could be installed but this was not taken forward due to cost. Obvious locations are near the cliff top at the end of the road or near the entrance by A259. We need to ensure that the location will not interfere with plans to provide an accessible pathway into Howard Park or the potential upgrade to provide a memorial area.

Another possible location would be to replace the inadequate cycle racks outside **Community House**. This could be complicated by the HDD redevelopment which includes plans for cycle parking.

### Conclusions

To not use these cycle planters would be a waste of Council resources. We need to make use of them in a suitable location so that they will get used and not left in storage.

## Recommendations

1. To install the two cycle planters near the entrance on the grass area of Howard Park adjacent to the pebbled area and fix them to the ground. The exact location to be decided by the Parks Officer in consultation with the Chair of LAE.
2. To plant them with plants that will withstand dry soil conditions e.g. Sedums and other succulents thus minimising maintenance. There is no water supply in Howard Park.

## Implications

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

|   |  |
|---|--|
| <u>Financial</u>                        | Cost of installation.  |
| <u>Legal</u>                            | Equalities Act 2010<br>The land is owned by Peacehaven Town Council. No licences will be required.   |
| <u>Health &amp; Safety</u>              | The planters should be fixed to ground to prevent them from being tipped over.   |
| <u>Planning</u>                         | Planning permission should not be required.  |
| <u>Environmental and sustainability</u> | The cycle planters will enhance cycling in the area.<br>Howard Park is a destination for picnics and for peaceful reflection.                      |
| <u>Crime and disorder</u>               | They should be fixed to ground to prevent them being tipped over.  |
| <u>Social value</u>                     | This installation will enhance the facilities being provided in Howard Park and will encourage cyclists to make use of the facilities in the park. |
| <u>Climate</u>                          | Encouraging cycling reduces the carbon emissions from other forms of transport.  |

## Appendices/Background papers



## Howard Park Action Plan - Accessibility

| CASE No | TASK  | COMMENTS   | ACTIONS  | PERSON RESPONSIBLE | UPDATE   |
|---------|---|--|--|--------------------|--|
| A1      | Provide wheelchair / mobility scooter access from South Coast Road.   | LDC CIL Bid required<br>ESCC permission required   | Recommendation to LA&E committee 23/3/21.  | DJS                | Recommendations accepted. CIL expression of Interest to complete for the next round.<br>Possibility of \$106 funding (SPO) |
| A2      | Fix loose kerbs and provide ramps at strategic places onto the grass areas.   | This is a Health & Safety Issue.   | Loose kerb stones to be removed and stacked in a discrete location.<br>Further discussion about future of kerbs required onsite. | Parks Officer      | Kerbstones have been relocated within Howard Park.   |
| A3      | Provide a handrail down to the beach.   | LDC CIL Bid required<br>LDC permission required  | Recommendation to LA&E committee 23/3/21.  | DJS                | Recommendations accepted. CIL expression of Interest to complete for the next round.<br>Possibility of \$106 funding (SPO) |
| A4      | Resin bond the path around the pebbles to make it more wheelchair friendly and provide ramp access from the road.   | LDC CIL Bid required   | Recommendation to LA&E committee 23/3/21.  | DJS                | Recommendations accepted. CIL expression of Interest to complete for the next round.<br>Possibility of \$106 funding (SPO) |
| A5      | Provide parking for two cars for people with disabilities.  | Not realistic on this site as there is not enough space without compromising emergency access.                 | No further action as not reasonably practical.   |                    |  |
| A6      | Create a sensory garden around the path around the pebbles, colour, sound, touch and smell, maybe taste (edible berries?)<br>Some plants will need to be 2 feet high so wheelchair users can access them. | Agreed this is a good idea but most plants will not survive this environment. Lavender and Rosemary grow well. | Further discussions on site required to determine a suitable location.<br>Discuss further with the Access Group.                 | SG/DJS             |  |

|    |                               |   |                       |  |  |
|----|-------------------------------|---|-----------------------|--|--|
| A7 | Provide secure cycle parking. | Not considered a priority. Could come from PTC CIL pot. See how the racks at Bastion steps are used before making a final decision. | No action at present. |  |  |
|----|-------------------------------|---|-----------------------|--|--|

Possible Locations





Agenda Item: LA 588

Committee: Leisure, Amenities and Environment

Date: 20<sup>th</sup> July 2021

Title: South Down's national park tree fund

Report Authors: Kevin Bray

Purpose of Report: to note

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### Introduction

SDNP have a "Trees for the Downs" funding drive to get more trees planted.

### Background

When the big park project was started, they wanted to make it an entrance to the South Downs national park, this is still planned and as part of this we have applied to plant an avenue of trees leading to the downs from the northeast end of Centenary Park

### Analysis

We have filled out an application and the woodland officer has carried out a site visit to assess it.

### Conclusions

The planting will include a maintenance contract to keep the trees healthy during the first three years.

### Recommendations

To note

### Implications

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

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

### Appendices/Background papers



Agenda Item: LA 589

Committee: Leisure, Amenities and Environment

Date: 20<sup>th</sup> July 2021

Title: E10 petrol how it effects PTC

Report Authors: Kevin Bray

Purpose of Report: To note

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### Introduction

During summer 2021, the standard (95 octane) petrol grade in Great Britain will become E10. The change in fuel applies to petrol only. Diesel fuel will not be changing, engines after 2011 should be compatible with the new fuel.

### Background

This change effects lawn mowers as well as vehicles, PTC own 3 petrol pedestrian mowers which were manufactured before 2011, two rotary mowers for cutting Centenary Park and the greens mower for cutting the bowling green.

### Analysis

The new fuel is harmful to older machines, but super unleaded fuel will be suitable for the old machines.

### Conclusions

We will need to purchase more expensive super unleaded petrol for the old mowers, this will add extra cost to the yearly budget. Buying new replacement machinery in the near future should be considered.

### Recommendations

To note this report

### Implications

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

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



**Agenda Item:** LA 590  
**Committee:** Leisure, Amenities and Environment  
**Date:** 20<sup>th</sup> July 2021  
**Title:** staff training update  
**Report Authors:** Kevin Bray  
**Purpose of Report:** to note

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**Introduction**

PTC groundstaff carry out weekly and quarterly playground inspections and to do this they have to be certificated, everyone’s certificates were out of date, so re-training was set up.

**Background**

The training is done in sections, routine visual checks, quarterly operational checks, and annual inspection checks, we did routine and quarterly training as the annual inspections should be done by an independent inspector.

**Analysis**

This training course should be re done as a refresher course every 3 years to keep the staff up to date, if this lapses then the whole course needs to be resat.

**Conclusions**

The groundstaff carry out weekly routine visual and quarterly operational checks, this is recorded on an app through a computer tablet and stored online.

**Recommendations**

To note this report

**Implications**

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

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



**Agenda Item:** LA 591  
**Committee:** Leisure, Amenities and Environment  
**Date:** 20<sup>th</sup> July 2021  
**Title:** Works' update  
**Report Authors:** Kevin Bray  
**Purpose of Report:** To note

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### **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**

Works have included the following: playground repairs, including the replacement trampoline at the Dell, replacing swing seats, painting play equipment, graffiti removal.

Fencing repairs including replacing rotten posts in Firlie Road playground and the Oval.

Marking out 14 pitches for the annual 6 a side youth tournament, bowls green works recovering from the leather jacket damage.

Grass cutting

Hedge cutting has started in July.

### **Conclusions**

This year has been a tough one to manage with the inclement weather increasing the growth pattern of the grass and hedges meaning extra time cutting grass etc, on the plus side the grass on the sports field looks great.

The effect of the pandemic on the staff is, we all have extra holiday entitlement carried forward from last year, which has to be taken before the end of March 2021, this has been compounded by one member having paternity time of due to the birth of his son. This means the time to do extra works will be scarce until full staff levels return.

### **Recommendations**

To note this report.

