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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held over Zoom on Tuesday 23rd March 2021 at 7.30pm

Present: Cllr S Griffiths (Chair of Committee), Cllr E Simmonds (Vice Chair), Cllr L Mills, Cllr D Seabrook, Cllr C Gallagher, Cllr I Sharkey, Cllr G Hill, Cllr L Symonds, Cllr D Paul, Kevin Bray (Parks Officer), Victoria Onis (Admin Officer) Michelle Edser (SPO)

1 LA 534 CHAIR ANNOUNCEMENT

The Chairman made the following announcements:-

- Tomorrow, the 17th of March – Brighton Permaculture trust will be coming to plant seven more Sussex Apple trees in the Orchard.
- The Grounds team have rotavated the first area at The Dell in preparation for the Wild Flower seeds.
- The Civic Officer has asked if the Committee would like to participate at 8pm with the "beacon of remembrance" UK National Day of Reflection. The committee agreed to hold a minutes silence.

One minutes silence was held.

2 LA 535 PUBLIC QUESTION TIME

There were no public questions

19.38 Cllr Symonds joined the meeting.

3 LA 536 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no absences.

4 LA 537 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Dawn Paul – item LA 547 - as a hirer of the Centenary Park

5 LA 538 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 9TH FEBRUARY 2021

Re. Item LA530 the draft stated 'professional report', this should read 'professional accessibility report

It was resolved to adopt the minutes as amended.

6 LA 539 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

The circulated report was received and noted.

7 LA 540 TO DISCUSS AND NOTE THE INTERNAL BUSINESS PLAN REPORT

- Cllr Gallagher noted that the 'Goal and vision' statement is positive and there to remind all.
- Cllr Griffiths reminded Councillors to let the Parks Officer know of any ideas to be considered for the business plan.

8 LA 541 TO NOTE PROJECT UPDATES

The circulated report was received.

The following points were discussed.

- The Parks Officer updated that a few items are still being held up because of covid.
- The SPO Michelle Edser gave update on land registry and would also like it to be noted that the Disability Discrimination Act 1995 (DDA95) has now been superseded by Equalities act 2010. So, this now needs to be used instead.

9 LA 542 HOWARD PARK WORKING PARTY UPDATE

The circulated report was received.

- Cllr Seabrook reported that the report is to bring some recommendations to this Committee which are mainly around the Equality Act and Access to Howard Park, we need to make a Cil bid to get this actioned and get permission from Lewes Council and possibly ESCC to go make access across the grass verge.
- Cllr Gallagher requested feedback on the signage and branding. The Parks Officer has requested that the Signage working party meet up before the next L&A Committee meeting, to discuss branding and signage for Town Parks.
- Cil money – The SPO reported there is some section 106 money which has been allocated for accessibility from an old planning application, which may provide some money towards the work in Howard Park. It was agreed that the SPO will investigate this further.

It was resolved to pursue funding and request permissions to make Howard Park accessible for all.

Proposed by Cllr Sharkey and Seconded Cllr Hill

All in Favour

10 LA 543 UNNEIGHBOURLY TREE WORKS

There has been several enquiries regarding trees being unneighbourly ranging from blocked light to over hanging gardens.

Cllr Seabrook shared pictures of some trees concerned.

It was resolved to use Aspen tree care on this occasion, to carry out any small tree works needed

Proposed by Cllr Sharkey and Seconded by Cllr Gallagher

All in Favour.

11 LA 544 GATEWAY CAFÉ PAVED AREA

The circulated reported was noted and discussed.

The SPO reported that as we go into the next financial year there will be another 20k for centenary parks for maintenance and improvements.

It was proposed to follow the recommendations to pave the area, fill in the gaps in the hedges and install a fence to prevent walking through the hedges and litter blowing on to the Park.

It was resolved to refer the matter of funding to the Policy & Finance Committee

Proposed by Cllr Sharkey and Seconded by Cllr Simmonds

All in favour

12 LA 545 TO NOTE GREEN SPACES REPORT

The circulated report was received.

Cllr Gallagher spoke in detail about the Lewes District Open Space Strategy and The Playing Pitch Strategy needs Assessment. These both highlight the deficit of open spaces and diverse sports in the Town. These papers should be considered in any future plans for the Leisure & Amenities.

13 LA 546 TO NOTE TREES WORKS CONTRACT

The Parks Officer's report was received and noted.

14 LA 547 VERBAL UPDATE COVID UPDATE RE SPORTS RESTARTING

- The Parks officer reported that a meeting has been held on reopening the sports areas. It was decided that Football and Netball on muga courts can restart on the 29th March, all other indoor sports will need to wait until 21st June because of the rule of 6; there will be another meeting in May to see how the pandemic is progressing.
- Junior park run can go ahead from the 18th April provided the risk assessment is received. Cllr Paul reported that the run will start with the 4-10 year old's, possibly 20-30 children at a time.
- Cllr Sharkey reported that the Easter egg trail at Centenary Park has had to be cancelled – The Covid team have recommend that this be postponed due to the risk of encouraging a gathering.

15 LA 548 TO NOTE LEATHER JACKETS INFESTATION ON THE BOWLING GREEN

The Park's officer's report was received and noted.

The Parks officer gave an update on the severe infection of the leather jacket grubs on the bowling green and costs involved.

16 LA 549 TO NOTE WORKS UPDATE

The Park's officer's report was received and noted.

17 LA550 DATE OF NEXT MEETING

Confirmed as the 4TH May 2021

There being no further business, the meeting closed at 20.38

Agenda Item: LA 557
Committee: Leisure, Amenities and Environment
Date: May 2021
Title: finance update
Report Authors: Kevin Bray and Zoe Malone
Purpose of Report: to note

Introduction

Below is the income and expenditure update.

Background

The finance officer supplies an updated spread sheet every meeting.

Analysis

The new budget has started and the end of year for last year will be reported at a later date.

Recommendations

To note

Implications

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

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

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 300 Grounds Team General Exp | | | | | | | |
| 4202 Repairs/Maintenance of Vehicle | 0 | 6,900 | 6,900 | | 6,900 | 0.0% | |
| 4203 Fuel | 0 | 5,600 | 5,600 | | 5,600 | 0.0% | |
| 4204 Road Fund License | 0 | 600 | 600 | | 600 | 0.0% | |
| 4305 Uniform | 0 | 800 | 800 | | 800 | 0.0% | |
| Grounds Team General Exp :- Indirect Expenditure | 0 | 13,900 | 13,900 | 0 | 13,900 | 0.0% | 0 |
| Net Expenditure | 0 | (13,900) | (13,900) | | | | |
| 310 Sports Park | | | | | | | |
| 1025 Rent & Service Charge | 0 | 13,574 | 13,574 | | | 0.0% | |
| 1041 S/P Telephone Masts | 0 | 4,300 | 4,300 | | | 0.0% | |
| 1043 S/P Football Pitches | 0 | 2,550 | 2,550 | | | 0.0% | |
| 1061 S/P Court Hire | 0 | 5,406 | 5,406 | | | 0.0% | |
| Sports Park :- Income | 0 | 25,830 | 25,830 | | | 0.0% | 0 |
| 4111 Electricity | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4131 Rates | 2,345 | 0 | (2,345) | | (2,345) | 0.0% | |
| 4161 Cleaning Costs | 609 | 8,000 | 7,391 | | 7,391 | 7.6% | |
| 4164 Trade Refuse | 0 | 4,500 | 4,500 | | 4,500 | 0.0% | |
| 4171 Grounds Maintenance Costs | 1,653 | 10,000 | 8,347 | | 8,347 | 16.5% | |
| Sports Park :- Indirect Expenditure | 4,607 | 25,500 | 20,893 | 0 | 20,893 | 18.1% | 0 |
| Net Income over Expenditure | (4,607) | 330 | 4,937 | | | | |
| 315 Big Park | | | | | | | |
| 4101 Repair/Alteration of Premises | 28 | 3,000 | 2,972 | | 2,972 | 0.9% | 28 |
| 4121 Rents | 3,670 | 15,000 | 11,330 | | 11,330 | 24.5% | |
| 4131 Rates | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4166 Skip Hire | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4173 Fertilisers & Grass Seed | 757 | 5,000 | 4,243 | | 4,243 | 15.1% | |
| 4303 Machinery Mtce/Lease | 250 | 3,000 | 2,750 | | 2,750 | 8.3% | |
| Big Park :- Indirect Expenditure | 4,705 | 29,500 | 24,795 | 0 | 24,795 | 15.9% | 28 |
| Net Expenditure | (4,705) | (29,500) | (24,795) | | | | |
| 6000 plus Transfer from EMR | 28 | | | | | | |
| Movement to/(from) Gen Reserve | (4,677) | | | | | | |
| 316 Gateway Cafe | | | | | | | |
| 1025 Rent & Service Charge | 0 | 8,650 | 8,650 | | | 0.0% | |
| Gateway Cafe :- Income | 0 | 8,650 | 8,650 | | | 0.0% | 0 |

Detailed Income & Expenditure by Budget Heading 23/04/2021

Month No: 1

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4101 Repair/Alteration of Premises | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4111 Electricity | 0 | 4,200 | 4,200 | | 4,200 | 0.0% | |
| 4115 CCTV Maintenance | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4116 Servicing / Maintenance | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4326 Telephones | 81 | 420 | 339 | | 339 | 19.3% | |
| Gateway Cafe :- Indirect Expenditure | 81 | 10,120 | 10,039 | 0 | 10,039 | 0.8% | 0 |
| Net Income over Expenditure | (81) | (1,470) | (1,389) | | | | |
| 330 Parks & Open Spaces | | | | | | | |
| 1044 Hire of the Dell | 0 | 5,100 | 5,100 | | | 0.0% | |
| 1050 Allotment Rent | 0 | 2,145 | 2,145 | | | 0.0% | |
| Parks & Open Spaces :- Income | 0 | 7,245 | 7,245 | | | 0.0% | 0 |
| 4104 Vandalism Repairs | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4105 Tree Works | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4106 Signage | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4107 Climate Change Actions | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4108 Tree Planting | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| Parks & Open Spaces :- Direct Expenditure | 0 | 9,500 | 9,500 | 0 | 9,500 | 0.0% | 0 |
| 4101 Repair/Alteration of Premises | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4141 Water Services | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4164 Trade Refuse | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4171 Grounds Maintenance Costs | 117 | 4,000 | 3,883 | | 3,883 | 2.9% | |
| 4301 Purchase of Furniture/Equipmen | 0 | 6,000 | 6,000 | | 6,000 | 0.0% | |
| Parks & Open Spaces :- Indirect Expenditure | 117 | 22,000 | 21,883 | 0 | 21,883 | 0.5% | 0 |
| Net Income over Expenditure | (117) | (24,255) | (24,138) | | | | |
| 355 The Hub | | | | | | | |
| 1084 Sports Pavilion | 0 | 16,320 | 16,320 | | | 0.0% | |
| The Hub :- Income | 0 | 16,320 | 16,320 | | | 0.0% | 0 |
| 4175 Music Licence | 0 | 500 | 500 | | 500 | 0.0% | |
| The Hub :- Direct Expenditure | 0 | 500 | 500 | 0 | 500 | 0.0% | 0 |
| 4103 Annual Servicing Costs | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4111 Electricity | 121 | 1,500 | 1,379 | | 1,379 | 8.1% | |
| 4112 Gas | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4171 Grounds Maintenance Costs | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| The Hub :- Indirect Expenditure | 121 | 9,000 | 8,879 | 0 | 8,879 | 1.3% | 0 |
| Net Income over Expenditure | (121) | 6,820 | 6,941 | | | | |

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income | 0 | 58,045 | 58,045 | | | 0.0% | |
| Expenditure | 9,631 | 120,020 | 110,389 | 0 | 110,389 | 8.0% | |
| Net Income over Expenditure | <u>(9,631)</u> | <u>(61,975)</u> | <u>(52,344)</u> | | | | |
| plus Transfer from EMR | 28 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(9,604)</u> | | | | | | |

Agenda Item: LA 558
Committee: Leisure, Amenities and Environment
Date: May 2021
Title: internal business plan
Report Authors: Kevin Bray/ Matt Gunn
Purpose of Report: To note

Introduction

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

Background

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

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.

Recommendations

To note this report.

Implications

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

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

Appendices/Background papers

LEISURE, AMENITY AND ENVIRONMENT

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

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

Leisure, Amenities and Environment Committee – Project updates

Please note the coronavirus has delayed most projects

Month May 2021

| Project | Date of agreement/ start date | Latest update on progress (monthly) | Key deadlines/ target completion dates | Date(s) of past reports and next report to Committee | Responsible lead officer and lead member for project | Costs and method of funding | Comments/ exceptions and delays and further information |
|----------------|----------------------------------|---|--|---|--|---|---|
| DDA pathway | 2019 | Michelle is working behind the scenes on advancing this project | 2021 | | K Bray/ M Edser | CIL | |
| Lease/licences | September 2019 | The Draft Lease & Maintenance Agreement are now with PTFC (Sue) and their Solicitor for review. | Spring 2020 | Policy and finance | Town clerk | Peacehaven f c to cover costs | |

| | | | | | | | |
|---|----------------|---|-------------|--|----------------------------|-----------------------|--|
| Dell playground improvements | Sept 2019 | Identified land ownership of Rowe avenue and awaiting responses. | | | K Bray/ M Edser | 106 contributions | Access identified as a priority rather than play equipment |
| Dell wildflower project | | The seeding has taken place. | 2021 | | Cllr Griffiths/ M Edser | CIL/ SDNP | |
| Over-flow parking at the Centenary park bollards | 2019 | | 2022 | | Michelle Edser/ Kevin Bray | CIL/106 contributions | COMPLETED |
| Café grease trap | September 2020 | | Spring 2021 | | Kevin Bray/ Chris Bibb | 106 | COMPLETED |
| Tree works from survey results | March 2021 | Works have already started by EH treecare, and hope to complete by the end of April | Spring 2021 | | Kevin Bray | L&A budget | |

| | | | | | | | |
|--|-----------|--|-------------|--|----------------------------------|------------|--|
| Dell wall and Epinay park bank | Sept 2020 | Barcombe landscapes are on site now. | Spring 2021 | | | PTC CIL | |
| Café and Hub heating survey | Dec 2020 | No update | July 2021 | | Cllr Griffiths/ Cllr Seabrook | Cil/ 106 | |
| Tree planting project | Dec 2020 | Delayed until autumn to give the trees the best chance of survival | 2021 | | Cllr Griffiths/ Kevin Bray | L&A budget | |
| Gym self-closing gates | Nov 2020 | Funding to be sort by Michelle Edser. | March 2021 | | Michelle Edser/ Kevin Bray | | No funding available at this time. Possibly use PTC CIL money. |
| Centenary park playground surfacing | Sept 2020 | Works to start on the 10 th of May 2021 | May 2021 | | Kevin Bray | 106 | |

| | |
|---------------------------|--|
| Agenda Item: | LA 560 |
| Committee: | Leisure, Amenities and Environment |
| Date: | 7th May 2021 |
| Title: | Fields in Trust |
| Report Authors: | Cllr. Sue Griffiths |
| Purpose of Report: | To work with Fields in Trust to provide a Deed of Dedication for Peacehaven Community Orchard |

Introduction

Fields in Trust was established in 1925 and is an independent charity with a wealth of experience in protecting parks and green spaces. They work with landowners, community groups and policy makers to champion the value of our parks and green spaces to achieve better protection for their future. In the mid 2000's they worked with a major legal firm to develop their own unique instrument called a Deed of Dedication and have protected 2882 UK sites so far through a Deed of Dedication. They provide a plaque to let everyone know that a site is protected in perpetuity and the deed is registered with the Land Registry.

Background

The Community Orchard is about 2 hectares and planting started when over 2,500 shelterbelt trees were planted by volunteers. The first apple trees were planted in the winter of 2015/2016. It is managed by a constituted community group whose aims are -

1. To design, create and manage the Community orchard using permaculture principles for the benefit of local residents and the environment.
2. To provide free fruit for individuals as well as using produce to fund the orchard.
3. To protect the gene pool of Sussex apple trees.

Analysis

The minimum Criteria for a Deed of Dedication are

1. Evidence of ownership or a lease of at least 99 years – as part of Centenary Park the Community Orchard is covered by a lease of 999 years with 993 years left.
2. The Greenspace to be at least 0.2 ha – The Community Orchard is about 2 ha
3. Should be outdoor recreation, sport or play but can also be a natural or semi-natural natural space - The Community Orchard is a semi-natural space with a Sussex Apple Tree Collection.
4. Must have permanent public access – The Community Orchard has permanent public access.
5. Public access cannot be restricted by exclusive events/activities – There are no such activities/events in the Community Orchard.
6. Fields in Trust can protect leased areas within a green space but would need to ask the leaseholder to agree to be party to the deed – Peacehaven Town council is the leaseholder.

The Fields in Trust legal team perform all the legal work but advise seeking independent legal advice. The cost of registering the protection at Land Registry is generally about £80.

Conclusions

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.

Recommendations

1. To agree that Peacehaven Town Council seeks a Deed of Dedication for the land known as Peacehaven Community Orchard.
2. To investigate which other landholdings could be protected in this way.

Implications

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

| | |
|---|--|
| <u>Financial</u> | Protection of asset. Cost funded by legal costs budget. |
| <u>Legal</u> | The Deed of Dedication is a legal agreement. |
| <u>Environmental and sustainability</u> | The Peacehaven Community Orchard is a gene bank of Sussex Apple Varieties which should be preserved for the future. |
| <u>Crime and disorder</u> | Not applicable. |
| <u>Social value</u> | The Orchard is an educational resource and can improve the physical and mental wellbeing of residents. |
| <u>Climate</u> | <p>The Orchard absorbs carbon dioxide and could be considered to offset some of the carbon emissions from Peacehaven Town Council.</p> <p>Preserving the Apple gene bank will help to ensure suitable apple varieties will be available in a future global warming scenario.</p> <p>The trees provide a rich source of nectar for bees, wasps and other insects early in the Spring. Grass is wind pollinated.</p> |



Fields in Trust

A Briefing Note



Fields in Trust champions and supports our parks and green spaces by protecting them for people to enjoy in perpetuity. Because once green spaces are lost, they are lost forever.



"I was very fortunate that growing up in Jersey I had a huge amount of access to outdoor spaces and it was something I really appreciated as a youngster, not just because I wanted to be a football player but also because I was able to spend time outdoors with my friends. I understand how important these spaces are and the opportunities they provide for our communities."

Graeme Le Saux
Fields in Trust Ambassador and former England international

Our Revaluing Parks and Green Spaces research quantifies the health and wellbeing benefits that parks and green spaces provide to the individual. Using HM Treasury best practice, we have identified they provide £34.2 billion worth of physical and mental health benefits every year.

It's a persuasive statistic, as is the fact that £111 million worth of NHS cost savings are made every year because frequent park users have better general health and are less likely to visit the GP.

The creation of a new park on derelict land in Newbold, Rugby resulted in local residents feeling healthier, happier and becoming more active.

Fields in Trust conducted research into Centenary Park in Rugby which opened in April 2016 and features a green outdoor gym, play area, multi-use games area, wildlife meadow, butterfly bank and sensory garden. The space was also protected by Rugby Borough Council as part of Fields in Trust's Centenary Fields programme.

The research found that since Centenary Park opened three times as many people visit local parks daily than before with over 60% of park visitors reporting feeling happier and better about themselves. Half said they had significantly more access to nature and two-thirds said the most important reason for visiting was physical activity.

Policy Context

Parks and green spaces are increasingly prominent on the Westminster Parliamentary agenda. Fields in Trust is a member of the Parks Action Group convened by the Ministry of Housing Communities and Local Government.

The Department of Health and Social Care vision document, "Prevention is Better than Cure", supports our research findings stating: "Our mental and physical health is also shaped by the neighbourhoods we live in, including access to green space". Public Health England have recently issued a briefing paper about the role of accessible green space in tackling child obesity. Parks and green spaces are vital for the successful delivery of the Department for Culture, Media and Sport "Sporting Future" strategy and the aspiration to build a more active nation.

DEFRA's ambitious 25-year plan identifies the need to protect and enhance the natural environment; the plan (Ch3) also identifies the role that urban environments have in improving health and wellbeing.

Published by DCMS, the Government's strategy to tackle loneliness, "A Connected Society", recognises "the value of public parks and green spaces, helping them bring together communities now and in the future".

The overarching "Civil Society Strategy" lists several areas of social policy where access to parks can make a positive contribution by supporting positive physical and mental health outcomes and allow space for social mixing. It goes on to include "educational and training opportunities and encourage business investment".

Contributing to this diverse policy agenda is an extensive workload, but parks and green spaces are arguably the most universal of our public services - we believe they are good, do good, and should be protected for good.



spotlight on...

Rugby's Centenary Park

Fields in Trust's work

- **Protect:** Green spaces are good, do good and need to be protected for good. They are not pleasant nice-to-haves to be taken for granted - they are the green hearts of our communities.
- **Support:** Parks and green spaces should be open to everyone, connecting people and catalysing community spirit. Places we can all move, breathe, run and play.
- **Champion:** Parks and green spaces have a positive impact on a range of key issues from physical and mental health and wellbeing to community cohesion. They need to be revalued for their contributions to society.



Fields in Trust's history

Since our founding in 1925 we have been protecting and improving outdoor space under key protection programmes:

- **King George V Playing Fields:** protected in tribute to our first Patron, King George V.
- **Queen Elizabeth II Fields:** protected in celebration of the 2012 Diamond Jubilee and the London Olympic and Paralympic Games.
- **Centenary Fields:** our recently concluded programme, delivered with The Royal British Legion to permanently protect recreational spaces connected to World War I.
- **Active Spaces:** our programme protecting spaces and supporting community activation; the first UK-wide funding by the London Marathon Charitable Trust.

Guidance for Outdoor Sport and Play

First published as The Six Acre Standard in the 1930s our guidance on the provision of space for sport and play is firmly embedded in the planning lexicon.

The 2015 edition Guidance for Outdoor Sport and Play is a one-stop shop for all practitioners in the planning and design of both informal and formal space to meet the recreational needs of the community.



Barn Elms Playing Fields, London

Protected parks and green spaces

Fields in Trust uses charity and contract law to protect valuable public and recreational land for the long term.

We protect land through a Deed of Dedication. It's a robust yet flexible way to do it. The Deeds are a legally binding document which means each space is protected for future generations to enjoy. We work in partnership with landowners including sports clubs, private individuals and local authorities to achieve this protection.

A total of 2,809 parks and green spaces across the UK are protected with us in perpetuity. To find out if your local park or green space is safe, visit: www.fieldsintrust.org

| | |
|---------------------------|---|
| Agenda Item: | PH 561 |
| Committee: | Leisure, Amenities and Environment |
| Date: | 7 th May 2021 |
| Title: | Forest School proposal by Butterfly Nursery |
| Report Authors: | David Seabrook |
| Purpose of Report: | To decide whether Butterfly Nursery can operate a Forest School at the Community Garden |

Introduction

Butterfly Nursery have been providing childcare to families in Peacehaven for more than 30 years and are located in Greenwich House in Peacehaven. They provide early years care for all pre-school ages. Butterfly Nursery have approached the Council and wish to set up a Forest School at the Community Garden in the Oval. They were inspected by Ofsted in August 2017 and have been graded as a strong GOOD in all areas.

Cllrs Griffiths and Seabrook met with Rachel Stafford who is the manager and Kajal who will be the Forest School Leader at the community garden and discussed the possibilities. They were asked to write a proposal for Council to consider. See below.

Forest School is a child-centred inspirational learning process, that offers opportunities for holistic growth through regular sessions. It is a long-term program that supports play, exploration and supported risk taking. It develops confidence and self-esteem through learner inspired, hands-on experiences in a natural setting.

Forest School has a developmental ethos shared by thousands of trained practitioners around the world, who are constantly developing their learning styles and skills to support new and imaginative learners. Its roots reach back to the open-air culture, seen as a way of life in Scandinavia where Forest School began. It arrived in the UK in 1993 and has grown from strength to strength since then.

Background – This is the proposal from Butterfly Nursery

Butterfly Nursery is in the heart of the community in Peacehaven. As the Manager of the setting, I am passionate about the benefits of the outdoor environment and how this can be incorporated with play and learning for our children. I have recently started my journey as a level 3 Forest school leader. I have spent two weeks in ancient woodlands learning about the experiences that children can gain from the natural world. I have completed my practical assessment in tools and fire handling. To complete my training, I will need a site where we can take a small group of children and start developing their understanding of the natural world. To begin with I will not be using tools and Fire. I am happy to discuss further what we can and cannot do on the site with yourselves.

I live in Peacehaven and have visited many sites around the area with my family. One particular site appeals to me and that is the community gardens based in the Oval park. I am therefore asking your permission to be able to use this site as our Forest School area.

In order for me to continue with my training I will need to submit the following documents, all of these will be written by myself.

- *Site Risk Assessment*
- *Benefit Risk analysis for the children- Yes there are plenty of risks for the children, however the benefits are far greater.*
- *Insurance- to include Forest school.*
- *Site management plan, to include grid reference and "what three words"*
- *Species record to include flora and fauna*

- Forest school handbook
- Site survey- to assess the ecological impact of running Forest school at the site.

We can help you to maintain the site for the community to enjoy too.

We propose to start small, a group of 6 children with 3 members of staff. We will take children from our site and walk to the area- to help eliminate any additional traffic in the cul-de sac at Green Gate entrance. We would like to have 2 sessions a week to start with. Sessions will last for 2 hours.

We will ensure there is no trace of us being there left behind, all litter and rubbish will be taken away by us. I am looking at compostable potties that we can take for the children, should they need to go the toilet- all waste will be taken off the site by us. By the summer I would like to extend the sessions further by offering it to our School aged children, as part of our play scheme. Again, our numbers will be kept low, we respect it is based in a residential area. For toileting with the older children, I do have a Chem loo that I can take. All our sessions deliver the 6 principles of Forest School:

- 1. Forest School is a long-term process of regular sessions, rather than one-off or infrequent visits, the cycle of planning, observation, adaptation, and review links each session.*
- 2. Forest School takes place in a woodland or natural environment to support the development of a lifelong relationship between the learner and the natural world.*
- 3. Forest School uses a range of learner-centred processes to create a community for being, development and learning.*
- 4. Forest School aims to promote the holistic development of all involved, fostering resilient, confident, independent, and creative learners.*
- 5. Forest School offers learners the opportunity to take supported risks appropriate to the environment and to themselves.*
- 6. Forest School is run by qualified Forest School practitioners, who continuously maintain and develop their professional practice. Ref- FSA*

As a nursery we have experienced the effect Covid has had on our families and their children. To be able to offer them the chance of playing in the open air and learning would be beneficial not only for their developmental aspects but also for their wellbeing. Yesterday we celebrated international Earth Day. I made a pledge to give children that opportunity, to train my staff in the benefits of the natural world and to educate parents and families. It's this generation that can make a change so let's start with the Early Years, let's start with Butterfly Nursery.

Kajal

Analysis

Some of the benefits of Forest Schools:

- Helps children to develop their confidence particularly effective for children that do not do well in a classroom environment.
- Physically active – improves stamina.
- Encourages a healthier lifestyle.
- Develops enterprising behaviour.
- Develops problem solving skills and resilience.
- Encourages creativity and imagination.
- Develops respect for the natural environment.
- It is fun.

Conclusions

The provision of this Forest School will enable children to develop confidence and self-esteem through learner inspired, hands-on experiences in a natural setting. It will improve their physical & mental wellbeing.

Recommendations

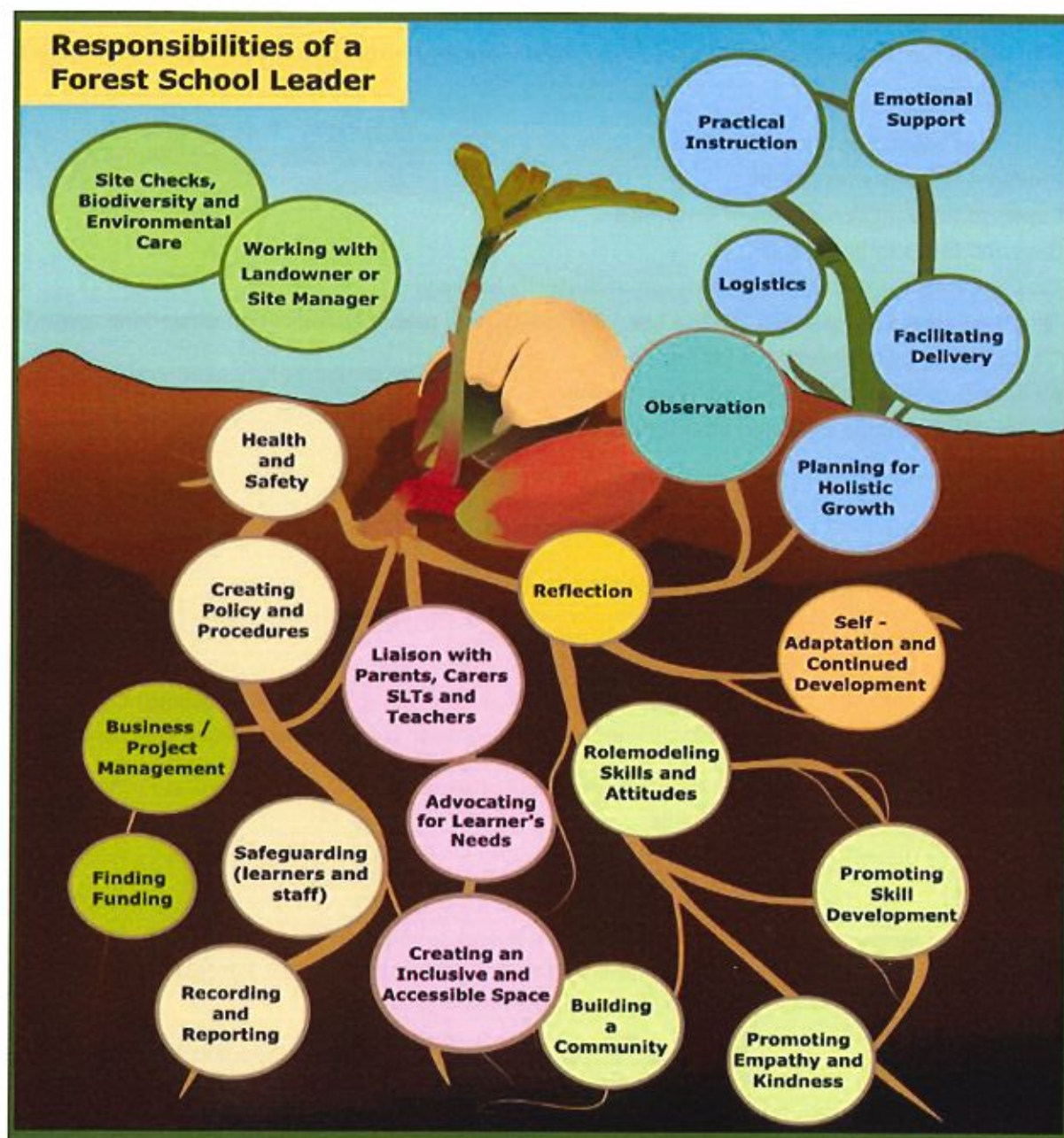
To allow the use of the Community Garden area for Butterfly Nursery Forest Schools subject to conditions to be determined including:

- Open fires will not be allowed.
- Provision of a risk assessment.
- Copies of relevant certificates of insurance.
- Days and times to be agreed.
- That the area is not for the exclusive use of Butterfly Nursery.
- That the Forest School leader holds a Level 3 Forest School Leader Qualification or working towards it.
- The area is to be left exactly as found.
- All litter & rubbish to be removed from the site.
- The permission to be reviewed after 6 months.

Implications

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

| | |
|--|---|
| <u>Financial</u> | No financial implications |
| <u>Legal</u> | Butterfly Nursery will ensure that it has all necessary insurances in place and will indemnify Peacehaven n Town Council against any claims. |
| <u>Health & Safety</u> | Butterfly Nursery will provide a full risk assessment as required by Forest Schools. |
| <u>Planning</u> | No planning application is required |
| <u>Environmental and Sustainability</u> | Butterfly Nursery will seek to minimise any traffic by walking with children to and from the community garden. Parents will be encouraged not to use cars if they need to attend. |
| <u>Crime and disorder</u> | Butterfly Nursery will provide a full risk assessment as required by Forest Schools. |
| <u>Social value</u> | See the 6 principles of Forest Schools above. |
| <u>Climate</u> | No impact. The ethos of Forest School is to take nothing and leave nothing. |



”

Forest School is a feeling you can't put into words.

Tonicha
aged 9

”

I don't have ADHD when I am out in the woods.

David
aged 14

| | |
|---------------------------|---|
| Agenda Item: | LA 564 |
| Committee: | Council |
| Date: | 20th April 2021 |
| Title: | Review of Working Parties |
| Report Author(s): | Town Clerk |
| Purpose of Report: | To introduce measures to bring in tighter controls |

Introduction

Working Parties are set up by Council/Committees to perform a specific task and report back. They have no authority themselves to make decisions nor to spend money.

Inevitably, some WP's try to morph into quasi-Committees as they take on a life of their own and this brings into question the need for their greater control and better understanding of their purpose.

In some cases, it is proving difficult to keep WP's on track as they try to 'Save the World' rather than focus on Peacehaven Town Council. We must fully understand the Powers & Duties of Town/Parish Councils. See attached appendix.

Background

With the exception of the Climate Change WP, the greater focus of all other WP's is about things in the Community that we don't have direct control over and therefore have to work through other agencies.

The Climate Change working party makes recommendations to all other committees and Council.

WP's can include various Councillors, subject matter experts and members of the public, including young adults (when possible).

Conclusions

Current loss of direction in some cases is about the lack of discipline and focus of some WP's and the parent Committee's monitoring of its WP.

WP's can become inappropriate, unwieldy and ineffective if they detract from their intended purpose. The role and structure of WP's needs to be reviewed.

Recommendations

1. Existing WP's should be redefined as "Task and Finish Groups" (TFG's) by their parent Committee, with very clear and time limited tasks. TFG is a model adopted by many other Councils and recommended by the SLCC.
2. TFG do not progress Committee/Council business.
3. The TFG's purpose must be set out in the minutes of the meeting where it was created. The committee responsible should set SMART targets for the TFG. i.e. Specific, measurable, achievable, realistic and time bound.
4. Each committee should have ONE TFG.
5. Membership of the TFG can be flexible to meet the needs of each task.
6. The TFG will only convene when there is a task to be completed.
7. TFG's do not need a formal agenda and minutes and only have Officer input when needed.

8. Brief notes of TFG meetings can be made by anyone attending. (using a predefined template)
9. Members of the public can be included in TFG activities and meetings where appropriate.
10. TFG's have no financial authority.
11. TFG's have no authority to make resolutions.

Implications

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

| | |
|--|--|
| <u>Financial</u> | Tighter controls will help to ensure that WP/TFG make no unauthorised expenditure. |
| <u>Legal</u> | Tighter controls will help to ensure that WP/TFG work within the Council's Powers & Duties. |
| <u>Health & Safety</u> | Road Safety WP/TFG. ESCC SLR Forum |
| <u>Planning</u> | Developer Liaison WP/TFG sits under the Planning Committee. The Hub WP/TFG. NDP Steering Group |
| <u>Environmental and sustainability</u> | Howard Park WP/TFG |
| <u>Crime and disorder</u> | WP/TFG for CCTV, road safety, etc. |
| <u>Social value</u> | Community Events, Youth, Libraries & History WP's/TFG |
| <u>Climate</u> | Climate Change Emergency WP/TFG sits under Council |

L, A&E working parties.

- Signage
- Howard Park
- Hub

Powers and Duties of Parish Councils

| FUNCTION | POWERS AND DUTIES | STATUTORY POWERS |
|---|---|---|
| Agency Arrangements | Power to arrange for the discharge of functions by another local authority | Local Government Act 1972 s.101 |
| Allotments | Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied | Small Holdings Allotments Act 1908 ss 23, 26 and 42 |
| Archives | Power to make records held available to the public and support local archives | Local Government (Records) Act 1962, ss1 and 4 |
| Baths and Washhouses: | Power to provide public baths and washhouses | Public Health Act 1936 ss 221, 222, 223 and 227 |
| Borrowing | Power to borrow money for statutory functions | Local Government Act 1972 Sch. 13 |
| Burial Grounds, Cemeteries and crematoria* | Power to acquire and maintain | Open Spaces Act 1906, ss 9 and 10; Local Government Act 1972, s 214 |
| | Power to provide | Local Government Act 1972, s.214 |
| | Power to agree to maintain monuments and memorials | Parish Council and Burial Authorities (Miscellaneous Provisions) Act 1997, s. 1 |
| | Power to contribute towards expenses of cemeteries | Local Government Act 1972 |
| Bus Shelters | Power to provide and maintain | Local Government (Miscellaneous) Act 1953 s.4 |
| Bye Laws | Power to make bye-laws for public walks and pleasure ground | Public Health Act 1875, s 164 |
| | Cycle Parks | Road Traffic Regulation Act 1984 s.57 (7) |
| | Swimming pools, bathing places, baths and washhouses | Public Health Act 1936, s 223 |

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| | Open Spaces and Burial Grounds | Open Spaces Act 1906 ss 12 and 15 |
| | Mortuaries and post-mortem rooms | Public Health Act 1936 s. 198 |
| | Public Bathing | Public Health Act 1936 s. 231 |
| | Hiring of pleasure boats in parks and pleasure grounds | Public Health Amendments Act 1907, s 44(2); Public Health Act 1961, s54 |
| Charities | Duty to receive accounts of parochial charities | Charities Act 1960, s 32 |
| | Power to appoint trustees of parochial charities | Charities Act 1993, s 79 |
| Clocks* | Power to provide public clocks | Parish Councils Act 1957,s 2 |
| Closed Churchyards | Powers (and sometimes duty) as to maintain | Local Government Act 1972, s.215 |
| Commons Land and Common Pastures | Powers in relation to inclosure as to regulation and management and as to providing common pasture | Inclosure Act 1845; Local Government Act 1984, s 8(4); Smallholding and Allotments Act 1908, s.34 |
| | Power to protect unclaimed common land from unlawful interference | Commons Registration Act1965,s.9 |
| | Power to manage commons and village greens under a district council scheme | Commons Act 1899, ss 4 & 5 |
| Conference facilities | Power to provide and encourage the use of facilities | Local Government Act 1972, s.144 |
| Consultation | Right to be consulted by principal councils if directed by Secretary of State (England) or by Welsh Assembly (Wales) | Local Government and Rating Act1997, s21; Local Government Act 1972, s 33A |
| Community Centres and Village Halls | Power to provide and equip premises for use of clubs having athletic, social or educational objectives | Local Government (Miscellaneous Provisions) Act 1976, s.19 |

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| Crime Prevention | Powers to spend money on various crime prevention measures | Local Government and Rating Act 1997, s 31 |
| | Power to (a) install equipment, (b) establish schemes and (c) assist others in so doing for the prevention of crime | Local Government and Rating Act 1997, s 31 |
| Delegated Functions | <p>Power to assume a function delegated by another authority</p> <p>Power to ensure effective discharge of Council functions</p> <p>Power to employ someone to carry out Council functions</p> | Local Government Act 1972ss. 101, 111 and 112 |
| Drainage | Power to deal with ponds/ditches | Public Health Act 1936, s. 260 |
| Education | Right to appoint governors of primary schools | School Standards and Framework Act 1988, para 15 of Sch.10 |
| Entertainment and the Arts* | Provision of entertainment and support of the arts | Local Government Act 1972,s145 |
| Environment | Power to act for the benefit of the community by tackling and promoting awareness of environmental issues | Local Government Act 1972,ss 111 and 137 |
| Flagpoles | Power to erect flagpoles in highways | Highways Act 1980, s 144 |
| "Free Resource" | Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | Local Government Act 1972,s139 |
| Gifts | Power to accept | Local Government Act 1972 s139 |
| Highways | Power to repair and maintain footpaths and bridleways | Highways Act 1980, ss 43 and 50 |
| | Power to light roads and public places | Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local |

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|--------------------|--|--|
| | | Government Act 1972,Sched. 14 para 27 |
| | Provision of litter bins | Litter Act 1983, 5 and 6 |
| | Power to provide parking places for vehicles, bicycles and motorcycles | Road Traffic Regulation Act 1984, ss 57 and 63 |
| | Power to enter into an agreement as to dedication and widening | Highways Act 1980. ss 30 and 72 |
| | Power to provide roadside shelters, and omnibus shelters | Parish Councils Act 1957, s 1 |
| | Consent of Parish Council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway | Highways Act, 1980 ss 47 and 116 |
| | Power to complain to District Council as to protection of rights of way and roadside waste | |
| | Power to provide traffic signs and other notices | Highways Act 1980, s 130 |
| | Power to plant trees, etc., and to maintain roadside verges | Road Traffic Regulation Act 1984, s 72; Countryside Act 1968 |
| | Power to complain to local highway authority that a highway is unlawfully stopped up or obstructed | Highways Act 1980, s 96 |
| | Power to prosecute for unlawful ploughing of a footpath or bridleway | Highways Act 1980, s 130 Highways Act 1980, s 134 |
| Investments | Power to participate in schemes of collective investment | Trustee Investments Act 1962,s11 |
| Land | Power to acquire land by agreement, to appropriate land and to dispose of | Local Government Act 1972, ss 124, 126 and 127 |
| | Power to accept gifts of land | Local Government Act 1972s139 |

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|---|---|--|
| | Power to acquire land by compulsory purchase | Local Government Act 1972, s 125 |
| | Power to obtain particulars of persons interested in land | Local Government (Miscellaneous Provisions) Act 1976, s 16 |
| | Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them | Public Health Act 1875, s 16;; Local Government Act 1972, Sched. 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19 |
| Lighting | Power to light roads and public places | Parish Councils Act 1957, s Highways Act 1980, s 301 |
| Litter* and dog fouling | Provision of receptacles Obligated to keep own land free of litter and dog faces | Litter Act 1983, ss 5 and Environmental Protection Act 1990; Litter (Animal Droppings) Order 1991 |
| Lotteries | Power to promote | Lotteries and Amusements Act 1976, s 7 |
| Mortuaries and post-mortem rooms | Powers to provide mortuaries and post-mortem rooms | Public Health Act 1936, s 198 |
| Nature Reserves | Power to designate statutory to the nature reserves and marine nature reserves - English Nature can designate sites of specific scientific interest | National Parks and Access Countryside Act 1949, ss 15, 16 and 21; The Wildlife and Countryside Act 1982, ss 36 and 39 and Sched.12 |
| | Powers to make management agreements with landowners and the English Nature to manage council-owned reserve land as a nature reserve | |
| Nuisances | Power to deal with offensive ditches, ponds and gutters | Public Health Act 1936, s 260 |
| Open Spaces | Power to acquire land and maintain | Public Health Act 1875, s 164; Open Spaces Act 1906, ss 9 and 10; Commons Act 1899 |
| | Power to acquire land for or to | Public Health Act 1875, s 164; |

| | | |
|---|--|---|
| | provide recreation grounds, public walks, pleasure grounds and open spaces, and to manage and control them. | Local Government Act 1972, Sched 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19. |
| Parish Property and Records | Powers to direct as to their custody | Local Government Act 1972, s226 |
| Parking Facilities | Power to provide parking places for motor vehicles, motorcycles and bicycles | Road Traffic Regulation Act 1984, ss 57 and 63 |
| Planning | Right to be notified of and power to respond to planning applications | Town and Country Planning Act 1990, Sched. 1 para 8; Local Government Act 1972, Sched. 15 para 20. |
| Postal and telecommunications facilities | Power to pay the Post Office, British Telecommunications or any other public telecommunications operator any loss sustained in providing post or telegraph office or telecommunications facilities | Post Office Act 1954, s 51; Telecommunications Act 1984,s97 |
| Public Buildings and Village Halls | Power to provide buildings for offices and for public meetings and assemblies | Local Government Act 1972 s 133 |
| Public Conveniences | Power to provide | Public Health Act 1933, s 87 |
| Public Enquiries | Power to make representations at public enquiries | Local Government Act 1982, s222 |
| Publicise functions | Power to publicise council and local authority functions | Local Government Act 1982, s. 142 |
| Raising of Finances | Power to raise money through them precept | Local Government Act 1982, s150 |
| Records | Power to collect, exhibit and purchase local records | Local Government Act Records) Act 1962 ss 1 and 2 |
| Recreation* | Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds, | Public Health Act 1875, s 164; Local Government Act 1972, Sched 14 para 27; Public Health |

| | | |
|----------------------------------|--|---|
| | and open spaces and to manage and control them. Power to provide gymnasiums, playing fields, holiday camps | Acts Amendment Acts 1890, s 44; Open Spaces Act 1906, ss 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19; Commons Act 1899 |
| | Provision of boating pools | Public Health Act 1962, s 54 |
| Seats and Shelters* | Power to provide roadside seats and shelters | Parish Councils Act 1957, s 1 |
| Tourism* | Power to contribute to the encouragement of tourism | Local Government Act 1972, s. 144 |
| Town and Country Planning | Right to be notified of planning applications | Town & Country Planning Act 1990, Sched. 1 para 8 |
| Town Status | Power to adopt town status | Local Government Act 1972, ss 245 and 245B |
| Traffic Calming | Power to contribute financially to traffic calming schemes | Local Government and Rating Act 1997, s 26 |
| Training | Power to train Councillors | Local Government Act 1972. s175. |
| Transport* | Power to (a) establish car sharing schemes (b) make grants for bus services, (c) provide taxi-fare concessions; (d) investigate public transport, road use and needs; (e) provide information about public transport services Community Transport Schemes | Local Government and Rating Act 1997, s 26-29 |
| Village greens | Power to maintain, to make bylaws for and to prosecute for interference with village greens | Open Spaces Act 1906, s 15 Inclosure Act 1857, s 12, Commons Act 1876, s 29 |
| War Memorials | Power to maintain,, repair, protect and adapt war memorials | War Memorials (Local Authorities Powers) Act 1923, s 1 as extended by Local Government Act 1948, s 133 |
| Water Supply | Power to utilise well, spring or stream and to provide facilities for obtaining water there from. | Public Health Act 1936, s 125 |

Where a function is marked with an asterisk *. A council also has the power to give financial assistance to another person or body performing the same function.

NB: Please note that this is a guide to the powers and duties of Parish Councils and does not necessarily represent a comprehensive list of all powers and duties.



Notes of the Signage Working Party held on Wednesday 28th April at 3pm

1. Welcome & introduction

Welcome: Sue Griffiths welcomed everyone to the meeting and thanked them for attending.

Present: Sue Griffiths, Gloria Hills, Dawn Paul, Lucy Symonds, David Seabrook

Apologies: Kevin Bray

2. Design

Background Colour – PTC Green

Text Colour – White or Yellow depending on requirements of people with a sight impairment. Michelle will advise on this.

Braille – Can we include braille on the signs? Where would it be positioned. Additional cost to consider. DP will look into this and will contact RNIB.

Materials – Recycled plastic as it is long lasting and uses the plastic from the waste stream and locally sourced. Does not rust.

Font – Sans Serif fonts e.g. Arial, Calibri, Tahoma or Verdana

Fixings – Rust proof fixings i.e. stainless steel. This will avoid rusty streaks. Plated screws will rust eventually. Ensures sustainability in accordance with Climate Change Policy.

Sponsorship to be considered.

3. Layout of Signs

Position of Council Logo. Title of park, emergency contact details, etc.

Use of QR codes to link to further information which could be either seen or read using a screen reader.

Ratio of sign size 16 : 9

Different
symbols for
each facility in
the park



4. Locations and Signs

Main entrance to Centenary Park sign to be included with the CIL funding for the accessible path in Centenary Park. Rusty Iron girder needs to be removed.

Sign on the new gate – is urgent. Wording "No access except for delivery, maintenance and emergency vehicles." together with logo and emergency contact number 07720 498316. Size approx. 18 inches wide and to fit slats on the gate.

The Oval has 4 entrances & 2 in the Community Garden which should have its own sign.

The Dell has 4 entrances

Epinay Park has 3 entrances

Howard Park has 3 entrances – include in accessibility CIL bid

Centenary Park has 4 or 5 main entrances

5. Sign required for the opening hours of toilets.

Recommendation is 8.30 am to 6pm to be agreed at the Leisure, Amenities and Environment Committee. It is not the Café's responsibility to open and close toilets. Is this in the cleaner's contract? Can e include it in the contract when it is next renewed.

6. Costs

To be obtained by officers for various sizes and options. DP to ask company that produced Angels Walk signs.

7. Date of next meeting

Wednesday 14th July 3pm

Agenda Item: LA 566
Committee: Leisure, Amenities and Environment
Date: May 2021
Title: Annual football tournament update
Report Authors: Kevin Bray
Purpose of Report: To note

Introduction

The Peacehaven fc youth football club have increased the number of pitches and dates for their annual football 6 a side tournament.

Background

The annual tournament happens every July over two days and is a great source of income for the PTFC youth section, with teams from all over Sussex attending.

This year they are including a u18's on evening of Friday the 2nd of July on the pitch opposite the café and having extra pitches on the county pitch. With the rest of the tournament over the following two days, the club also have use of the big park area near to the skate park for parking which they steward.

Analysis

The extra pitches and the extra day and having discussed this with the finance officer and we have increased the cost to the club from £500 to £750.00.

Conclusions

The club have asked for grant application papers to help with the cost of running the tournament.

Recommendations

To note the extra day of the tournament and the increased cost to the club

Implications

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

| | |
|--|---|
| <u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision? | No cost to PTC. Increased income due to extra work required and extra hire of pitches. |
| <u>Legal</u> | |
| <u>Environmental and sustainability</u> | |
| <u>Crime and disorder</u> | |
| <u>Social value</u> | |
| <u>Climate</u> | |

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

Appendices/Background papers

Agenda Item: LA 567

Committee: Leisure, Amenities and Environment

Date: May 2021

Title: works update

Report Authors: Kevin Bray

Purpose of Report: to note

Introduction

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

Background

The groundstaff have been trying to catch up on works that were left during the lockdown, this includes servicing the machinery.

Analysis

- New gate and bollards fitted at Centenary park.
- Tidying up fencing around tree planting areas in Centenary Park
- Repaired guttering on the hub
- Playground repairs as required.

Implications

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

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

Appendices/Background papers

