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PEACEHAVEN TOWN COUNCIL

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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held in the Main Hall, Community House on Tuesday 19th October 2021 at 7.30pm

Present: Cllr S Griffiths (Chair), Cllr D Seabrook, Cllr J Harris, Cllr C Gallagher, Cllr E Simmons, Cllr D Paul, Cllr G Hill, Cllr W Veck, Cllr L Symonds, Cllr K Sanderson

Officers: Kevin Bray (Parks Officer),

Public 3 members of the public.

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

1 LA 610 CHAIR ANNOUNCEMENT

The Chair welcomed everyone to the meeting and read the Health & Safety Announcement.

- Thanks to Peacehaven youth football club who did a litter park around Centenary Park on 16th October, collecting 7 bags of rubbish from the buses.
- Bingo on Wednesday afternoon and 10th November in the Main Hall Community House.
- Remembrance Service armistice day at the war memorial meridian park, service starts at 11am all invited to attend.
- Service of Remembrance on Sunday 14th November, there will be a short parade and service. For more details contact the Civic Officer Deborah Donovan.

2 LA 611 PUBLIC QUESTION TIME

A member of the public spoke regarding item 11 on the Agenda. The Chair confirmed an email has also been received and circulated by the Town Clerk in advance of the Meeting.

The comments were noted and will be discussed at item 11.

3 LA 612 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were accepted from Cllr Cheta, Cllr White and Cllr Symonds (Substituted by Cllr Sanderson)

4 LA 613 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

Cllr Paul declared an interest in Item 8 LA617: Action Plan, as being involved in the Park Run.

It was resolved to bring forward item 11 To discuss and agree the allotment greenhouse, to allow the members of public to leave.

It was resolved to bring forward item 9 Gateway to the Downs.

5 LA 614 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 7TH SEPTEMBER 2021

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

6 LA 615 TO NOTE AND DISCUSS THE COMMITTEES BUDGETARY REPORT

The Committee received and noted the circulated report and queries were addressed and resolved by the Parks Officer.

7 LA 616 TO DISCUSS THE BUDGET REQUIREMENTS FOR 2022/23

The Circulated report was noted. There were no further items suggested to add to next year's budget.

Cllr Gallagher asked to be involved in setting the budget, the Parks Officer stated he would take advice on this from The Town Clerk

8 LA 617 TO NOTE THE ACTION PLAN

Cllr Gallagher discussed the validity of the action list. The Parks Officer explained that all the items on the list had been voted on by the L&A committee in the past but had stalled due to funding and other issues. The Parks Officer reported that the items on the list are still projects that required actioning.

Cllr Gallagher was not happy with the item '*management plans to be produced for the parks*' and asked why it said 'not started' when Cllr Gallagher had been bringing a green spaces report to Committee over the past year, Cllr Griffiths stated that the green spaces reports were not a management plan. The Parks Officer suggested that confirmation should be sought from the Town Clerk as to what a management report was, this would help to resolve this matter.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Harris, to accept the action plan with the proviso that clarification of what a management plan is, to be confirmed by the Town Clerk.
All in Agreement

9 LA 618 GATEWAY TO THE DOWNS

Cllr Griffiths reported that a meeting took place this morning. It has been agreed that detailed plans will come back to committee if funding is received from the Ouse Valley Cares Lottery Bid.

- Local artist Aimee Harman spoke and shared her ideas for Signage in Centenary Park leading to the entrance of the South Downs National Park
- Mosaic signs with a wildlife and nature theme
- Involvement from local Residents / Children / Schools
- The signage can also be stretched to other areas around the Town including the Meridian line walking route which the History WP are working on.

10 LA 619 TO AGREE THE ALLOTMENT POLICY REVIEW

It was **Proposed** by Cllr Paul and **Seconded** by Cllr Veck, to accept the amendments for the Allotment Policy, on the proviso of inclusion of wording regarding no offensive structures on plots and to amend the shed/greenhouse size to 8ft by 6ft max.
All in Agreement

11 LA 620 TO DISCUSS AND AGREE THE ALLOTMENT GREENHOUSE

This item was brought forward and discussed in advance of item 5

Due to a misunderstanding with the allotments policy and that the installation will not affect neighbouring plots, it was **Proposed** by Cllr Gallagher and **Seconded** by Cllr Seabrook to allow the installation of the greenhouse.

All in Agreement

12 LA 621 TO DISCUSS AND AGREE THE REPLACEMENT ROUNDABOUT AT FIRLE ROAD PLAYGROUND

The Circulated report was discussed. It was resolved to replace the roundabout at Firle Road playground with an inclusive style roundabout. **Proposed** by Cllr Sanderson and **Seconded** by Cllr Paul

All in Agreement

To recommend to the Policy and Finance committee that PTC CIL funds should be allocated to purchase the replacement roundabout. **Proposed** by Cllr Paul and **Seconded** Cllr Harris

All in Agreement

To recommend a budget of up to a maximum of £9000.00 ex vat for the project (three quotes will be sought) **Proposed** by Cllr Paul **Second** Cllr Harris

All in Agreement

13 LA 622 TO NOTE THE PLAY EQUIPMENT LIFE EXPECTANCY SURVEY REPORT

The Circulated report was noted

14 LA 623 TO NOTE THE TRACTOR REPAIR

The Circulated report was noted

15 LA 624 TO DISCUSS AND AGREE THE FOOTBALL DRINKING FOUNTAIN REQUEST

The Circulated report was discussed. It was decided to defer recommendations 1&2 until more information has been gathered.

It was resolved to arrange a meeting with the Football Club to discuss options further and will be reported back to this Committee. **Proposed** by Cllr Gallagher and **Seconded** by Cllr Veck.

All in Agreement

16 LA 625 TO AGREE ACTION ON PURCHASE OF EQUIPMENT CLLR SEABROOK

Cllr Seabrook presented his report.

Cllr Gallagher stated she did not think capital funds should be used for this and that other ways of paying should be looked into.

It was proposed that we purchase the battery powered equipment as in the report and that the P&F committee look at how it can be funded. **Proposed** by Cllr Seabrook and **Seconded** by Cllr Veck

All in Agreement

17 LA 626 TO NOTE THE WORKS UPDATE

The circulated report was noted.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.

18 LA 627 TO DISCUSS AND AGREE THE ALLOTMENT PROVISION IN PEACEHAVEN

Cllr Seabrook presented his report to the committee regarding land that could be suitable for allotments. Most areas looked at were either already at planning stages or were too restrictive in size/ location

Councillors discussed this report at length and concerns were raised about access, parking and how the purchase of any land would be funded.

It was **Proposed** by Cllr Veck and **Seconded** by Cllr Paul that further investigation be done to see if any areas of land are viable

All in Agreement

19 TO CONFIRM DATE OF NEXT MEETING AS THE 30TH NOVEMBER 2021

There being no further business, the meeting closed at 21.20

Agenda Item: LA 633

Committee: Leisure, Amenities and Environment

Date: 30th November 2021

Title: Budgetary report

Report Authors: Z Malone and K Bray

Purpose of Report: To note

Introduction

Each meeting the finance officer provides and update on how the budget expenditure is looking.

Background

The costs fluctuate during the year with more expenditure during the summer months on fertiliser etc.

Analysis

The figure at the bottom of the page shows that expenditure is £153,596 which is offset by £86,395 moved from earmarked reserves meaning actual expenditure from the budget is £67,201

Conclusions

The budget remains healthy overall

Recommendations

The committee are asked to note this report.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	
<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

	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	4,187	6,900	2,713		2,713	60.7%	
4203 Fuel	3,172	5,600	2,428		2,428	56.6%	
4204 Road Fund License	275	600	325		325	45.8%	
4303 Machinery Mtce/Lease	84	0	(84)		(84)	0.0%	
4305 Uniform	623	800	177		177	77.9%	
Grounds Team General Exp :- Indirect Expenditure	8,341	13,900	5,559	0	5,559	60.0%	0
Net Expenditure	(8,341)	(13,900)	(5,559)				
310 Sports Park							
1025 Rent & Service Charge	11,670	13,574	1,904			86.0%	
1039 S/P Cats	900	0	(900)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	5,708	2,550	(3,158)			223.8%	
1061 S/P Court Hire	3,301	5,406	2,105			61.1%	
Sports Park :- Income	25,829	25,830	1			100.0%	0
4111 Electricity	2,127	3,000	873		873	70.9%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4161 Cleaning Costs	4,872	8,000	3,128		3,128	60.9%	
4164 Trade Refuse	3,159	4,500	1,341		1,341	70.2%	
4171 Grounds Maintenance Costs	9,195	10,000	805		805	91.9%	4,669
Sports Park :- Indirect Expenditure	21,698	25,500	3,802	0	3,802	85.1%	4,669
Net Income over Expenditure	4,131	330	(3,801)				
6000 plus Transfer from EMR	4,669						
Movement to/(from) Gen Reserve	8,800						
315 Big Park							
4101 Repair/Alteration of Premises	53,114	3,000	(50,114)		(50,114)	1770.5%	52,676
4111 Electricity	203	0	(203)		(203)	0.0%	
4112 Gas	33	0	(33)		(33)	0.0%	
4121 Rents	11,010	15,000	3,990		3,990	73.4%	
4131 Rates	4,716	2,500	(2,216)		(2,216)	188.6%	
4166 Skip Hire	240	1,000	760		760	24.0%	
4171 Grounds Maintenance Costs	20,553	0	(20,553)		(20,553)	0.0%	20,377
4173 Fertilisers & Grass Seed	3,076	5,000	1,924		1,924	61.5%	
4303 Machinery Mtce/Lease	2,447	3,000	553		553	81.6%	
Big Park :- Indirect Expenditure	95,393	29,500	(65,893)	0	(65,893)	323.4%	73,052
Net Expenditure	(95,393)	(29,500)	65,893				
6000 plus Transfer from EMR	73,052						
Movement to/(from) Gen Reserve	(22,341)						

Detailed Income & Expenditure by Budget Heading 23/11/2021

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316 Gateway Cafe							
1025 Rent & Service Charge	5,507	8,650	3,143			63.7%	
1111 Electricity	2,572	0	(2,572)			0.0%	
Gateway Cafe :- Income	8,079	8,650	571			93.4%	0
4101 Repair/Alteration of Premises	1,246	3,000	1,754		1,754	41.5%	998
4111 Electricity	2,142	4,200	2,058		2,058	51.0%	
4115 CCTV Maintenance	0	1,500	1,500		1,500	0.0%	
4116 Servicing / Maintenance	1,066	1,000	(66)		(66)	106.6%	
4326 Telephones	648	420	(228)		(228)	154.3%	
Gateway Cafe :- Indirect Expenditure	5,102	10,120	5,018	0	5,018	50.4%	998
Net Income over Expenditure	2,977	(1,470)	(4,447)				
6000 plus Transfer from EMR	998						
Movement to/(from) Gen Reserve	3,974						
330 Parks & Open Spaces							
1025 Rent & Service Charge	25	0	(25)			0.0%	
1044 Hire of the Dell	5,196	5,100	(96)			101.9%	
1050 Allotment Rent	132	2,145	2,013			6.2%	
1303 Water Charges	100	0	(100)			0.0%	
Parks & Open Spaces :- Income	5,453	7,245	1,792			75.3%	0
4104 Vandalism Repairs	135	2,000	1,865		1,865	6.8%	
4105 Tree Works	3,378	2,000	(1,378)		(1,378)	168.9%	3,058
4106 Signage	108	2,000	1,892		1,892	5.4%	
4107 Climate Change Actions	0	1,000	1,000		1,000	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Direct Expenditure	3,621	9,500	5,879	0	5,879	38.1%	3,058
4101 Repair/Alteration of Premises	2,168	5,000	2,832		2,832	43.4%	
4141 Water Services	3,541	5,000	1,459		1,459	70.8%	
4164 Trade Refuse	234	2,000	1,766		1,766	11.7%	
4171 Grounds Maintenance Costs	2,432	4,000	1,568		1,568	60.8%	42
4301 Purchase of Furniture/Equipmen	8,377	6,000	(2,377)		(2,377)	139.6%	4,576
Parks & Open Spaces :- Indirect Expenditure	16,751	22,000	5,249	0	5,249	76.1%	4,618
Net Income over Expenditure	(14,919)	(24,255)	(9,336)				
6000 plus Transfer from EMR	7,676						
Movement to/(from) Gen Reserve	(7,243)						

Agenda Item: LA 634
Committee: Leisure, Amenities and Environment
Date: 30th November 2021
Title: Draft Budget for 2022/23
Report Authors: Z Malone and K Bray
Purpose of Report: To agree

Introduction

Each year PTC set the budgets for each committee; this is then put to full council for agreement.

Background

The finance officer uses historical costs and budgets, along with discussions with officers and chairs of committee, to set the draft budget for each committee.

Analysis

Analysis of the expected inflation costs are also considered.

We have also been warned that some items like fertiliser and grass seed could go up by 12% next year so this is also taken into consideration.

Conclusions

The budget for this year has overall been keeping on track and the draft budget is an increase of 6.4 %.

Recommendations

The committee are asked to

1. Agree to the draft budget

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Budget 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, AMENITIES & ENVIRONMENT

300 Grounds Team General Exp

4202	Repairs/Maintenance of Vehicle
4203	Fuel
4204	Road Fund License
4305	Uniform
	Grounds Team: Expenditure

Net Expenditure over Income

310 Sports Park

4111	Electricity
4141	Water Services
4131	Rates
4164	Trade Refuse
4171	Grounds Maintenance Costs
	Sports Park: Expenditure

1025	Rent & Service Charge
1039	S/P Cats
1041	S/P Telephone Masts
1043	S/P Football Pitches
1061	S/P Court and MUGA Hire
	Sports Park: Income

Net Expenditure over Income

315 Big Park

4101	Repair/Alteration of Premises
4102	Maintenance of Unit 14
4111	Electricity (unit 14)

2021/22 Budget	Draft 2022/23 Budget	% Change
6,900	6,000	-13.0%
5,600	5,500	-1.8%
600	600	0.0%
800	900	12.5%
13,900	13,000	-6.5%
13,900	13,000	-6.5%
3,000	3,300	10.0%
0	0	#DIV/0!
0	2,345	#DIV/0!
4,500	4,500	0.0%
10,000	10,000	0.0%
17,500	20,145	15.1%
13,574	13,845	2.0%
0		#DIV/0!
4,300	4,500	4.7%
2,550	3,000	17.6%
5,406	5,406	0.0%
25,830	26,751	3.6%
-8,330	-6,606	-20.7%
3,000	5,000	66.7%
0	500	#DIV/0!
0	300	#DIV/0!

Excludes café usage which will be budgeted separately

To include fence repairs
To include fire equipment servicing

4112	Gas (unit 14)	0	300	#DIV/0!	
4121	Rents	15,000	15,000	0.0%	
4131	Rates	2,500	4,716	88.6%	
4141	Water Services	0	0	#DIV/0!	
4161	Cleaning Costs	8,000	8,000	0.0%	
4166	Skip Hire	1,000	1,000	0.0%	
4173	Fertilisers & Grass Seed	5,000	6,000	20.0%	
4302	Purchase of Materials	0	0	#DIV/0!	
4303	Machinery Mtce/Lease	3,000	3,500	16.7%	Inc service of mower, parts, etc.
	Big Park: Expenditure	37,500	44,316	18.2%	
1005	Grants - Lewes DC	0		#DIV/0!	
1094	Other Customer & Client Receipts	0		#DIV/0!	
tbc	Transfer from Big Park EMR	15,000	15,000	0.0%	
	Big Park: Income	15,000	15,000	0.0%	
	Net Expenditure over Income	22,500	29,316	30.3%	
316	<u>Gateway Café</u>				
4101	Repair/Alteration of Premises	3,000	3,000	0.0%	
4111	Electricity	4,200	6,000	42.9%	
4326	Telephone & Wifi	420	972	131.4%	
4115	CCTV Maintenance	1,500	1,500	0.0%	
4116	Servicing / Maintenance	1,000	1,500	50.0%	To include electrical tests that are required
	Gateway Café: Expenditure	10,120	12,972	28.2%	
1111	Electricity	0	6,000	#DIV/0!	
1025	Rent & Service Charge	8,650	8,823	2.0%	
	Gateway Café: Income	8,650	14,823	71.4%	
	Net Expenditure over Income	1,470	-1,851	-225.9%	
330	<u>Parks & Open Spaces</u>				

4101	Repairs / Alterations	5,000	5,000	0.0%	To include all outdoor areas
4104	Vandalism Repairs	2,000	1,500	-25.0%	
4141	Water Services	5,000	5,000	0.0%	
4164	Trade Refuse	2,000	2,000	0.0%	
4171	Grounds Maintenance Costs	4,000	4,000	0.0%	
4301	Purchase of Furniture/Equipment	6,000	5,000	-16.7%	
4105	Tree Works	2,000	2,000	0.0%	
4106	Signage	2,000	1,500	-25.0%	
4107	Climate Change Actions	1,000	1,000	0.0%	
4108	Tree Planting	2,500	2,500	0.0%	
	Amenity Area: Expenditure	31,500	29,500	-6.3%	
1044	Hire of the Dell	5,100	5,100	0.0%	
1050	Allotment Rent	2,145	2,145	0.0%	
	Amenity Area: Income	7,245	7,245	0.0%	
	Net Expenditure over Income	24,255	22,255	-8.2%	
355	The Hub				
4103	Annual Servicing Costs	2,000	2,000	0.0%	
4111	Electricity	1,500	1,500	0.0%	
4112	Gas	1,500	1,500	0.0%	
4131	Rates	0	0	#DIV/0!	
4171	Maintenance of Hub	4,000	5,000	25.0%	Include £1428 of lighting requirements
357	Hub Pavillion Boiler & Roof Reserve		0	#DIV/0!	
4175	Music Licence	500	500	0.0%	
	The Hub: Expenditure	9,500	10,500	10.5%	
1084	The Hub	16,320	16,646	2.0%	
	The Hub: Income	16,320	16,646	2.0%	
	Net Expenditure over Income	-6,820	-6,146	-9.9%	

LEISURE, AMENITIES & ENV: Total Expenditure	120,020	130,433	8.7%
LEISURE, AMENITIES & ENV: Total Income	73,045	80,466	10.2%
Net Expenditure over Income	46,975	49,967	6.4%

Agenda Item: LA 635
Committee: Leisure, Amenities and Environment
Date: 30th November 2021
Title: Action plan
Report Authors: K Bray
Purpose of Report: to discuss

Introduction

At previous L&A meetings we have had a project update sheet to show the progress of projects, this was re-jigged, and the title changed to an Action Plan

Background

The list has expanded to include all projects that have been passed to be done by the L&A committee and have not been completed.

Analysis

The action plan is designed to enable officers and councillors to monitor how projects are progressing

Conclusions

The new action plan will be updated before every L&A meeting

Recommendations

1. The committee are asked to recommend any changes they feel are required to the action plan document.
2. The committee are asked to accept the Action plan layout with any recommended changes.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	
<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?	

Action Plan - Leisure, Amenities and Environment Committee

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Licence for Park Run Container 12/03/2021	Not started	Town Clerk	£1 a week rent	N/A	Dec 2021	
Centenary Park - Bridle Path Resurfacing LA 407 17th March 2020	Funding agreed by LDC LDC Have confirmed that planning permission is not required. Plans to be drawn Tender process required as over £25K	SPO/ Parks Officer	£50,000 £1,000	LDC CIL approved & PTC CIL	2021	
LA 423 Outside toilet upgrade (to solve blocking issues) not done	Not started Part of a CIL bid to include adult changing spaces.	Parks Officer	TBA	PTC CIL	2022	
Peacehaven & Telscombe Football Club Lease	Currently with solicitors	Town Clerk	Costs will be met by PTFC	PTFC	Spring 2020	
The Dell Access Path Playground inclusivity	Land ownership to be resolved again Permission from owners to obtain Quotes to be obtained	Town Clerk SPO		S106 £48K held by LDC	2022	
The Dell Wildflower Planting COMPLETE	Four areas seeded Spring 2021	Parks Officer Volunteers		LDC CIL PTC CIL	Mar 2021	Mar 2021
The Dell – Water Refill Fountain COMPLETE	Installed ready for the opening on the 7 th of December 2021			LDC CIL PTC CIL		Nov 2021

23/11/2021

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
The Dell Heritage Board and Interpretation Board	Artwork Completed Boards ordered and will be installed by PTC staff	Parks Officer		LDC CIL PTC CIL		
Café and Hub Heating Survey LA512 15/12/2020	Consultant to be engaged (Ovesco?)	Town Clerk	£1000	From LAE Budget	Dec 2021	
Tree Planting – Trees for Downs (east end of park)	Bid successful. Trees to be planted Jan 2022	Parks Officer	Nil	SDNPA	Jan 2022	
Tree Planting – Gateway to Downs (east end of park)	Ouse Valley Cares bid forms to be submitted.	Town Clerk	Nil	Ouse Valley Cares Lottery Bid	2023	
Tree Planting – Urban Tree Fund (Brighton Permaculture Trust) (On bank near road)	Waiting on decision	Brighton Permaculture Trust	£2,500	Match Funding	Jan 2022	
Gym Self Closing gates	Funding to be sourced Quotes required	Parks Officer SPO	£2,000	To be sourced		
Café Forecourt Area – paving LA544 23/03/2021 COMPLETE		Parks Officer	£12,000	PTC CIL	31/10/21	16/10/21

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Gateway Café Composting Scheme LA589 07/09/2021	Discuss with Café	Cllr Griffiths	TBA	TBC	TBA	
Centenary Park - Tackling Dog Faeces LA577 20/07/2021	Liaise with Neighbourhood First Signs erected in park Poster competition Employ an enforcement officer Residents have been warned about danger of dog faeces on eNEWS and social media. Investigate creation of video. Contact local vet for information on dangers of dog waste.	Parks Officer/ Comms Officer	No budget set	No budget	31/03/2022	
The Oval, Epinay Park, Shepherds Down – Public Consultation LA530 09/02/2021	Public Consultation to be carried out Reports written to include access and inclusivity.	LAE Committee	TBA	PTC CIL	31/03/2022	
Epinay Park – Pathway Access from Webb's Yard estate	Developers agreed to change the route of the pathway from the site to join with the existing pathway to the south of Epinay Park.	Developers	Nil	Developer	Not set	
Epinay Park / Playground LA584 20/07/2021	Delayed until funding is available. Install gate enclosure. Playground equipment improvements Consultants. Liaise with access group Identify 106/ CIL money. Decide of equipment. Get quotes and install.	Parks Officer/ Committee members		S106/CIL Webb's Yard	Not set	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Centenary Park / New swing	Planned installation week beginning 6 th December 2021	Parks Officer	£6,000	PTC CIL	30/03/2022	
Howard Park – Tree Planting LA510 15/12/2020	Approximately 8 trees to be planted	Parks Officer	TBC	Tree Planting Reserve	Jan 2021	
Howard Park – Cycle Racks LA586 20/07/2021	To be installed on grass near entrance	Parks Officer		PTC CIL	Nov 2021	
Howard Park – Provide wheelchair / mobility scooter access from South Coast Road.	CIL bid to be prepared	CIL Working Party & SPO		LDC CIL Bid	Not set	
Howard Park - Provide a handrail down to the beach.	CIL bid to be prepared	CIL Working Party & SPO		LDC CIL Bid	Not set	
Howard Park – Accessible picnic bench to be purchased	CIL bid to be prepared Design to be agreed by the Access Group	CIL Working Party & SPO		LDC CIL Bid	Not set	
Howard Park – Resin bond the path around the pebbles to make it more wheelchair friendly and provide ramp access from the road.	CIL bid to be prepared	CIL Working Party & SPO		LDC CIL Bid	Not set	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Howard Park – Pursue Funding LA542 23/03/2021	Officers to pursue funding to make Howard Park Accessible CIL Bid to be prepared	SPO/ Parks Officer	N/A	N/A	Nov 2021	
Management Plans to be produced for <ul style="list-style-type: none"> The Dell Howard Park The Oval Epinay Park Centenary Park 	To be discussed by the committee	LAE Committee			Not set	
Hand operated machinery to be replaced with battery powered equipment.	Budget set by P&F committee, quotes being sort.	LAE Committee Parks Officer	£12,000	Capital Reserves	31/03/22	
Allotments – Review & Update Policy COMPLETE			Nil	N/A	Oct 2021	09/11/21
Allotments – Investigate new allotment provision	Report to LAE 19/10/2021	DJS	Unknown	CIL or Loan	Not set	
Tree Wardens Scheme LA603 07/09.2021	Advertise for volunteers to join a Tree Wardens Scheme	Comms Officer	nil	N/A	Not set	
Barbecue in Centenary Park LA604 07/09/2021	To be investigated further and bring back to next meeting. NO BBQ's in the park – signs erected	LAE Committee	Nil	N/A	Not set	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Green spaces infrastructure audit	NHDP currently compiling the information which will aid PTC in completing this.	Parks Officer/ committee members	Not set	N/A	Not set	
Inclusivity audit of green spaces/ playgrounds	The committee to discuss how to proceed with this.	Officers/ committee members/ volunteers	Not set		Not set	
Replacement of roundabout at Firle Road playground	Awaiting last quote. Budget set by P&F		Up to £9000	PTC CIL funds	Not set	
To conduct an accessibility & inclusivity audit for Council's play areas and parks	On 25 th October 2021, Council decided not to proceed with a professional audit	Officers/ committee members/ volunteers	TBA	TBA	TBA	

Agenda Item: LA 637
Committee: Leisure, Amenities and Environment
Date: 30th Nov 2021
Title: Replacement of rower request
Report Authors: K Bray
Purpose of Report: To decide

Introduction

We received a letter requesting that the rower piece of equipment in the Gym is beyond repair and needs replacing

Background

The gym was created in 2010 in Meridian Park and has been steady updating over the years, the gym is well used by residents of the town.

Analysis

The Rower is one of the original items of equipment and has badly worn bearings and these are rusted in place and not removable.

Conclusions

The life expectancy report highlighted this item as needing replacing within 1-3 years but having inspected it closely replacement sooner would be my recommendation.

The equipment can be installed by the groundstaff saving £1,200.00 in costs

Recommendations

It is recommended to replace the rower with one made by Broxap who we have used for several items when replacing them in the past and found them reliable.

1. To recommend replacing the rower equipment at a cost of £1,166.00 plus £100 for sundries.
2. To recommend to the Policy and finance committee that this is funded using CIL money.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	To use PTC CIL money Replacing an existing asset.
<u>Legal</u>	
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	The Gym is a great meeting place for residents
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers



Detailed Income & Expenditure by Budget Heading 23/11/2021

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>355 The Hub</u>							
1084 Sports Pavilion	9,045	16,320	7,275			55.4%	
The Hub :- Income	<u>9,045</u>	<u>16,320</u>	<u>7,275</u>			<u>55.4%</u>	<u>0</u>
4175 Music Licence	407	500	93		93	81.4%	
The Hub :- Direct Expenditure	<u>407</u>	<u>500</u>	<u>93</u>	<u>0</u>	<u>93</u>	<u>81.4%</u>	<u>0</u>
4103 Annual Servicing Costs	232	2,000	1,768		1,768	11.6%	
4111 Electricity	884	1,500	616		616	58.9%	
4112 Gas	1,006	1,500	494		494	67.1%	
4171 Grounds Maintenance Costs	161	4,000	3,839		3,839	4.0%	
The Hub :- Indirect Expenditure	<u>2,283</u>	<u>9,000</u>	<u>6,717</u>	<u>0</u>	<u>6,717</u>	<u>25.4%</u>	<u>0</u>
Net Income over Expenditure	<u><u>6,354</u></u>	<u><u>6,820</u></u>	<u><u>466</u></u>				
Grand Totals:- Income	48,405	58,045	9,640			83.4%	
Expenditure	153,596	120,020	(33,576)	0	(33,576)	128.0%	
Net Income over Expenditure	<u><u>(105,191)</u></u>	<u><u>(61,975)</u></u>	<u><u>43,216</u></u>				
plus Transfer from EMR	86,395						
Movement to/(from) Gen Reserve	<u><u>(18,796)</u></u>						

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

07/11/21

JUBILIE GYM/GREEN GYM PEACEHAVEN.

TO WHOM IT MAY CONCERN

I have been asked by our members for the above to inform the Committee that our outdoor Rowing Machine now requires a complete replacement, as it is far past its best and is not up to standard for our use. i.e. exercise legs & arms only arms now. We should have a complete cardiac vascular workout k

At the same time there is no rubbish bin inside the Gym area. I have installed three bins on the fence up to date, which gets destroyed. We often pick up the rubbish & use this bin, sometimes others are doing the same We have found that the outside one is not always used & just due to the position of the outside bin, encourages people to throw the rubbish around inside the Gym area.. Can we please now have a permanent bin within the site installed & cleaned by the Council?

This would go a long way to keep the Gym area clean & tidy & we would all gratefully appreciate this addition.

Regards on beh f our little group

SUGGESTION PICTURE ENCLOSED

Rob

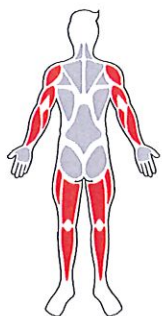
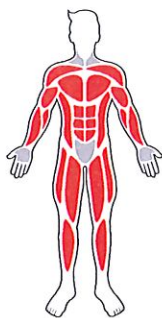
You will ee in the past I have represented our group at Leisure Meetings.

Rower BX/SG 3014



Dimensions:
1198 x 805 x 1150 mm

Muscle Groups:



Product Information

Add familiarity to your outdoor gym with our Rower. Similar in design to the traditional rowing machine, our outdoor Rower provides a great cardiovascular workout, using the arms, legs and core body muscles.

Specification

- Certified to BS EN 16630:2015 safety standard
- Manufactured from pre-galvanised steel
- Corrosion resistant
- Quality checked by RPII inspector prior to dispatch
- Supplied with Stainless Steel fixings

Users

- 1 Suitable for a single user above 140cm / 4'7" in height

Features

- Provides either a warm up or intense workout dependant on pace
- Helps to build core muscles, as well as those in the arms and upper legs
- Employs the user's body weight as resistance
- A unique "safety stop" system

Sunshine Gym, Rowhurst Industrial Estate, Chesterton, Newcastle-Under-Lyme, Staffordshire, ST5 6BD T: 01782 571719 E: sales@sunshinegym.co.uk W: www.sunshinegym.co.uk



All dimensions are in millimeters, weights in kilograms and capacities in litres, are approximate and do not form any part of the contract. All prices are guide prices only and should be used for estimating purposes only. Broxap Limited reserve the right to change the design, specification or price of any item sold at any time. All prices exclude VAT and delivery. Please Note: All information on this data sheet is subject to orientation (N, S, E, W) altitude and proximity to buildings, but is sufficient for use as general/preliminary information.

Agenda Item: LA638
Committee: Leisure, Amenities and Environment
Date: 30th November 2021
Title: Military World Event
Report Authors: D Donovan/ K Bray
Purpose of Report: To recommend

Introduction

We have had an online request to allow an event on Centenary Park over the weekend of 24th June till 26th June 2022 it is stated as being a Community Event to celebrate our Armed Forces & Service Personnel to include all local uniformed & youth organisations.

Background

CCE committee originally agreed a joint fair with the Armed Forces but have since decided to organise our own summer fair in July; with the option for Mr Kings to organise his own event.

Analysis

The details given by this applicant is very scarce and the statement on the form says

Full details of the majority of the above will be submitted should this event go ahead. Discussions with the Civic & Marketing Officer have indicated that the council would supply this type of event. However at this time, without knowing if this will be supported or how it will be funded it is difficult to provide full details as budgets are not know & also it is not know if we have the venue or not. Once these details are confirmed we will revert with a Full Event Management Plan.

Conclusions

The CCE committee have requested the L&A committee to give permission for the event to be held in principle on Centenary Park.

The concerns on PTC side of this is

- The Park being used all weekend for set up then the event and clean up
- As part of a military event are large military vehicles going to be crossing the park and causing damage to the football pitches/ pathways etc?
- Car parking would be an issue for an event of this size
- The event also includes alcohol consumption, music, and evening entertainment.

Recommendations

1. The committee are asked to recommend to the CCE committee if they are happy for this event to take place on Centenary Park

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>	Possible damage to grounds/ pathways will require repairing
<u>Crime and disorder</u>	Evening event will include alcohol consumption
<u>Social value</u>	This event is open to all
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers

The online form details below 2with some details removed for data protection.

Contact Details

Name of organisation	Miltiary World / Miltiary Events	
Address	xxxxxxxxxxxxxxxxxxxxxxxxxx	
Name of main contact	David King	
Email	<u>david@military.worl</u>	
Phone Numbers	xxxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxx

Name of contact person on the day (if different from above)			
Email		Mobile no.	

Event Details

Name of event	Armed Forces Day (Working Title)		
Proposed location	The Big Park (Centenary Park) Peacehaven		
Event proposed start date(s)	25 th June 2022	Proposed finish date(s)	25 th June 2022
Event proposed start time(s)	09:00	Proposed finish time(s)	23:00
Site set up / clean up proposed start date	24 th June 2022	Proposed finish date	26 th June 2022
Site set up / clean up proposed start time	09:00	Proposed finish time	17:00
No. of participants (including visitors) anticipated	<500		

Description of Activities

This section is very important to your application. It helps us to ensure you will have a successful and well-run event. If any of these details change it is up to you to inform us.

Description of Activity

Please note it may be easier to attach a full programme of activities to the application. Please specify all components, stalls, activities, music, dog shows, etc.

A Community Event to celebrate our Armed Forces & Service Personnel to include all local uniformed & youth organisations.

Do you have a site plan? Yes [3 No X

This is important if your event includes structures such as tents, stages, parking areas etc.

Plan not available at this time

<p>Will there be any of the following that may require a further license or permit? If yes, please give further details. You may be eligible for a Temporary Event Notice (TEN) if the event is under a certain size. Further Details on eligibility for a TEN can be found on the Lewes District Council Website: https://www.lewes-eastbourne.gov.uk/licensing-and-registrations/a/coho/entertainment-and-late-night-refreshment-licensing/apply-for-a-temporary-event-notice/</p>	
Live music	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The Civic & Marketing Officer informs us that you hold this license (Copy Needed)
Recorded music	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The Civic & Marketing Officer informs us that you hold this license
Dancing	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The Civic & Marketing Officer informs us that you hold this license (Copy Needed)
Performance of plays	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> The Civic & Marketing Officer informs us that you hold this license (Copy Needed)
Films	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> The Civic & Marketing Officer informs us that you hold this license (Copy Needed)
Alcohol	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The Civic & Marketing Officer informs us that you hold this license (Copy Needed) If yes, please indicate in your risk assessment how you intend to minimise the risk of injury associated with intoxication or excessive alcohol consumption.
Food and / or drink	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The Civic & Marketing Officer informs us that you hold this license (COPY Needed) Food Hygiene Legislation applies to any activity that involves handling food and drink
Road closures	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, contact Lewes District Council for more details or visit their website here: https://www.lewes-eastbourne.gov.uk/streets-parking-and-travel/street-closures-and-street-closure-event-register/
Street collections	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, you will need a Street Collection License https://www.lewes-eastbourne.gov.uk/licensing-and-registrations/street-licences/street-collection-licences/
<p>Will waste be produced? (food, general waste, plastics, paper etc.) Yes <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, give details of your plans for recycling and waste management. Any questions, contact the Waste and refuse department at Lewes District Council on 01273 471600</p> <p>A full waste collection & disposal plan will be included in the Event Management Plan should this event go ahead.</p>	

<p>Do you require power? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Cl</p> <p>If yes, give details of how you intend to supply it:</p> <p>Where needed via generators, full details will be included in the Event Management Plan should this event go ahead.</p>
<p>Do you require water? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, give details of how you intend to supply it:</p> <p>Should this be required, full details will be included in the Event Management Plan should this event go ahead,</p>
<p>Will you be providing temporary toilets in addition to public toilets? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Cl</p> <p>If yes, give details. Please note that existing facilities may not be available or may not be adequate for the number of people at the event. HSG195 has guidance on no, required.</p> <p>Full details will be included in the Event Management Plan should this event go ahead.</p>
<p>Will you encourage people to travel sustainably? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> C]</p> <p>If yes, give details, for example by telling people coming about the JournevOn website.</p> <p>Full details will be included in the Event Management Plan should this event go ahead.</p>
<p>Will you require vehicle access at the event? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, give details (number and type of vehicles to be used).</p> <p>Exhibitor vehicles from classic cars, motorbikes to Military Vehicles</p>
<p>Will the event be accessible and open to all? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.</p>
<p>Please use this space for any further information that might help with your application:</p> <p>Full details of the majority of the above will be submitted should this event go ahead.</p> <p>Discussions with the Civic & Marketing Officer have indicated that the council would supply this type of event. However at this time, without knowing if this will be supported or how it will be funded it is difficult to provide full details as budgets are not know & also it is not know if we have the venue or not. Once these details are confirmed we will revert with a Full Event Management Plan.</p>

Terms and Conditions of Hire

1. The Council will not be responsible for any loss, damage, or injury of any description to persons or property which may be sustained subsequent upon or arising directly or indirectly from the holding of the said event and the organisers shall indemnify the Council against all such claims.
2. The organisers will have minimum Public Liability Insurance cover of E 10 million for each and every incident against all liability arising covering both the participants in the event (including any officials employed in connection therewith) and all third parties.
3. The organisers will comply with the regulations (if any) and the conditions which may be required by the insurers in respect of this event. .
4. The organisers will take all reasonable steps which may be necessary to ensure the (a) safety of the public in particular safety from all machinery, vehicles and other equipment (if any) in use at the event and (b) the safety of all machineryj vehicles and other equipment (if any) in use at the event and to permit the Council's officials to inspect the said machinery, vehicles and other equipment at any time and to comply with any directions given by such officials to repair or discontinue as necessary the use of any such equipment which in the opinion of the officials is defective. A risk assessment is required for all events.
5. The site or area being used will be left in a clean and tidy condition to the satisfaction of the council's Parks Officer. The organisers are to be responsible for the full costs of the repair of any damage to the site which occurs as a result of the holding of this event, such repairs are to be carried out by the Council at the organisers' expense or by an approved contractor as agreed by the council's Grounds Team. Depending on the size and nature of the event, a returnable deposit against reinstatement of the ground may be required.
6. If suitable and / or adequate public toilets are not available, provision must be made to the satisfaction of the Council.
7. An application fee and a hire fee may be required for this event.
8. Car parking on any green field site is not permitted unless prior arrangement and permission is obtained through the Council.
9. The Council reserve the right to revoke this consent on giving written notice to the organisers if in the opinion of the Council's Officers it is impossible, impracticable or inadvisable to allow the event to take place by reason of the nature of the event, the condition of the open space or of any buildings, equipment, fixtures or fittings therein or the carrying out of works of maintenance or repair thereto, the existence of any industrial dispute involving the council's servants or agents, or

any other circumstances outside the council's control, and on the consent being revoked as aforesaid the organisers shall be repaid any deposit or sum of money that may have been paid but shall have no claim against the council for any damage or loss they may sustain or in respect of any liability which they may incur or have incurred in consequence of any such revocation.

10. The organisers will comply with the requirements or regulations of any national governing institution which lays down regulations so far as the proposed event is concerned.

11. The organisers will have plans and procedures in place to deal with the following:

- Event communications
- Security and stewarding
- Crowd management
- Emergencies
- Fire
- First aid
- Lost children and vulnerable adults
- Transport (including parking)
- Toilet and drinking water provision
- Food safety
- Waste management & recycling
- Environmental impact
- Disability compliance
- Equal opportunities

I have read & fully understood the terms & conditions of hire

Signed: *David King*

Dated: 12' February 2021

AGENDA ITEM LA 639**REPORT TO Leisure. Amenities and Environment****REPORT FROM Cllr Cathy Gallagher****MEETING DATE 30th November 2021****SUBJECT Update on the progress of Peacehaven Green Spaces report and agree to progression of a Green Infrastructure Plan****Introduction**

The compilation of a comprehensive list of Green Spaces has been prepared to enable protections and improvements to be achieved through the emerging Neighbourhood Development Plan.

The Draft Neighbourhood Development Plan has been sent forward from both Peacehaven and Telscombe Town Council for Schedule 14 consultation.

In the Draft Plan the Peacehaven Town Green Spaces put forward for protection are:

- a. Meridian Park
- b. Howard/Peace Park
- c. The Dell
- d. The Oval
- e. Centenary Park
- f. Cornwall Avenue Allotments
- g. Epinau park

Background

At the 20th July 2021 meeting of this Committee the background to the work being undertaken by Cllr Gallagher and other volunteers was set out. This work started when this Committee agreed on 12th May 2020 ,item No. LA434 for work to be undertaken to formulate Management Plans covering :

1. Peacehaven open land south of the A259
2. Centenary Park
3. 3 Open Green Space. North of the A259

Piddinghoe Car Park was also included which is an Asset of Community Value.

Reports have been made back to most Committee meetings . Significant investigation has been necessary to establish a data base of the sites. The information gathered has been used to prepare the Open Space and Amenity Chapter of the Draft Neighbourhood Development Plan and the policies and recommendations contained therein.

Two spreadsheets have been prepared covering both Peacehaven and Telscombe Greenspaces. The first cover's location, size and any existing protections. There is also a matrix to show the Criteria for inclusion in the list for protection i.e., Beauty, Historic, Recreational Value, Tranquillity, Wildlife.

The second the assets within the green space including flora and fauna.

Both these documents are live and subject to updating and change.

ANALYSIS

The National Planning Policy Framework (NPPF) states that "Access to a network of high-quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities" Paragraph 96.

Through the emerging Lewes District Local Plan, the directions from the NPPF are being carried forward guidance and standards are set out in the following documents:

The Lewes District Open Spaces Strategy report of November 2020

Lewes Playing Pitch Strategy – Needs Assessment July 2020

During the period of the research for the Draft Neighbourhood Development Plan it has become apparent that a Green Infrastructure report, a Sports feasibility Study and a Accessibility report would be beneficial for forward planning and to carry weight with planning authorities and grant providers.

A Green infrastructure is a term used to describe networks of greenspaces. It can cover cycle and walking path networks, air quality. To enable management of the network to increase biodiversity, improve food and energy security, facilitate community development and build resilience to the effects of climate change.

CONCLUSIONS

The Draft Neighbourhood Development Plan has been passed by both Telscombe and Peacehaven Town Council for Public consultation under Schedule 14. This means that through December 2021, January and February 2022 the contents of the NDP will become common knowledge.

The key to a sustainable future is the "20 Minute Town". With Residents being able to access their daily wants and needs by avoiding the congested and polluting A259. There are a number of recommendations in the document for actions to be taken by both Councils which will facilitate a new way of living and helping Peacehaven Town adapt in a time of Climate Emergency

Those actions and recommendations need to become part of the "Green Infrastructure Plan".

Public opinion and preferences will be part of the consultation process Peacehaven Council will use the feedback to set priorities, projects and budgets up to 2030, the term of the NDP.

RECOMMENDATIONS

To enable the work to be continue the following actions are required :

1. This report to be noted.
2. Re-establishment of Volunteers to work with Cllr Gallagher and Nancy Astley to complete The Green Infrastructure Plan including Sports and Accessibility .

4. ENVIRONMENTAL IMPACT

The measures put forward as a result of improving and enhancing the greenspaces will have a positive environmental impact.

5. FINANCIAL IMPLICATIONS

None at present, Consultant support through Neighbourhood Development Plan.

DRAFT – WORK IN PROGRESS
Peacehaven Town Council Local Green Spaces
Strategic Review

INTRODUCTION

Why is a Strategic Review needed?

Without a plan there is no agreement on how scarce resources e.g. Ground staff time and money is used. Objectives as to how the Green Spaces are used to support the Community are not agreed.

Consultation with the community should be carried out and recorded.

Will there be just one Management Plan ?

No, a composite, summary base document is needed but there may also be a series of other individual greenspace, project and operational plans.

How often will it be reviewed and updated ?

As considered necessary, perhaps annually.

Methodology

A Spreadsheet has been prepared to provide a base audit, some of the Information follows in this report.

Dr Maureen Berg has provided flora and fauna research.

The Parks Officer and others have provided information.

Consultation and updates will continue.

Local Green Spaces

The National Planning Policy Framework (NPPF) states that:
“Access to a network of high-quality open spaces and opportunities for sport and physical activity is important for the health and well-being of communities.” Paragraph 96

“Planning policies and decisions should protect and enhance public rights of way and access, including taking opportunities to provide better facilities for users, for example by adding links to existing rights of way networks including National Trails.” Paragraph 98.

The NPPF allows the designation of Local Green Space to provide special protection against development for local green areas of importance to communities.

These green spaces need to be:

- Within reasonable proximity to the community it serves;
- Demonstrably special to a local community and hold a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife
- Be local in character and not an extensive tract of land.

Individual Site Description and Local Significance

LGS1: Centenary Park

Site and Location

This is a multiuse area, consisting of large fields and two large playgrounds to the North of Peacehaven and adjoining a large housing development and school. To the South of the park is the Peacehaven and Telscombe bowls, FC and training ground.

Public Access

The site has open access and is crossed by public footpath, Bridleways and offers multiple links to the SDNP and National Trail.

Criteria For Designation as LGS

Reasonable Proximity to a Local Community

This area is directly adjoining a large community but also offers improved sport facilities, skate park, a community hub with the Gateway Café, open space and recreational areas for a range of activities.

Beauty Landscape Significance

Gateway to the SDNP, views across the South Downs.

Wildlife Significance

Areas of planting on the margins and outskirts of the parks, with native species, this is wildlife friendly. The grasslands areas are frequently cut and some areas could be left uncut during Summer to improve biodiversity.

Recreational Value

This site is of high recreational value, with playground, skate park and football pitches, it has two formal playgrounds and it is near football club, and large housing development. It also hosts a large number of events.

PIDDINGHOE AVE (South) Car Park

An area owned by Lewes District Council.

Parking space at Centenary Park is limited and with the growing popularity of the Park additional parking is needed.

By increasing awareness of this car park, safe parking can be made available.

A safe crossing over A259 is required plus improved signage.

LGS2: The Dell

Site and Location

The area is a coastal park situated on the cliff tops, it is bordered to the north by the A259, separated by a fence.

Public Access

Is it accessible via the clifftop path and from the main road A259, it also has an adjoining car park.

Reasonable Proximity to a Local Community

This site is near proximity to the urban development, and offers a range of usage, such as recreational with a formal playground with disabled swing. It is also used for other recreational/community activities that require a large area, such as fun fair, car boot sale.

Beauty and Landscape Significance

The site is part of the SSSI Maritime cliffs, it is part of the Brighton and Lewes Downs UNESCO world Biosphere Region and overlooks the chalk cliffs and the Marine conservation zone the MCZ.

Tranquillity Significance

The crater is a sunken flat grasses area surrounded by sandy and shrubby slopes which provides a secluded area.

Wildlife Significance

The Dell comprises of range of habitats. The crater is a depression to the north east side of the Park, this offers a range of habitat for birds and mammals, there is evidence of dens, but it was not verified if these were active. The grassland there presents many key chalk grassland species and neutral grassland species, but it is regularly mown and prevents flowering.

Recreational Value

High recreational value, the site has multiple usage with formal playground and area used for community events.

LGS3: Howard Peace Park

Site and Location

This is a coastal park to the south of Peacehaven, on the cliff top it comprises of three areas, a formal planted garden (Memorial) leading from the road to the cliff top coastal grasslands, a scrub area as a buffer zone between the busy A259 and the memorial park, and a wild area onto the east slope, with a gradient of vegetation from scrub areas to taller coastal grassland backing private houses.

Public Access

Is it accessible via the clifftop path and from the main road A259 and it is a thoroughfare to access the undercliff walk.

Reasonable Proximity to a Local Community

This site is well connected to the local community, surrounded to the west and east by houses and to the north by the A259, but there are further houses across the road.

Beauty and Landscape Significance

Cliff tops view on the channel and on the Marine conservation area, it is also included in the SSSI.

Tranquillity Significance

This is a memorial park and offers plentiful seating areas.

Wildlife Significance

This memorial park has limited value for wildlife however the Eastern slope and scrub areas contain a range of native species and appeared to support a range of bird species (e.g house sparrows) and rabbits.

Recreational Value

The site is well used by walkers as it is on the coastal cliff path.

LGS4: Epinay Park

Site and Location

This is a small green space at the North of Peacehaven bordering a primary school at the south, an industrial/areas (to be converted into housing development) to the east, and surrounded by houses.

Public Access

A well accessed park, it has two pedestrian entrances to the west and north of the site.

Beauty and Landscape Significance

This is a secluded park, surrounded by houses and provides an essential site of greenspace to the area.

Wildlife Significance

Area surrounded by large mature trees, and some fruit bearing species of value for native species. The grass is regularly cut to a short sward, some areas again could be left uncut for invertebrates in the Summer.

LGS5: The Oval

Site and Location

This site is located in the northern part of Peacehaven, surrounded by houses and within 300m from a primary school.

Public Access

The site is surrounded by houses and has four access (N, S, E, W) and a car park to the south of the site.

Tranquillity Significance

Secluded areas, the taller shrub/mature trees offer secluded areas where picnic tables/benches have been located.

Wildlife Significance

The Oval is a mix grassland/shrub area, its has a network of connected shrub paths, with native species (gorse, Mature sycamore, brambles, elder) and divided by open very short sward of grass. The grass area has some remnant of

chalk and neutral species, but it is very closely mown. There is evidence of rabbit grazing as well.

In the periphery of the areas there are some nettle, bracken and willow herb areas, creating a tall herb linear feature, and buffer between the site and houses.

LGS6 Shepherds Down/ Glynn Road

Green open space with several mature trees containing some dog agility equipment.

LGS7 Meridian Park (off Greenwich way)

War memorial and adult gym
Landscaped open area with lawn. Bushes and mature trees on the borders.

LGS8 Cornwall Avenue -- Allotments

Open land owned by Peacehaven Town Council in the urban built up area. Divided into allotment plots, managed by PTC.

Tables

	<u>Hectares</u>	<u>Playgrounds</u>	<u>Condition</u>
The Dell	2.522	YES (infants, under 12)	Average
Howard/Peace Park	2.401	NO (infant, under 12)	
Meridian Park/War Memorial	1.159	NO (infant, under 12)	
Centenary Park (including Sports Park)	17.563	YES (infants, under 12)	Good
Shepherds Down/Glynde Road West	0.9	NO (infant, under 12)	
Epinay Park	0.6	YES (infants, under 12)	Fair (3-6 years left)
The Oval	1.843	NO (infant, under 12)	
Firle Rd West/Off Hairpin Close (Heathy Brow)	0.23	YES (infants, under 12)	Mix of old and new

	<u>Sports Areas (over 12)</u>	<u>Which Sports</u>	<u>Open Spaces</u>	<u>Wild Life Areas</u>
The Dell	NO	NO	YES	YES
Howard/Peace Park	NO	NO	YES	YES
Meridian Park/War Memorial	NO	NO	YES	No
Centenary Park (including Sports Park)	YES	Football, skateboarding	YES	YES
Shepherds Down/Glynde Road West	NO	Dog Agility	YES	NO
Epinay Park	YES	Basketball, Football Goal	YES	YES
The Oval	NO	NO	YES	YES
Firle Rd West/Off Hairpin Close (Heathy Brow)	NO	NO	YES	NO

	Trees	Tree Species	Bushes	Formal Flower Beds
The Dell	NO		YES (NE Corner, privet and scrub)	NO
Howard/Peace Park	NO		YES (on the 2 boundaries) scrub	NO
Meridian Park/War Memorial	YES	Evergreen, oak, cherry	YES (Euonymus, buddleia)	NO
Centenary Park (including Sports Park)	YES	Native deciduous, pines, apple, orchard	YES	NO
Shepherds Down/Glynde Road West	YES	Horse chestnut (TPO), poplar, cherry	YES (on boundary, privet)	NO
Epinay Park	YES	Native deciduous, evergreen	YES	NO
The Oval	YES	(TPO), native deciduous	YES (whole park, native)	NO
Firle Rd West/Off Hairpin Close (Heathy Brow)	YES	(Dotted around, native deciduous)	YES (pathways, native)	NO

	Water Supply	Public Water Supply	Public Toilets	Café Facilities
The Dell	YES (playground)	YES (playground)	NO	NO
Howard/Peace Park	NO	NO	NO	NO
Meridian Park/War Memorial	NO	NO	NO	NO
Centenary Park (including Sports Park)	YES (next to café)	YES (next to café)	YES - good (need more)	YES
Shepherds Down/Glynde Road West	NO	NO	NO	NO
Epinay Park	NO	NO	NO	NO
The Oval	NO	NO	NO	NO
Firle Rd West/Off Hairpin Close (Heathy Brow)	NO	NO	NO	NO

	Pathways	DDA Compliant	Steps	Ramps	Walking Paths	Cycle Paths	Surfaces
The Dell	NO	?	NO	NO	?	NO	Grass
Howard/Peace Park	YES	NO	NO	YES	YES	NO	Pebbles
Meridian Park/War Memorial	YES	YES	NO	NO	YES	NO	Tarmac
Centenary Park (including Sports Park)	YES	YES	NO	NO	YES	YES	Sandstone
Shepherds Down/Glynde Road West	NO	NO (gates too narrow)	NO	NO	YES (grass)	NO	Grass
Epinay Park	YES	NO (gates too narrow)	NO	YES	YES	NO	Tarmac
The Oval	NO	NO	NO	NO	YES (grass)	NO	Grass
Firle Rd West/Off Hairpin (Heathy Brow)	YES	YES	NO	YES	YES	YES	Tarmac

	Bins	Notice Boards	Benches	Boundaries	Fences	Biodiversity
The Dell	YES	YES	YES	NE boundary problem	YES	4
Howard/Peace Park	YES	YES	YES	Defined YES	YES	4
Meridian Park/ War Memorial	YES	NO	YES	Defined NO	NO	2
Centenary Park (including Sports Park)	YES	YES	YES	Defined YES	YES	5
Shepherds Down/ Glynde Road West	YES	NO	NO	Defined YES	YES	4
Epinay Park	YES	NO	YES	Defined YES	YES	4
The Oval	YES	NO	YES (2)	Defined – some problems	YES	5
Firle Rd West/Off Hairpin (Heathy Brow)	YES	NO	YES	Defined YES	?	3

GREEN INFRASTRUCTURE

The purpose is to assess the quality of the green spaces in the area and how best to protect and enhance those sites both individually and as network of assets.

Benefits to Communities:

- Recreational value – both informal (ie dog walking) and formal (ie organised sports)
- Wildlife habitats
- Climate change mitigation and adaptation – ie sustainable drainage features (SuDs)
- Aesthetic value, local character and distinctiveness
- Supporting healthy lifestyles (ie opportunities for physical activity outdoors) and mental wellbeing (ie providing access to nature)
- Community cohesion
- Food growing

Valued green/open spaces may include:

- Parks and gardens
- Playing fields and sports pitches/grounds
- Footpaths, bridleways and cycle routes
- Informal green spaces
- Allotments

Green Infrastructure

Green infrastructure is a term used to describe networks of green spaces (including natural and semi-natural green spaces as well as bodies of water and waterways). It delivers a wide range of environmental and quality of life benefits for local communities. It can improve water management, air quality and public health and wellbeing. It provides opportunities to protect and increase biodiversity, improve food and energy security, facilitate community development and build resilience to the effects of climate change.

Green infrastructure ensures that where possible, they can be seen and managed as a network of spaces rather than isolated pockets of green.

The NPPF does not define what qualifies as 'close proximity' or 'extensive tract of land'. However, using Natural England's Accessible Greenspace Standards as a helpful guide, it is suggested that 'close proximity' be defined as within 2km (1.25miles) and an 'extensive tract of land' be defined as over 20 hectares (50 acres). Given the diverse nature of the area, it is acknowledged that this needs to be a guideline rather than a hard and fast rule.

Other Designations

Green/open spaces may have existing statutory designations such as:

- Site of Special Scientific Interest
- National Nature Reserve/Local Nature Reserve
- Public Rights of Way

Step 1	Establish the Baseline
Step 2	Local Green Spaces Audit
Step 3	Identify Opportunities for improvement
Step 4	Planning Policy Development
Step 5	Implementation

Following the auditing process, there is a good opportunity to look at the sites as an overall network and identify areas for improvement. Consider carrying out a SWOT Analysis (strengths, weaknesses, opportunities, threats).

Questions you might consider include:

- Going forward, what sorts of green spaces would we like to see in the area? Is there a demand from the community?
- Can existing sites be enhanced to make them more multi-functional (ie fulfilling several different functions)?
- Are the sites in good condition? If not, what improvements could be made? Who is responsible for the maintenance of the site?
- Are the sites safe and accessible to all: ie attractive and enjoyable to people of all ages? If not, how can sites be made safer and more accessible?
- Are the sites usable all year round? If not, what would make the usable in all seasons?
- Is the site engaging – are there things to look at and do?
- Does the sit appear to have a sense of place? Is it a nice place to be?
- Is this a space that would improve peoples' health and physical and mental wellbeing?
- Are the sites well connected? If not, are there opportunities to improve linkages between sites (for people and for wildlife – ie wildlife corridors)?
- How are the edges of the space defined? Are there enough accesses in and do the boundaries encourage or discourage people and wildlife? Are there opportunities to improve the boundaries of the site and introduce space for nature?
- Are there opportunities to enhance the sites in terms of:
 - *Wellbeing* – how people access and use these sites, community cohesion, recreation and leisure opportunities
 - *Wildlife* – natural spaces, habitats and species and connectivity (ie wildlife corridors)
 - *Water* – can the site play a role in drainage and natural flood management in the area?
- Are there any threats to these green spaces? (now and in the future in terms of maintenance, resilience to climate change, development etc)? If yes, how might we avoid or mitigate that?

AGENDA ITEM: LA 640
COMMITTEE: LEISURE, AMENITIES & ENVIRONMENT
DATE: 30th NOVEMBER 2021
SUBJECT: THE QUEEN'S GREEN CANOPY (QGC)
PURPOSE OF REPORT: TO DECIDE

Summary of recommended actions

To plant trees in the town from October 2021 - 2022 to mark Her Majesty's Platinum Jubilee.

The Parks Officer to advise appropriate trees for certain times of the year for planting, especially for the anniversary tree which will be planted on 6th February 2022.

Introduction

The Queen's Green Canopy

For further information www.queensgreencanopy.org

The Queen's Green Canopy (QGC) is a unique, UK-wide, tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022, by inviting people to "Plant a Tree for the Jubilee." Everyone from individuals to Scout and Girlguiding groups, villages, towns, cities, counties, schools, and corporates will be encouraged to plant trees from October 2021 when the tree planting season begins, through to the end of the Jubilee year in 2022.

With a focus on planting sustainably, the QGC will encourage the planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations. As well as inviting the planting of new trees, the QGC will dedicate a network of 70 Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty's 70 years of service.

Tree planting season - October to March

The QGC will encourage everyone to learn more about the best way to plant trees so that they survive and flourish for years to come. Trees and hedgerows must be planted with care, at the right time of year, in the right place and with species that are not prone to prevailing tree diseases. The QGC initiative will encourage planting during the official planting season, October to March, to optimise the chance of trees surviving and flourishing. People are encouraged to use this summer to plan their Jubilee tree planting projects and be ready for October.

The Queen's Green Canopy Map

From October 2021, all planting projects can be uploaded onto an interactive map on the new QGC website so that everyone can share and inspire others, as well as

creating a green canopy of projects to cover the country. The map is embedded within the QGC website.

Lasting Benefits

This initiative is not just for areas where there are already green open spaces.

The aim is to see new planting everywhere: within crowded and congested inner cities as well as in suburbs and rural settings and in ways that involve people of all ages, from every faith and embrace all parts of every community.

The Canopy Project seeks to promote a model of stewardship through which local communities can bring more trees into public spaces. The act of planting and caring for a tree can be an effective way of increasing awareness of the environment around it.

A lot more information about the project will be forthcoming in the weeks and months ahead. However, now is the time to encourage your Civic Leaders to begin thinking about what they can do to make this initiative a success in their own communities.

How our Mayor can highlight this project and take an active part:

- Contact the Peacehaven horticultural Society to get them on board.
- To spread the word, E-News column, whilst visiting organisations to encourage involvement.
- Ask charities how they can help!
- Get us on the QueensGreenCanopy map 😊 Post messages on social media in the next few days saying something like “Great to hear about @QueensGreenCanopy. Hope that everyone will get behind it and start planning where, come the planting season, they will Plant a Tree for the Jubilee!
- *#queensgreencanopy #plantatreeforthejubilee #jubileetree #qgclaunch*
- Contact Council colleagues and encourage them to make sure everyone is on board with the project and will take an active part.
- speak to local schools and get the children on board to do their bit.
- contact local scout and guide groups to bring them on board.
- use social media to promote the scheme to local residents’ groups, amenity groups, faith groups and local charities.
- find out what local businesses can do to sponsor tree planting.

To enable the above suggestions, please advise the cost of a tree, plaque and the possible planting areas and dates.

A suggestion was made to plant SAPS behind the Football Club’s back wall in Centenary Park, is this still a possibility?

The Mayor/Deputy Mayor will plant a tree on Sunday 6th February 2022 (or Monday 7th if more convenient), which is the 70th Anniversary of the Queen’s Accension, marking the first Platinum Jubilee in the long history of British Monarchs.

Analysis

There are plans to create an on-line map from October 2021, showing where the Jubilee trees are being planted. Isobel will play a valuable part in making sure our local area has its share of dots on that map. Let's get to work 😊

Cllr. Sharkey is very fortunate as she will be the first of two holders of that office who will be able to lay claim to the title Platinum Jubilee Mayor! (The Mayor elected in 2022 will also hold the title).

Sunday 6th February 2022 will see the 70th Anniversary of the Queen's Accession, marking the first Platinum Jubilee in the long history of British Monarchs.

Although the Platinum Jubilee Year begins in February 2022, many of the celebrations will take place around the special bank holiday weekend from Friday 3rd to Monday 6th June.

Nevertheless, Isobel will have an important opportunity to offer civic leadership within our communities to one of the most enduring of the Platinum Jubilee commemorations. How exciting!

Recommendation

As this is a big project the recommendation would be to invite the help of the **CCE working party**, specifically to write to our schools, organisations, and businesses to invite them to take part in this National Project. Then to plan planting areas and dates and ultimately put our trees on the QGC map.

Queen's Green Canopy and Trees Action Plan

It's been a good week for trees to launch the Queen's Green Canopy and the Government's Trees Action Plan. The [Queen's Green Canopy](#) is a tree planting initiative to mark The Queen's Platinum Jubilee in 2022 and enhance our environment now and for generations to come. Our friends at The Woodland Trust are a partner of this campaign, and their Free Trees for Schools and Communities Scheme is a great way to get involved with tree planting. Across 2021 and 2022, they have over three million saplings in tree packs, available on a first-come, first-served basis. Information on how to apply for the free saplings will be available through the [Woodland Trust website](#) from June 2021, and we will, of course, keep you updated. In addition, the Department for Environment, Food and Rural Affairs (Defra) published the [England Trees Action Plan 2021 to 2024](#) which sets out the government's long-term vision for the treescape it wants to see in England by 2050 and beyond. The plan provides a strategic framework for implementing the Nature for Climate Fund and outlines over 80 policy actions the government is taking over this Parliament to help deliver this vision, including ambitious targets for tree planting. I know many local councils have long tree planting traditions, including over the last few years through their support for the Tree Charter (which you can read more about in our latest [case studies publication](#)) and will I am sure will want to get involved.

Agenda Item: LA 641
Committee: Leisure, Amenities and Environment
Date: 30th November 2021
Title: Works update
Report Authors: K Bray
Purpose of Report: To note

Introduction

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

Background

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

Analysis

The groundstaff/ handyman have carried out the following tasks above the usual grass mowing/ marking out and football pitch maintenance etc.

- Started to do the servicing on machinery
- Cleaned and weeded the memorial wall area and marshalled the two events that took place
- Hedge cutting at the Dell
- Installation of the drinking fountain at the Dell
- Fence works
- Playground repairs
- Final cut/ strim on the amenity areas
- Removed shrubs with poisonous berries (wild privet) from Centenary Park playgrounds

Conclusions

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

Recommendations

To note

