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## PEACEHAVEN TOWN COUNCIL

**DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 12<sup>th</sup> April 2022 at 7.30pm**

Present: Cllr Griffiths (Chair), Cllr Symonds (Vice Chair), Cllr Cheta, Cllr Seabrook, Cllr White, Cllr Gallagher, Cllr Paul, Cllr Simmons, Cllr Veck, Cllr Duhigg.

Officers: Kevin Kingston, Locum Clerk; Kevin Bray, Parks Officer; Vicky Onis, Admin Officer, Sue Moscatelli,

### **1 LA 659 CHAIRS ANNOUNCEMENTS**

The Chair introduced the Locum Town Clerk - Kevin Kingston and the new Events, Amenities and Projects Officer – Sue Moscatelli

Upcoming events:

- Bingo on 20 April between 2 – 4pm at Community House
- Next film is The Duke on 27 April at 8.30pm, Tickets £7

There is a charity football match between the coaches of Peacehaven & Telscombe FC and Seaford Town FC on 29 April . KO 7.30pm. Entry by donation in aid of the people of Ukraine.

The Community Summer Fair will be held on 9 July between 11am – 4pm at Centenary Park.

### **2 LA660 PUBLIC QUESTION TIME**

There were no members of the public in attendance

### **3 LA 661 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Cllr Harris and Cllr Duhigg substituted for Cllr Harris

### **4 LA 662 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Paul declared an interest in item 11 as her property adjoins Epina Park

Cllr Symonds declared an interest in item 15 as her job role is associated with safety and security

### **5 LA 663 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 22<sup>ND</sup> FEBRUARY 2022**

It was resolved to adopt the minutes as a true record

## **6. LA664 TO NOTE THE BUDGETARY UPDATE**

Cllr Seabrook expressed concern that the electricity costs are overspent . The Parks Officer responded stating that we are due a rebate which should reduce the overspend.

Cllr White if there was anything we could do operationally to reduce electricity use. The Parks officer informed the meeting that thermostats have been adjusted and time clocks changed and other measures investigated.

The report was noted.

## **7. LA665 TO NOTE THE ACTION PLAN**

Howard Park - Cllr Seabrook stated various issues with the path in Howard Park and access to the beach – it was agreed to proceed with the path

Centenary Park – it was agreed to add the overflow car park to the action plan

Centenary Park - the Parks Officer informed the meeting that he was expecting a quote from Sussex Driveways for the resin pathway at Centenary Park

Tree Warden Scheme - Cllr Gallagher asked whether the Tree Warden Scheme should remain on the action plan has there has been no progression on this action. The Parks Officer responded that this hasn't progressed due to staff vacancies and pressure of work however he would now revisit.

Allotments – The Parks Officer informed the meeting that signs have now been erected re no BBQ's, Cllr Hill is investigating further.

Green spaces infrastructure audit – Cllrs Seabrook and Gallagher with the support of Peter Seed are progressing the audit and information has been fed back to Nancy Astley.

The report was noted.

## **8. LA666 TO DECIDE ON THE RECOMMENDATION FOR A KIOSK AT GATEWAY CAFE**

There was a long discussion including the need for any kiosk to be 'in-keeping' with the Gateway Café in terms of design and finish, ownership , insurance, planning (no planning permission would be required) and as being separate from the Gateway Café building.

The Parks officer informed the meeting at Lewes District Council's Legal Services are preparing the lease which is was agreed should include the issues stated above including insurance, rent, ownership and design.

The recommendation for a kiosk was **AGREED** subject to the terms of the lease and the issues detailed above. It was agreed that the lease would be reported to the Policy & Finance for approval and decision. **Action: Parks Officer**

## **9. LA667 TO NOTE THE REPORT FOR THE PROPOSED 3G FOOTBALL PITCH**

The Parks Officer introduced the report and outlined discussions between him, Zoe Malone and Christopher Bibb at Lewes District Council.

Cllr White stated that there is a clear need for more sports facilities in the Town but at present there are no rugby, cricket or hockey played in the Town although wondered if there was a need for these sports. He felt that discussions should be held with schools to ascertain there needs for joint use. Cllr White also asked about the timescale for development if it were to go ahead

Cllr Cheta & Cllr Simmons stated that they wanted to ensure that all groups benefitted from our sports facilities.

Cllr Gallagher felt there was a need for a pros & cons document to be prepared for any final decision is made and felt that the implications for the Town should be clearly stated.

Cllr Seabrook stated that perhaps we should commission a survey of residents to ascertain what they would like.

The Locum Clerk felt that this was too good an opportunity to miss and would bring significant benefits to the Town and suggested that the Council contacted Ringmer Football Club to discuss how their 3G pitch was secured, its benefits to the community and the relationship with the Ringmer Academy School.

The Parks Officer informed the meeting that the FA in conjunction with Lewes District Council would like to carry out a presentation to the Council on the plans including the business plan that they will prepare where all the questions that are posed would hopefully be answered and addressed.

The report was noted and the Parks Officer to request a presentation to a future full Council meeting.

#### **10. LA668 TO DECIDE ON THE TREE WORKS REQUEST FOR THE OVAL**

The Parks Officer introduced the report.

It was **AGREED** that the tree works could commence providing the home owner paid for the work and TPO's were checked with Lewes District Council.

#### **11. LA669 TO DECIDE ON THE TREE WORKS REQUEST FOR EPINAY PARK**

The Parks Officer introduced the report referring to the Council Tree management policy which states :

*“requests from residents for tree management due to issues with overshadowing and falling debris/leaves and concerns about general tree size in proximity to property and overhanging will not usually be taken forward”.*

With the Tree management policy in mind, and following discussion, the request was **REFUSED**.

#### **12. LA670 TO NOTE UPDATE AND AGREE RECOMMENDATIONS FOR GOODS PURCHASED FOR THE WELCOME BACK EVENT**

Cllr Gallagher introduced the report . Concerns were expressed about the location and placement of benches and planters and the need to try and deter anti-social behaviour and people stealing the quite lightweight planters. Cllr White suggested that if the planters were not robust perhaps they could be offered to charities or used as Mayors fund prizes.

The Councillor's then suggested a number of locations for the installation of benches and planters and it was agreed that all requests would be forwarded to Park officers who would carry out an audit of the locations suggested.

**13. LA671 TO INFORM THE COMMITTEE OF THE URBAN TREE CHALLENGE FUND**

Cllr Griffiths introduced the report and explained, with the support of the Parks Officer, the grant proposal. The Parks Officer went through the options available and costs.

After due consideration the recommendations were **AGREED**.

**14. LA672 TO DECIDE ON THE PROVISION OF A WATER FILL STATION - NORTH OF GATEWAY CAFÉ**

Cllr Griffiths introduced the report. The Parks Officer pointed out that getting a water supply there might be difficult but thought it shouldn't cost more than £500, the Parks Officer to investigate the water supply with SE Water.

Following discussions the proposal was **AGREED** in principle subject to a full costs proposal being presented to Policy & Finance Committee.

**15. LA673 TO DECIDE ON THE UPGRADE OF CCTV AT CENTENARY PARK**

Cllr Symonds introduced the report expressing the urgency to have system installed before Summer because of increased anti-social behaviour at the park. Cllr Symonds also explained the benefits of the partnership with Sussex Police who are also supportive of the proposal.

Cllr White questioned the use of our CIL monies and encouraged a bid for CIL monies from Lewes District Council however it was decided that due to impending deadline and decision making for LDC CIL bids that this would delay installation.

The proposal was **AGREED** and should be funded from Peacehaven CIL monies subject to approval at Policy & Finance Committee.

**16. LA674 TO REVIEW THE TERMS OF REFERENCE**

Cllr Griffiths introduced the report explaining that all Committee terms of reference should be reviewed annually. Cllr Gallagher raised a number of questions including why financial matters are included in terms of reference and shouldn't these be in Policy & Finance Committee terms of reference.

The Locum Clerk pointed out that the Council should have a scheme of terms of delegations to respective Committees and stated that it is impossible for Policy & Finance to decide on all financial and operational matters. However all significant matters of finance decided at other Committees should be reported to and decided upon by Policy & Finance Committee and endorsed at a Full Council meeting if appropriate.

The Locum Clerk also suggested that certain 'cross council policies' should be stated in all Committee Terms of Reference.

**17. LA675 TO NOTE UPDATE ON LDC CIL APPLICATIONS 2022**

The report was noted.

**18. LA676 TO NOTE THE UPDATE ON THE HUB ENERGY ASSESSMENT AND DECIDE ON NEXT STEPS**

The report was noted. Cllr Seabrook requested information on how figures were arrived at.

It was **AGREED** that a full report and costings would be presented to a future Policy & Finance Committee.

**19. LA677 TO NOTE THE CHANGING PLACES REPORT**

Sue Moscattelli introduced report and explained that the unit would be placed behind the Gateway Café and that a drain survey would be needed which would need to be funded from the Peacehaven CIL monies. The report and initiative was welcomed and it was **AGREED** that the report would be presented to Policy & Finance Committee for approval.

**20. THE DATE OF NEXT MEETING WAS CONFIRMED AS THE 31<sup>ST</sup> MAY 2022**

*There being no further business, the meeting closed at 9.30pm*



**Agenda Item:** LA 684  
**Committee:** Leisure, Amenities and Environment  
**Date:** 31/05/2022  
**Title:** terms of reference review  
**Report Authors:** Kevin Bray/ Tony Allen  
**Purpose of Report:** to decide

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### Introduction

Each committee has terms of reference showing the responsibilities of the committee, these should be reviewed regularly to keep them up to date

### Recommendations

The committee are asked to review the TOR'S and recommend any changes they would like to make.

### Appendices/Background papers

Leisure Amenities and Environment Committee

#### TERMS OF REFERENCE

1. Be responsible for creating and monitoring a management plan for each of Peacehaven Town Council's green spaces and public amenities (excluding Community House and LDC amenities), to ensure they are maintained and enhanced in line with Council policies.
2. Be responsible for the provision, maintenance and upgrading of Peacehaven Town Council's vehicles, equipment, and buildings (excluding Community House).
3. To determine annually all rents and charges (excluding Community House) for the use of all leisure and amenity facilities, including the commercial use of Peacehaven Town Council owned green spaces.
4. Be responsible for the provision of recreational facilities.
5. Be responsible for safety checks and maintenance of all playground equipment owned by Peacehaven Town Council and to keep records of this for 7 years.
6. Make recommendations to the Personnel Committee regarding matters relating to the council's staff engaged on the maintenance of grounds and facilities.
7. Prepare annual Committee budget estimates for review by the Policy and Finance Committee.
8. Manage and monitor at each committee meeting the income and expenditure against the approved budget for the committee.

9. To advise on tenders and contracts for all aspects of maintenance and groundworks associated with recreational facilities in accordance with Peacehaven Town Council's financial regulations and with reference to its Policy and Finance Committee.
10. To advise on leases and/or licenses for regular use of recreational facilities by groups, organisations or individuals.
11. Be responsible for complying with Council Policies, in particular those relating to climate change and the use of pesticides and to be proactive in ensuring that the Council's carbon neutral targets are met by 2030.
12. Monitor and report progress against the Council's Internal and Community Business Plans.

Agenda Item: LA 685

Committee: Leisure, Amenities and Environment

Date: 12<sup>th</sup> April 2020

Title: Budget report

Report Authors: Kevin Bray and Zoe Malone

Purpose of Report: to note

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### Introduction

Below is the income and expenditure update.

### Background

The finance officer supplies an updated spread sheet every meeting.

### Recommendations

To note

### Implications

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

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

### Appendices/Background papers



## Detailed Income &amp; Expenditure by Budget Heading 24/05/2022

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Grounds Team General Exp</b>							
4202 Repairs/Maintenance of Vehicle	1,227	6,000	4,773		4,773	20.4%	
4203 Fuel	2,065	5,500	3,435		3,435	37.5%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	0	900	900		900	0.0%	
<b>Grounds Team General Exp :- Indirect Expenditure</b>	<b>3,582</b>	<b>13,000</b>	<b>9,418</b>	<b>0</b>	<b>9,418</b>	<b>27.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,582)</b>	<b>(13,000)</b>	<b>(9,418)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	3,581	13,845	10,264			25.9%	
1039 S/P Cats	200	0	(200)			0.0%	
1041 S/P Telephone Masts	0	4,500	4,500			0.0%	
1043 S/P Football Pitches	898	3,000	2,102			29.9%	
1061 S/P Court Hire	755	5,406	4,651			14.0%	
<b>Sports Park :- Income</b>	<b>5,434</b>	<b>26,751</b>	<b>21,317</b>			<b>20.3%</b>	<b>0</b>
4111 Electricity	0	5,000	5,000		5,000	0.0%	
4131 Rates	1,172	2,345	1,173		1,173	50.0%	
4161 Cleaning Costs	1,218	8,000	6,782		6,782	15.2%	
4164 Trade Refuse	1,059	4,500	3,441		3,441	23.5%	
4171 Grounds Maintenance Costs	1,050	10,000	8,950		8,950	10.5%	
<b>Sports Park :- Indirect Expenditure</b>	<b>4,499</b>	<b>29,845</b>	<b>25,346</b>	<b>0</b>	<b>25,346</b>	<b>15.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>934</b>	<b>(3,094)</b>	<b>(4,028)</b>				
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	256	5,000	4,744		4,744	5.1%	
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	148	500	352		352	29.5%	
4112 Gas	62	300	238		238	20.8%	
4121 Rents	3,670	15,000	11,330		11,330	24.5%	
4131 Rates	5,240	4,716	(524)		(524)	111.1%	
4166 Skip Hire	0	1,000	1,000		1,000	0.0%	
4173 Fertilisers & Grass Seed	3,707	6,000	2,293		2,293	61.8%	
4303 Machinery Mtce/Lease	0	3,500	3,500		3,500	0.0%	
<b>Big Park :- Indirect Expenditure</b>	<b>13,083</b>	<b>36,516</b>	<b>23,433</b>	<b>0</b>	<b>23,433</b>	<b>35.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,083)</b>	<b>(36,516)</b>	<b>(23,433)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 24/05/2022

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>316 Gateway Cafe</b>							
1025 Rent & Service Charge	1,377	8,823	7,446			15.6%	
1111 Electricity	0	6,000	6,000			0.0%	
Gateway Cafe :- Income	<u>1,377</u>	<u>14,823</u>	<u>13,446</u>			<u>9.3%</u>	<u>0</u>
4101 Repair/Alteration of Premises	0	3,000	3,000		3,000	0.0%	
4111 Electricity	0	6,000	6,000		6,000	0.0%	
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	
4116 Servicing / Maintenance	222	1,500	1,278		1,278	14.8%	
4326 Telephones	162	972	810		810	16.7%	
Gateway Cafe :- Indirect Expenditure	<u>700</u>	<u>12,972</u>	<u>12,272</u>	<u>0</u>	<u>12,272</u>	<u>5.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>677</u>	<u>1,851</u>	<u>1,174</u>				
<b>330 Parks &amp; Open Spaces</b>							
1025 Rent & Service Charge	185	0	(185)			0.0%	
1044 Hire of the Dell	4,716	5,100	384			92.5%	
1050 Allotment Rent	0	2,445	2,445			0.0%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	<u>4,951</u>	<u>7,545</u>	<u>2,594</u>			<u>65.6%</u>	<u>0</u>
4104 Vandalism Repairs	0	1,500	1,500		1,500	0.0%	
4105 Tree Works	240	2,000	1,760		1,760	12.0%	
4106 Signage	0	1,500	1,500		1,500	0.0%	
4108 Tree Planting	0	2,500	2,500		2,500	0.0%	
Parks & Open Spaces :- Direct Expenditure	<u>240</u>	<u>7,500</u>	<u>7,260</u>	<u>0</u>	<u>7,260</u>	<u>3.2%</u>	<u>0</u>
4101 Repair/Alteration of Premises	2,954	5,000	2,046		2,046	59.1%	2,900
4141 Water Services	184	5,000	4,816		4,816	3.7%	
4164 Trade Refuse	78	2,000	1,922		1,922	3.9%	
4171 Grounds Maintenance Costs	951	4,000	3,049		3,049	23.8%	
4301 Purchase of Furniture/Equipmen	0	5,000	5,000		5,000	0.0%	
Parks & Open Spaces :- Indirect Expenditure	<u>4,166</u>	<u>21,000</u>	<u>16,834</u>	<u>0</u>	<u>16,834</u>	<u>19.8%</u>	<u>2,900</u>
<b>Net Income over Expenditure</b>	<u>545</u>	<u>(20,955)</u>	<u>(21,500)</u>				
6000 plus Transfer from EMR	2,900						
<b>Movement to/(from) Gen Reserve</b>	<u>3,445</u>						
<b>355 The Hub</b>							
1084 Sports Pavilion	1,709	16,646	14,937			10.3%	
The Hub :- Income	<u>1,709</u>	<u>16,646</u>	<u>14,937</u>			<u>10.3%</u>	<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 24/05/2022

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4175 Music Licence	0	500	500		500	0.0%	
The Hub :- Direct Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
4103 Annual Servicing Costs	2,098	2,000	(98)		(98)	104.9%	
4111 Electricity	0	2,000	2,000		2,000	0.0%	
4112 Gas	0	2,000	2,000		2,000	0.0%	
4171 Grounds Maintenance Costs	73	2,000	1,928		1,928	3.6%	
The Hub :- Indirect Expenditure	<u>2,171</u>	<u>8,000</u>	<u>5,829</u>	<u>0</u>	<u>5,829</u>	<u>27.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(461)</u>	<u>8,146</u>	<u>8,607</u>				
Grand Totals:- Income	13,471	65,765	52,294			20.5%	
Expenditure	28,441	129,333	100,892	0	100,892	22.0%	
<b>Net Income over Expenditure</b>	<u>(14,970)</u>	<u>(63,568)</u>	<u>(48,598)</u>				
plus Transfer from EMR	2,900						
<b>Movement to/(from) Gen Reserve</b>	<u>(12,070)</u>						



**Agenda Item:** LA 686

**Committee:** Leisure, Amenities and Environment

**Date:** 31/05/2022

**Title:** Action plan update

**Report Authors:** Kevin Bray

**Purpose of Report:** To note

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### **Introduction**

The action plan was created to keep the committee updated on the progress of projects approved, and how they are progressing.

### **Background**

### **Analysis**

Since the last meeting we have completed the following items

- Installed a new roundabout in Firle Road playground
- Ordered new battery powered hand operated equipment for the groundstaff.
- Install self-closing gates on the green gym

### **Recommendations**

The committee are asked to note this report



## 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	<i>Note the container is having cladding fitted from the 9<sup>th</sup> April 2022</i>	Town Clerk	£1 a week rent	N/A	Dec 2021	
Centenary Park - Bridle Path Resurfacing LA 407 17th March 2020	Tender documents are being prepared now.	PO/ Parks Officer	£40,000  £1,000	LDC CIL approved & PTC CIL	2021	
Changing places project	Quote rec'd from Rise, which is the spec approved by MD. Sent to LDC and MD and waiting approval to proceed. PO to raise report for PTC CIL of £27k. Also waiting to hear whether planning permission is required from LDC. Dynarod inspecting drains on 14 <sup>th</sup> June	PO/ Parks officer	£72,000	LDC Gov Funding and PTC CIL	2022	
LA 423 Outside toilet upgrade (to solve blocking issues) not done		PO, Parks Officer	TBA	PTC CIL	2022	
The Dell Access Path/ Playground inclusivity	Land ownership to be resolved and to gain Permission from owners, Quotes to be obtained	Town Clerk PO		S106 £48K held by LDC	2022	
Café and Hub Heating Survey LA512 15/12/2020	Consultant to be engaged Ovesco to be contacted by Cllr Gallagher	Town Clerk/ committee members	£1000	From LAE Budget	Readjusted to 2022	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Gym Self Closing gates <b>COMPLETE</b>	Gates ordered March 2022	Parks Officer PO	£3,000	PTC CIL		25/05/2022
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	
Re surfacing pathway to the north of the café in Centenary Park	CIL bid submitted and has been recommended for approval	PO/ Parks officer	TBA	CIL	TBA	
New water refill station in Centenary Park LA 672 12/04/2022	Southeast water to investigate the cost to supply to the site specified at a cost of £83	PO/ Parks officer	TBA	CIL/ 106	TBA	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
The Oval, Epinay Park, Shepherds Down – Public Consultation LA530 09/02/2021	Update on this agenda.	LAE Committee	TBA	PTC CIL	31/03/2022	
Epinay Park / Playground LA584 20/07/2021	Delayed until funding is available.	Parks Officer/ Committee members		S106/CIL Webb's Yard	Not set	
To resurface the overflow carpark at Centenary Park	Temporary repairs have been carried out on sunken areas of the grass.					
Howard Park – Tree Planting LA510 15/12/2020	No budget left for this year	Parks Officer	TBC	Tree Planting Reserve	Revised to Jan 2023	
Replacement of roundabout at Firlie Road playground LA 621 19/10/2021 <b>COMPLETE</b>	Fitted on 23 <sup>rd</sup> May	Parks officer	Up to £9000	PTC CIL funds	May 2022	23 <sup>rd</sup> May 2022

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Howard Park – Provide wheelchair / mobility scooter access from South Coast Road. LA542 23/03/2021	CIL bid approved – waiting for cabinet decision in July	CIL Working Party & SPO	£40,000	LDC CIL Bid & PTC CIL	Not set	
Howard Park – Provide a handrail down to the beach. LA542 23/03/2021	<del>This has been put on hold – Jun 22</del>	CIL Working Party & SPO		LDC CIL Bid	Not set	
Howard Park – Accessible picnic bench to be purchased LA542 23/03/2021	CIL bid approved – waiting for cabinet decision in July Design to be agreed by the Access Group	CIL Working Party & SPO		LDC CIL Bid & PTC CIL	Not set	
Howard Park – Resin bond the path around the pebbles to make it more wheelchair friendly and provide ramp access from the road. LA542 23/03/2021	CIL bid approved – waiting for cabinet decision in July	CIL Working Party & SPO		LDC CIL Bid & PTC CIL	Not set	
Howard Park – Pursue Funding LA542 23/03/2021	Officers to pursue funding to make Howard Park Accessible CIL Bid to be prepared		N/A	N/A	Nov 2021	
CCTV update and working with Sussex Police	Report is on this agenda	Cllr Symonds/ parks officer		LDC CIL Bid	2022	
Hand operated machinery to be replaced with battery powered equipment. <b>COMPLETED</b>	Ordered and Awaiting delivery	LAE Committee Parks Officer	£12,000	Capital Receipts	31/03/22	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Management Plans to be produced for <ul style="list-style-type: none"> <li>• The Dell</li> <li>• Howard Park</li> <li>• The Oval</li> <li>• Epinyay Park</li> <li>• Centenary Park</li> </ul>	To be discussed by the committee	LAE Committee			Not set	
Allotments – Investigate new allotment provision LA 627 19/10/2021	No update	Cllr Seabrook	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 Area in Centenary Park LA604 07/09/2021	To be investigated further <i>Temporary NO BBQ's in the park – signs erected</i>	Cllr Hill	Nil	N/A	Not set	
Green spaces infrastructure audit	NHDP currently compiling the information which will aid PTC in completing this.	Parks Officer/Cllr Gallagher/ 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	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
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### Completed Projects in 2022

1. Tree Planting – Urban Tree Fund
2. Tree Planting – Trees for Downs
3. New football club lease
4. New extra toddler swing at Centenary Park
5. Install cycle racks in Howard Park
6. Purchasing battery powered equipment for the grounds team.
7. New roundabout installed at Firlie Road playground
8. installed new self-closing gates in the outdoor gym

### Completed projects in 2021

1. Allotments – Review & Update Policy
2. Café Forecourt Area – paving
3. The Dell – Water Refill Fountain
4. The Dell Wildflower Planting
5. Dell log wall replacement
6. Epinay park bank reinstatement
7. Centenary Park playground removal of sand surfacing and replacing with rubber safety surface
8. Tree survey
9. Repairs to playgrounds reported by the annual inspection
10. Install bollards at Centenary Park in car parking
11. Install a grease trap at the gateway café
12. Replace Gateway café lights
13. Howard Park – Cycle Racks
14. Centenary Park / New swing
15. The Dell Heritage Board and Interpretation Board

16. Peacehaven & Telscombe Football Club Lease



**Agenda Item:** LA 687

**Committee:** Leisure, Amenities and Environment

**Date:** 31<sup>st</sup> May 2022

**Title:** CIL bid update report

**Report Authors:** Kevin Bray

**Purpose of Report:** To note

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### **Introduction**

Peacehaven Town Council has applied to Lewes District Council CIL committee for funding on several projects this year

It has been indicated that we have passed the first process and been put final forward for approval when the committee sit in July

### **Conclusions**

We have bids in for the following projects

1. Resurfacing the North bridle pathway section at Centenary Park
2. Howard Park new pathway and entrance, resurfacing the internal path and a new inclusive picnic bench.

The Peacehaven Community Orchard bid to create more tree shelter belts within the orchard has also passed this stage as well.

### **Recommendations**

To note



**Agenda Item:** LA 688  
**Committee:** Leisure, Amenities and Environment  
**Date:** 31<sup>st</sup> May 2022  
**Title:** The future of the Hub  
**Report Authors:** Kevin Bray  
**Purpose of Report:** To decide

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## **Introduction**

The Hub was built some 40 years ago as a sports and leisure building with a kitchenette, a hall with a high ceiling, male and female WC's, sports changing area and showers. With the original gas boilers are still in place, for heating and separate one for heating water, parts are now very scarce and expensive. The roof of the building has always leaked even after the original construction with many unsuccessful attempts to repair it over the years.

The building has been the subject of many repairs and refurbishment attempts, and still has many issues that make it less than suitable for the modern era.

**It is now time to decide on the future of the Hub building, do we continue to spend money repairing/ renewing the roof, installing new complete energy efficient heating system, better insulation, suspended ceilings, renewal of the electrical systems etc.**

## **Background**

The present use is a Nursery pre-school with hirings for private parties and various groups, with occasional use of the changing rooms for football. PTC commissioned a report on the energy efficiency of the building which came out quite favourably achieving a C rating (a minimum rating of D is required)

## **Analysis**

The current income is budgeted at £17,000 PA

The building needs

**HEATING.** The boiler is the original 40-year-old Potterton gas boiler and the original radiators and pipework., By today's standards this is neither energy nor emissions efficient.

**HOT WATER** is supplied by 2 large electric heated cylinders (immersion) heating. The whole cylinder of water is heated not just the water being used.

**INSULATION** is present in the roof space and cavity walls are assumed but unlikely. Hot air rises and as the ceilings are so high vaulted to the roof which is a metal roof a lot of heating is lost which would stay within the room with a low flat ceiling.

**WINDOWS /DOUBLE GLAZING.** A U rating has been achieved, they are not sealed to the same standards as modern double glazing or provide the loss of heat and protection from cold that 2022 units would.

**METAL ROOF.** There are maintenance issues and leaks. This type of roof would not be chosen for a sustainable building.

**LIGHTING** is from hanging fluorescent lights suspended high from the ceiling. These lights are being phased out and lighting should now be LED. They are not flexible; they are all on or off.

**ELECTRICAL WIRING.** this has not been upgraded and there is not the necessary cabling for a modern building requiring computers and more flexible uses.

**ACCESSIBILITY.** There are steps up to the Changing rooms from the outside. Door's wheelchair accessible?

**FIRE STANDARDS** - Exits? internal flows within building? materials used?

**NO SOLAR PANELS**

## Conclusions

*All the costings quoted below are rough estimates from officers and are not to be taken as accurate.*

- The choices on heating and hot water are:

Gas with new radiators and pipework

Air Source heat pump with new radiators and pipes or underfloor heating

Water electric heating or combination gas boiler.

New energy efficient showers and toilets with refurbishment of walls and floors and ventilation.

**Estimated Costs between £20-60,000**, depending on the different energy efficient options now available

- Windows, Lighting, and insulation upgrades

**Estimated Costs between £9-16,000**

- New Roof and suspended ceiling

**Estimated Costs between £30-50,000**

**(Note, we have had an estimate to do a temporary repair to try to stop the leak by replacing all the fixings and silicone washers on the roof £3900+vat, but there is no guarantee this will completely stop any leaks)**

Total cost to upgrade the building could be in excess of one hundred thousand pounds and PTC CIL monies could be used towards the cost for this.

Do we look to extend or renew the whole building? This could take 3 years from start to finish.

There have been reports to the council before asking if the hub should be extended but this was never taken forward, but with cost to upgrade the building so high this might be the opportunity the Town Council needs to look at demolishing the whole building and constructing a new purpose-built structure for the town that will be energy efficient and future proof to keep running costs to a minimum.

Estimates for extending or having a new build could be up to one million pounds depending on how large a structure it is, this could be part of a CIL bid to LDC for part funding with the rest coming from PTC CIL funds.

The building was studied in the neighbourhood plan and increasing its size was recommended.

If this option is chosen part of the process would be a feasibility study to see what the building would be best suited to be used as and how extensive any increase in size would need to be.

We have several stake holders around the Hub including the bowls club and football club and these would need to be consulted and considered in any future development, is it efficient to have three separate buildings or would it be better to try and bring them all under one roof?

## Recommendations

The committee are asked to decide the following

1. To recommend to policy and finance to either carry out upgrading the Hub building using PTC CIL funds with possible costs in excess of £100,000. An external surveying company would need be used to assess necessary requirements and produce a schedule of works.

OR

To recommend carrying out a feasibility to either look at extending or demolishing and rebuilding the hub building as a 2 to 3 floor building for multi leisure and sport use. With possible costs of up to £1 million. Using CIL bids and maybe government loans and employing architects to draw up the specification and plans.

2. To recommend that we carry out repairing the roof at a cost of £3,900 to come from the hub building reserve, so the building is watertight until any future works take place.

## Implications

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Possible use of PTC CIL funds Possible use of reserves A larger building could increase income Reduced energy costs
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	An energy efficient building could save money spend on energy costs
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	The hub is a community building and is available for hire by residents.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	PTC has a commitment to obtaining net zero carbon emissions by 2030

## Appendices/Background papers



**Agenda Item:** LA 689

**Committee:** Leisure, Amenities and Environment

**Date:** 31<sup>st</sup> May 2022

**Title:** 3G football pitch meeting report

**Report Authors:** Kevin Bray

**Purpose of Report:** To note

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## **Introduction**

Peacehaven Football Club are planning to install a 3G football pitch on their current grass pitch, this will allow usage to take place year-round in all weathers. The project is being backed by both the FA and LDC.

A 3G pitch is a plastic fibre carpet with a rubber crumb infill, installation includes drainage, a level macadam subbase and the plastic fibre carpet on top, the pitch is an all-weather surface although there are extremes of weather which could prevent usage.

## **Background**

A meeting was scheduled on the 12<sup>th</sup> of May at PTFC so a presentation could be given by the FA to councillors about the proposal and so Cllrs and officers could ask questions about the project, this was attended by Helen Blanche from LDC, Cllr Griffiths, Cllr White, the projects officer, and the parks officer.

The Sussex FA representative Paul Saunders gave a briefing on why the club and site has been chosen as suitable for football foundation funding of £600,000 with LDC providing £300,000. This included the use of the LDC backed survey of all the districts sport facilities which concluded there is a lack of all weather 3G facilities in the area and also the fact that PTFC has been shown to have an increase in youth and female participation in football at the club.

Helen Blanche gave a briefing on the £500,000 106 moneys LDC have set aside for the project and their intention to put £300,000 towards the project and the £200,000 to be spend on the possible improvements to the MUGA courts.

## **Analysis**

Questions were asked on the environmental impact of the pitch and the document attached to this report was sent out to try and answer some of these.

The FA representative also explained that the club would give continual support for 21 years on the project making sure the pitch is successful, including training on the financial aspect of running the pitch as well as support if the club begins to struggle hitting the financial targets required by the FA.

The club are expected to set aside £35,000 per year, £25,000 kept towards renewal of the surface every ten years and £10,000 towards maintain the pitch including regular UEFA testing to keep it to strict standards that 3G pitches have to meet. The football club were adamant in wanting PTC groundstaff to maintain the pitch and that apart of the projects funding included specialist equipment and in depth training for the groundstaff.

## **Conclusions**

Paul Saunders made it clear to the meeting that the FA would support the club throughout the term of the project and made reassurances that the Town Council would not just be left with a plastic pitch if the club failed to make the criteria of the FA funding expectations.

The club are very focused on providing a high quality facility for the youth of Peacehaven so they can learn to play football in a more controlled environment and without being effected by the weather causing cancellations etc.

The pitch will be managed completely by PTFC with the Town Council operating as a contractor to maintain the pitch.

**Recommendations**

The committee are asked to note this report.

**Implications**

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

<p><b><u>Financial</u></b></p> <ul style="list-style-type: none"> <li>• Use of capital?</li> <li>• Replacement of asset?</li> <li>• Reduced expenditure?</li> <li>• Increased income?</li> <li>• Budget provision?</li> </ul>	<ul style="list-style-type: none"> <li>• Use of 106 money from house building in Peacehaven.</li> </ul>
<p><b><u>Legal</u></b></p>	
<p><b><u>Environmental and sustainability</u></b></p>	<p>Environmental concerns</p>
<p><b><u>Crime and disorder</u></b></p>	
<p><b><u>Social value</u></b></p>	
<p><b><u>Climate</u></b></p> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> </ul>	<p>Environmental concerns</p>

**Appendices/Background papers**

1 Introduction

The Football Foundation and its partners wish to take a proactive approach to the end of life disposal of synthetic turf pitches; whenever they grant aid the resurfacing or conversion of an existing synthetic turf sports field.

End of life disposal of synthetic turf pitches comprise a number of different components and the requirements of the Football Foundation, detailed in this document, apply to all of them. This includes:

- Synthetic turf carpets
- Performance infill
- Stabilising infill
- Pre-fabricated shockpads
- Insitu laid shockpads and elastic layers

In accordance with UK legislation<sup>1</sup>, a synthetic turf sports surface that has reached the end of its service life and is lifted to enable replacement, becomes a 'waste' material.

Notes:

- 1 This definition has been the subject of much legal debate and subsequent judicial rulings, but essentially the test of the definition has to be applied objectively and the word 'discard' is understood to mean 'to get rid of'. As a worn-out synthetic turf sports surface is being removed and discarded and will not be reused in its current condition for the purpose for which it was designed, it is classified as 'waste' under the regulations.
- 2 In the case of the infill within the pile of the carpet, this will have become contaminated over time, meaning that it cannot be classed as a suitable replacement for 'new' material in its untreated state, (i.e. the infill needs to be processed or cleaned before being suitable for reusing as an infill), meaning it is still classified as 'waste'.

### Waste Hierarchy

The basic principles of the handling of waste are defined in the Waste Hierarchy, which seeks to ensure waste is handled in the most sustainable way by ranking waste management options according to what is best for the environment. It gives highest priority to preventing waste in the first place. When waste is created, it gives precedence to preparing it for reuse, then recycling, then energy recovery, and finally disposal (e.g. landfill). The Waste Hierarchy is derived from the revised Waste Framework Directive

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(Directive 2008/98/EC) and was incorporated into legislation via the Waste (England and Wales) Regulations 2011, as amended.

It is a legal requirement to make sure that any waste produced is dealt with in accordance with this hierarchy, i.e. the synthetic turf waste should be sent for recycling rather than energy recovery or disposal whenever possible. Additionally, and in accordance with EU Decision 2000/532/EC, waste materials must be classified using the most appropriate six digit code found in the European Waste Catalogue (EWC).

Once a synthetic turf surface reaches its end of life, it cannot be used/reused further, so it needs to be disposed of, and following the principles of the Waste Hierarchy this should be by recycling. Recycling takes two principal forms, open-loop, and closed-loop. These may be defined as<sup>2</sup>:

### Closed-loop Recycling

Where a product is used, discarded, captured, and then the component materials are recycled into a new product of similar functionality which is then itself used, discarded, and captured, to be recycled again, continuously cycling the material resource through the supply chain.

Closed-loop recycling is the Football Foundation's preferred form of recycling. Ultimately, they wish to see all the components that make-up a synthetic turf surface that is being replaced as part of the pitch resurfacing or conversion, being processed in closed-loop operations.

The Football Foundation will work with the AGP 2020 Framework Suppliers and larger UK recycling supply chain to facilitate this.

Examples of synthetic turf surfacing closed-loop recycling include:

- recovery and processing of pile yarns to create new pile yarns for use in synthetic turf surfaces

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<sup>1</sup> based on the Waste Framework Directive (Directive 2008/98/EC) which states: *Waste means any substance or object which the holder discards or intends to, or is required, to discard*

<sup>2</sup> Based on definitions detailed in Guidance on applying the waste hierarchy; 2017. Scottish Government

- recovery and processing of primary and/or secondary backings to form new primary and/or secondary backings for synthetic turf surfaces
- clean, grade and reuse of performance or stabilising infill within a new synthetic turf surface
- recovery and processing of shockpads to form new shockpads

### Open-Loop Recycling

Where material is recycled in an open-loop process the output product is not the same as the material being recycled. The material is made into a substantially different product with different properties. The product is often non-recyclable or has degraded recycling capabilities.

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Examples of synthetic turf surfacing open-loop recycling include:

- agglomeration of synthetic turf carpets and shockpads for processing as secondary use plastics
- thermochemical conversion (pyrolysis) of synthetic turf carpets, shockpads or infill into secondary use raw materials
- cleaning, grading and reuse of performance or stabilising infills for applications other than synthetic turf infills
- re-melting of performance infills and use in thermoset products other than performance infills

Within the sports industry a number of open-loop processes are being used to produce components that are then re-used in the construction of new sports facilities. This approach is viewed positively by the Football Foundation, as it encourages a commercially viable intramural approach to the recycling of synthetic turf surfaces by the sports surfacing industry.

Examples of sports component open-loop recycling include:

- agglomeration of synthetic turf carpets and shockpads for processing into materials to make shockpads or polymeric infills.

### Football Foundation Approved List - Synthetic Turf Recycling Companies

To ensure that end of life synthetic turf pitches are processed in a way considered acceptable by the Football Foundation and its partners, a *Football Foundation Approved List - Synthetic Turf Recycling Companies* will be developed. Only the recycling companies and their listed processes will be authorised for use on AGP 2020 Framework funded projects. The Football Foundation will also publish the list and encourage other UK sports' governing bodies and users of synthetic sports surfaces to incorporate the list into their synthetic turf replacement project specifications.

Note - inclusion of a recycling company/process on the Football Foundation List will not remove the need for the recycling company, or anyone using its services, from ensuring all aspects of a synthetic turf pitch's removal, handling and recycling are undertaken in accordance with UK legislation.

### End of life disposal

All end of life synthetic turf components shall be disposed of in accordance with this section of the AGP 2020 Employer's Requirements.

#### Football Foundation requirements

- End of life synthetic turf components shall be disposed of by a company and process listed on the *Football Foundation Approved List - Synthetic Turf Recycling Companies*.

Note - Details of the criteria a company needs to satisfy to appear on the list are described in Annex A of this document.

- Dispensation from these requirements will only be granted in exceptional circumstances. In such cases the end of life synthetic turf surface shall be disposed of by energy recovery (incineration)
- Under no circumstances shall end of life synthetic turf surfacing be disposed of by repurposing or land fill.
- If an AGP Framework Supplier wishes to recycle performance or stabilising infill for use in a new AGP framework 2020 funded installation, they shall supply test results showing the infill's compliance with the appropriate quality requirements of the AGP 2020 Employer's Requirements. These shall be submitted to the Framework Managing Consultant prior to the installation of the infill into the new surface.

Note – these requirements partly superseded the AGP Framework 2020 Employers Requirements document 04.

### Waste Management Sites

All end of life synthetic turf components shall be disposed of at sites that comply with this section of the AGP 2020 Employer's Requirements.

#### Football Foundation requirements

- The operator of any UK site that accepts waste that is under the control of the AGP Framework Supplier shall either have an Environmental Permit or be registered with the Environment Agency for an appropriate Waste Exemption. Appropriate means that the permit or exemption states that the European Waste Code (EWC) applicable for waste synthetic turf surfacing, can be accepted and that the operations to which the waste will be subjected, are permitted at the specific site.
- AGP Framework Suppliers shall submit a copy of the relevant Environmental Permit or appropriate Waste Exemption certificate to the Framework Managing Consultant prior to Waste materials being transported for processing.

### 5 Transportation of end of life synthetic turf pitches

Recycling processes are primarily undertaken off site from the location of the pitch. This will require the transportation of materials. All end of life synthetic turf components shall be transported in accordance with this section of the AGP 2020 Employer's Requirements.

#### Football Foundation requirements

- Transportation of waste shall only be undertaken by companies registered with the Environment Agency.
- AGP Framework Suppliers shall ensure that they have a copy of the waste transporter's registration certificate, prior to waste being collected from their site.
- If the waste material is to be transported across national borders, the Framework Supplier, or their agent, shall apply for all necessary classification papers and transport permits from the relevant local authorities prior to waste being collected from their site. Copies of the permits shall be available for inspection.

Note: The Trans-frontier Shipment of Waste Regulations (2007), as amended, introduced extra requirements over and above the requirements applicable within the UK if waste is to be exported. Expert opinion considered it likely that synthetic turf surfaces (as a mixture of materials) will fall within the scope of the Amber List contained within the regulations.

- If Waste Brokers or Waste Dealers, including companies who do not take physical possession of the waste, are used, they shall also be registered with the Environment Agency and the AGP Framework Supplier shall ensure they have a copy of their registration certificate(s) prior to dealing with them.

## Annex A – Criteria for inclusion on the Football Foundation's list of Approved Recycling Suppliers - Synthetic Turf Surfaces

The Football Foundation and Football Association wish to take a proactive approach to the end of life disposal of synthetic turf pitches.

Only recycling processes that are listed on the Football Foundation's *Approved Recycling Suppliers - Synthetic Turf Surfaces* list may be used on Football Foundation AGP 2020 Framework funded projects.

The Football Foundation also plan to publish their list of approved synthetic turf recycling suppliers and will encourage other sports governing bodies and users of synthetic sports surfaces to incorporate the list into their synthetic turf replacement projects.

This annex defines the necessary requirements for a process and company to be included on the Football Foundation list.

### Criteria for Football Foundation Approval

Companies wishing to appear on the *Football Foundation Approved List - Synthetic Turf Recycling Companies* should apply and provide proof of compliance with the following criteria:

- 1 Operate a process that has been audited and verified under a recognised environmental technology verification (ETV) scheme, such as:
  - BS EN ISO 14034<sup>3</sup>
  - European Union's - Environmental Technology Verification pilot programme

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<sup>3</sup> BS EN ISO 14034 Environmental Management: Environmental Technology Verification

- BS EN 15343<sup>4</sup>
  - Plastics Recyclers Europe - EuCertPlast programme
  - or an internationally recognised equivalent scheme
- 2 Operate a quality management system complying with BS EN ISO 9001<sup>5</sup>. 3 Operate an environmental management system certified to BS EN ISO 14001<sup>6</sup>
- 4 The operator of any UK recycling site shall either:
- have an appropriate Environmental Permit
  - or be registered with the Environment Agency for an appropriate Waste Exemption.
- 

Note: Appropriate means that the permit or exemption states that the applicable European Waste Code (EWC) for waste synthetic turf surfacing can be accepted and that the operations to which the waste will be subjected, are permitted at the specified site.

5 Operators of recycling sites located outside the UK shall provide proof that their operations and site have all necessary permits, etc, as required by the national regulations applicable in the country of operation.

6 All works are undertaken in full compliance with all appropriate environmental and waste management / handling regulations.

#### Application for approval

A company may apply to be included on the Football Foundation list of approved recycling suppliers at any time. Companies wishing to apply shall submit full details of the company, their process(s), production locations, and certifications.

Applications should be submitted to:

Dr Kathryn Severn  
Framework and Procurement Manager  
The Football Foundation  
10 Eastbourne Terrace  
Paddington  
London  
W2 6LG

Email: [kathryn.severn@footballfoundation.org.uk](mailto:kathryn.severn@footballfoundation.org.uk)

The Football Foundation reserve the right to remove any company that is initially approved and subsequently found to fall below the specified criteria, for whatever reason, at any time.

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<sup>4</sup> BS EN 15343 Plastics. Recycled plastics. Plastics recycling traceability and assessment of conformity and recycled content

<sup>5</sup> BS EN ISO 9001: Quality Management System <sup>6</sup> BS EN ISO 14001: Environmental management systems.



**Agenda Item: LA 690**

**Committee: Leisure, Amenities and Environment**

**Date: 31<sup>st</sup> May 2022**

**Title: Request to install a 3G football pitch at Peacehaven FC**

**Report Authors: Kevin Bray**

**Purpose of Report: To Decide**

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## **Introduction**

Peacehaven Football club are requesting permission to install a 3G football pitch in conjunction with the football foundation and LDC on their grass football pitch at Centenary Park. The land is owned by PTC and the football club rent this on a 25 year lease.

## **Background**

Peacehaven and Telscombe FC, established in 1922, is the longest standing sports club in the local area and has evolved with the changing times for 100 years now. In the 1980's it was recognised that youth football was a requirement in the town and by 2015 the club had 1 adult and 6 youth teams. In 2016 the club was saved from extinction with spiralling debts and moved to community ownership. Operating as a one member one vote not-for-profit Community Benefit Society, we have grown to 7 Adult and 21 youth teams with Women's football contributing greatly to recent new teams.

## **Analysis**

### **Implications of the project**

We believe a 3G pitch available for hire to the entire community all year round for up to 13 hours a day will lead to an increase in football participation. The physical & mental health benefits will impact large areas of the community including:

- Girls and Boys grassroots teams
- Ladies and Men's grassroots teams
- Veterans teams
- Walking football teams
- Disability teams and charity groups
- Lower social economic groups - Free turn up and play levelling up, inclusivity & diversity sessions
- After school groups (Peacehaven Academy, CATS, PLAY, Develop Outdoors)

Having increased from 7 to 28 teams in the last 6 years, it is clear the demand for safe and affordable grassroots football is greater than ever. In the last 3 years we have started 3 girls teams and a Senior Ladies team which has been a great success. However, as we continue to grow year on year, pitches and space is at a premium. Increasingly wet winters have led to many weekends of cancelled football with teams playing little football in December and January. This leads to fixture congestion and injuries in March and April as we cram in games to try and complete the season before it ends. Peacehaven & Telscombe Cliffs have a requirement for disability football, walking football, veterans football and additional youth girls and boys teams. However, we cannot expand further and have reached the maximum capacity with the current training and matchday facilities available.

An enclosed safe usable pitch with changing room and kitchen facilities means we can serve the increasing demand and offer addition services like football therapy football sessions (in partnership with Albion in the Community) as well as free 'levelling up, inclusivity and diversity' turn up and play games with other community groups who have expressed an interest in partnering us.

The current Sports Park grass pitch can only have 3 games per week and 1 training session due to the wear and impact on the grass. During winter months this reduces to no training and only 2 games per week. A report has been completed by the Football Foundation identified Peacehaven Town and our club as a good location for a 3G pitch to enable football participation to grow: <https://localplans.footballfoundation.org.uk/local-authorities-index/lewes/lewes-local-football-facility-plan/#tab-section-introduction>

#### **Financial benefits:**

As a not-for-profit Community Benefit Society, we are reliant on the money we generate ourselves through memberships, subs, sponsorship, venue/pitch hire and matchday sales. In recent years we have had to use Football foundation grant money for 3 major projects: new floodlights, new clubhouse roof & new clubhouse wall at a cost of nearly £100,000. Without the Football foundation we would not have been able to continue club. We need to ensure we are self-sufficient in the future and save money into a much-needed contingency fund. We have demonstrated a sound usage programme and future business plan to the Football Foundation and Lewes District Council. Without this, they would not be prepared to fund this project.

#### **Environmental Impact:**

Replacing a grass pitch with a plastic one does have the obvious environmental impact. Whilst we feel it is important to balance this with the positive effects of increased participation will have on the physical and mental health of the community, we also accept we could do more as a club to reduce our carbon footprint. We will therefore:

- Encourage and educate players and parents to walk/cycle to training and matches
- Increase our big park litter picking sessions
- Continue to replace our kitchen/bar food packaging with eco-friendly alternatives
- A tree planting initiative is an idea we would like to secure some funding for

Please be rest assured that the **pitch will be recycled**. To ensure that end of life synthetic turf pitches are processed in a way considered acceptable by the Football Foundation and its partners, a Football Foundation Approved List - Synthetic Turf Recycling Companies is being developed. Only the recycling companies and their listed processes will be authorised for use on AGP Framework funded projects (see attached document). Under no circumstances shall end of life synthetic turf surfacing be disposed of by repurposing or land fill. All end of life synthetic turf components shall be disposed of in accordance with the AGP Framework 2020 Employer's Requirements.

#### **Sustainable benefits and Social value**

- Healthier and happier people in Peacehaven and Telscombe Cliffs
- More youth and adult football participation
- More community and charity groups using the pitch and clubhouse
- Securing the long-term future of Peacehaven & Telscombe FC
- Reduction in antisocial behaviour

#### **Other Sports**

We are acutely aware that there are very few other sports clubs in the area. Whilst it is not the football club's responsibility to increase participation of other sports in the area, we would certainly welcome all sports groups to the community and help in any way we can. Indeed, a recent meeting with the football foundation indicated that as part of our application, funds could become available to upgrade the MUGA at Piddinghoe Avenue allowing Tennis, Netball and Basketball usage in the future. We would love to make this happen. We are also talking to Lewes Rugby Club to identify if there is a demand for Rugby here. This would involve a shock pad to be installed beneath the 3G carpet. Lastly, we will upgrade our clubhouse flooring to enable dance and fitness clubs to utilise the premises.

## **Benefits of football in reducing levels of anti-social behaviour:**

Since the community buy out for the club, our clubhouse has not been broken into. In the 5 years before this would happen at least a few times a year. The kids are proud of their club, they are part owners, they wear their club colours and tracksuits around the community and they have little time for people who misbehave around the club's location. We truly believe we have had a huge impact in getting kids off the street and focusing on something worthwhile to their physical and mental health.

## **Summary**

We believe to enable football participation in Peacehaven & Telscombe Cliffs to continue to increase line with demand and population, it is necessary to install a 3G pitch on the current grass pitch at the Sport Parks ground on Piddinghoe Avenue. This will be managed and maintained by our Community owned not-for-profit football club. The new carpet will be financially sustainable and recyclable. The club will pay for the carpet's maintenance and have an annual sink fund of £25,000 to ensure that the quality of the pitch is sustained and replaced when required. Our business plan has been approved by the Football Foundation and Lewes District Council as part of the application to fund this project. Full site surveys are being carried out and planning applications will be completed. We hope to start work in April 2023.

In the future, Peacehaven & Telscombe Cliffs has the potential to be recognised as a major sports hub where children and adults, regardless of ability and social background, can participate improving their physical and mental health. Primary school obesity statistics in both towns are above the national average and it would be fantastic to contribute to this declining.

PEACEHAVEN & TELSCOMBE 3G PITCH

DATE: 18<sup>TH</sup> May 2022

AUTHOR: Sue Norwood

## **Conclusions**

The football club and FA have done some extensive research in to the need for this type of facility in the town and the FA have pledged support for the club throughout the pitch life expectancy.

The committee are asked to look at whether the environmental impact on the area is offset enough by the benefits to the current and future youth of the town.

## **Recommendations**

1. To agree to allow a 3G pitch to be constructed at Peacehaven football club.

## Implications

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	<ul style="list-style-type: none"><li>• PTC 106 money held by LDC being used to part fund the project</li></ul>
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	Plastic football pitch replacing the existing grass pitch
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	Large carbon footprint

## Appendices/Background papers

**Agenda Item:** LA 691

**Committee:** Leisure, Amenities and Environment

**Date:** 31<sup>st</sup> May 2022

**Title:** The Dell zip line repair

**Report Authors:** Kevin Bray

**Purpose of Report:** To decide

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### **Introduction**

The Dell zip line is suffering with severe rot in its wooden parts and the quote for parts alone is £6,475.94 inc delivery. We have £5,000 in the budget for repair of play equipment and an ear marked reserve of £10,000 (this was meant to build up for future renewals of equipment)

### **Background**

The Dell playground was installed in 2009 and is constructed in a mix of wood and steel, last year we replaced all the wooden parts on the swings at a cost of over £3500+vat. The zip line has metal sockets in the ground and the wooden parts bolt into these, the surface metal appears to be in good condition, but we cannot vouch for the metal under the ground.

### **Analysis**

The zip line has always been controversial in the Dell due to its speed and the sloping ground, it is also blocking off a lot of the land from possibly being used for other items, although the land is very sloping.

There is £50,000 of 106 money being held by LDC to be spent on the Dell Park on inclusive items which could be used to remove the zip line and replace it with other items.

### **Conclusions**

The zip line is a very popular play item and would be missed by some users, but it is an item that has caused many injuries over its lifetime. This could be the opportunity to increase the number of inclusive play items that can be used by all children.

Is it wise to spend funds repairing an item that is 13 years old?

### **Recommendations**

The committee are asked to decide

1. Whether to repair the Zip line at a cost of £6,475.94 plus fitting or look to get new equipment installed using the 106 funds
2. To recommend how this repair should be funded

## Implications

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	<ul style="list-style-type: none"><li>• Possible use of budget or reserves</li><li>• Possible replacement of asset</li></ul>
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	The zip line is a popular play item.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	

## Appendices/Background papers

**Agenda Item:** LA 692

**Committee:** Leisure, Amenities and Environment

**Date:** 31/05/2022

**Title:** To select members to serve on the Hub task and finish group

**Report Authors:** Kevin Bray

**Purpose of Report:** To review

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### **Introduction**

The hub working party was set up in to investigate the building and recommend repairs, decoration and improvements etc. The councillors on this working party were Cllrs Griffiths, Seabrook, Paul, Symonds and Simmonds

### **Background**

The Hub Working Group was set up in by the L,A & E Committee on the 5<sup>th</sup> of November 12019 to focus work to improve the Hub and to look at possible options for the future in line with PTC's commitment to becoming carbon neutral by 2030.

There is a full report at this committee meeting on the building and its future

### **Analysis**

Tasks set for the working party were reviewed at the meeting on 17<sup>th</sup> March 2020 and these need to be reviewed and updated

1. Identify and agree the short-term maintenance requirements of The Hub
2. Consult with users and potential users of the building on future requirements and to liaise with the Business Plan Committee and NDP Steering Group
3. Create user specification and seek expert advice while complying with Council policies and obligations.
4. Procure designs to meet the new specifications with options and costs.
5. Take all options to the Leisure, Amenities & Environment Committee

The Clerk has asked for following to be added:

To liaise with, and involve, other interested parties, in particular Councillors from the Climate Change TFG (DS) and Councillors working on the review of energy sources and provision (CG).

### **Conclusions**

The working party oversaw the redecoration of the hub hall and toilets.

If there is to continue to be a hub task and finish group what are its new parameters? And what time scale should be set?

### **Recommendations**

The committee are asked to review the current working party and ascertain if it still has a purpose, if so then it has to have set out targets and a finish date for these to be accomplished and members to serve on this committee to be decided, all in accordance with the attached parameters set out by the clerk.

## Implications

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	<ul style="list-style-type: none"><li>• Maintenance cost could come from PTC CIL</li><li>• Possible reduction in expenditure</li></ul>
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	Aiming to bring the building up to modern standards
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	The Hub is used
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	Aiming to reduce heat loss and energy consumption.

## Appendices/Background papers

### **TASK & FINISH GROUPS**

1. TFG's are set up by Council or a Committee to perform a single task, by a certain date.
2. TFG's have no financial authority.
3. TFG's have no authority to make decisions.
4. The Committee (or Council) that created the TFG is responsible for its operation and reporting arrangements.
5. TFG's should only normally consist of two or three Councillors maximum, plus Officers as required.
6. TFG's have no formal Terms-of-Reference; their purpose is set out in the minutes of the meeting where they were created.
7. TFG's do not produce formal minutes. They produce summary reports or make verbal reports at meetings.
8. TFG's do not progress Committee/Council business.
9. TFG's can become inappropriate, unwieldy and ineffective if they detract from any of the above. If that happens, then either a formal Sub-Committee/Committee should replace them, but in any case, the role of the TFG must be continually reviewed and it should be disbanded if necessary.

Tony Allen  
Town Clerk  
12/05/2022

**Agenda Item:** LA 693  
**Committee:** Leisure, Amenities and Environment  
**Date:** 31/05/2022  
**Title:** Signage task and finish group  
**Report Authors:** Kevin Bray  
**Purpose of Report:** To decide

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**Introduction**

LA 351 10<sup>th</sup> September 2019 It was proposed to create a working group to discuss the types and design of the signs and discuss future signs so that we have a consistency throughout the Town, with Cllrs Griffiths, Veck and Seabrook volunteering.

**Background**

Centenary Park requires signage throughout the park from a main entrance sign to directional signage letting people know where to go for all the different facilities on the park

**Analysis**

The working parts task was complicated by the Covid outbreak, and no recommendations were so far given to the committee to vote on.

**Conclusions**

With the continued success of centenary park, the need for signage is still warranted, however if the group is to continue then the remit of the task and finish group should maybe look at all the parks as one.

**Recommendations**

1. To set up a task and finish group with the task of recommending types of signage, design of signage, preferred materials with a reasonable completion date for recommendations to be reported to the committee, all in accordance with the attached parameters set out by the clerk.
2. To ask for committee members to serve on this task group.

**Implications**

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

<p><b><u>Financial</u></b></p> <ul style="list-style-type: none"> <li>• Use of capital?</li> <li>• Replacement of asset?</li> <li>• Reduced expenditure?</li> <li>• Increased income?</li> <li>• Budget provision?</li> </ul>	<p>Cost of New signage from budget and PTC CIL</p>
<p><b><u>Legal</u></b></p>	
<p><b><u>Environmental and sustainability</u></b></p>	<p>Direction signage will help the public navigate the park</p>
<p><b><u>Crime and disorder</u></b></p>	

<u>Social value</u>	
<u>Climate</u>	
<ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	

### Appendices/Background papers

#### **TASK & FINISH GROUPS**

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9. TFG's can become inappropriate, unwieldy and ineffective if they detract from any of the above. If that happens, then either a formal Sub-Committee/Committee should replace them, but in any case, the role of the TFG must be continually reviewed and it should be disbanded if necessary.

**Tony Allen**  
**Town Clerk**  
**12/05/2022**

**Agenda Item: LA 694**

**Committee: Leisure, Amenities and Environment.**

**Date: 31<sup>st</sup> September 2022**

**Title: The Oval and Epinay Park consultation**

**Report Authors: Cllr Sue Griffiths**

**Purpose of Report: To inform the committee of the progress of the consultation**

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### **Introduction**

A Survey Monkey consultation was initiated and advertised on social media and on the PTC website. Letters are being delivered to residents around the two parks by North Ward councillors. There will be another social media push at the end of May before the survey is closed and a report written which will be brought back to committee for actions.

### **Background**

It was agreed that North Ward councillors should conduct a survey of residents to find out what they think about The Oval and Epinay Park and if any improvements can be made. This was delayed due to Covid and the Communications Officer vacancy.

### **Analysis**

The analysis will be completed when the survey closes but random results for The Oval so far are as follows.

How many use it daily 20.42%

81.51% of residents say that the wildlife there is very important

46.02% support the setting up of a Friends of the Oval

Replies so far – The Oval 127

Epinay Park 62

### **Conclusions**

The response so far shows that residents are willing to respond to surveys that are broad and ask for their opinion. It also shows that surveys have a value both to residents and to the council.

### **Recommendations**

To note the report

## Implications

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

<b>Financial</b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	It will inform future budgets
<b>Legal</b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	
<b>Health &amp; Safety</b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	
<b>Planning</b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	
<b>Environmental and sustainability</b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	Green spaces
<b>Crime and disorder</b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li><li>• Road safety?</li></ul>	
<b>Social value</b> <ul style="list-style-type: none"><li>• Charities/voluntary orgs?</li><li>• Support for those in need?</li><li>• Area improvements?</li><li>• Community benefits?</li></ul>	Give residents a feeling of ownership.
<b>Climate</b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	

## Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting doc's?