



Tony Allen  
TOWN CLERK  
TELEPHONE: (01273) 585493 OPTION 6  
FAX: 01273 583560  
E-MAIL: [Townclerk@peacehaventowncouncil.gov.uk](mailto:Townclerk@peacehaventowncouncil.gov.uk)

# PEACEHAVEN TOWN COUNCIL

TOWN COUNCIL OFFICE  
MERIDIAN CENTRE  
MERIDIAN WAY  
PEACEHAVEN  
EAST SUSSEX  
BN10 8BB

## **DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 22<sup>nd</sup> February 2022 at 7.30pm**

Present: Cllr S Griffiths (Chair of Committee), Cllr Symonds (Vice Chair), Cllr D Seabrook, Cllr W Veck, Cllr R White, Cllr C Cheta, Cllr D Paul, Cllr C Gallagher, Cllr L Duhigg, Cllr J Harris

Officers: Kevin Bray, Parks Officer; Vicky Onis, Admin Officer

### **1 LA 642 CHAIRS ANNOUNCEMENTS**

The Chair welcomed everyone to the meeting and covered the housekeeping items and forthcoming events.

- During the storm a couple of trees have been lost, one in Epina park and one in The Oval.
- 20 trees have been provided by Trees for the Downs and have been planted at the east end of Centenary Park, two silver birch trees have also been planted in the park for the Queens Platinum Jubilee and 25 bare rooted trees donated by Nicola Papanicolaou have been planted by the Head Teacher and students of Peacehaven Community School.
- 13 trees have been planted along the southern water road in partnership with Brighton Permaculture Trust and jointly funded with the urban tree fund.
- A rowan tree has been donated to Epina Park by a local resident.
- The Community Orchard has also planted 100 trees funded by trees for the Downs and has had two pot grown oak trees donated by residents.
- The public consultation about Epina Park & The Oval has now gone live on the Council website and hard copies will be delivered in the vicinity of both parks.
- Bingo – The next Bingo session will on Wednesday 30<sup>th</sup> March – Community house at 2-4pm. CASH prizes & FREE refreshments
- Cinema in the Main Hall, 23<sup>rd</sup> February at 7.30pm, will be showing the film *Westside Story* and again on the 23<sup>rd</sup> March at 7.30pm, showing the film *Belfast*
- Wrestling in the Main Hall 26<sup>th</sup> March at 7.30pm
- Towards Zero Carbon Peacehaven, the Towns Climate Change Event will be on the 9<sup>th</sup> April.

### **2 LA 643 PUBLIC QUESTION TIME**

There were no members of the public present

### **3 LA 644 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies from Cllr Simmons who was substituted by Cllr Duhigg

**4 LA 645 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

Cllr Symonds as an employee of an employer who may have an interest in item LA651 & LA657

**5 LA 646 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 30<sup>TH</sup> NOVEMBER 2021**

It was resolved to adopt these minutes as a true record

**6 LA 647 TO NOTE THE BUDGETARY UPDATE**

Cllr Seabrook noted that the electricity and gas for The Hub is 50% over budget. The Parks Officer reported that a rebate should be due for this.

**7 LA 648 TO NOTE THE ACTION PLAN**

The action plan was noted

**8 LA 649 TO DECIDE ON THE PURCHASE OF BATTERY EQUIPMENT**

In order to reach the set targets for PTC to reach net zero CO2 levels it has been decided to swap all hand held grounds team equipment to battery power from petrol

It was Proposed by Cllr Seabrook and Seconded by Cllr Symonds to go with Parks Officers recommendation to choose AMP Services as our supplier, as they have been very proactive in giving us demonstrations and answering questions about the new equipment.

All in favour.

**9 LA 650 TO DECIDE ON AN ORIENTEERING EVENT REQUEST**

The Town Council has been approached by Southdowns Orienteers with a proposal to hold an event for approximately 60 people. The current hirers of the Park on Saturday have negotiated changes to their plans. The Orienteers have also agreed to encourage car sharing and use the car parks on the A259.

It was proposed by Cllr White and Seconded by Cllr Paul to agree to this Event and set the fee as £50 to cover admin.

All in favour.

**10 LA 651 TO DECIDE ON THE RECOMMENDATIONS FOR AN OMNIFLOW LIGHT PURCHASE**

The proposed purchase of an Omniflow Unit and pole, powered by solar light, was discussed in detail. It was agreed that further information is needed, i.e high enough to avoid vandalism, stand alone or connected to the grid?

It was agreed by Cllr Seabrook and Seconded by Cllr Veck that if there is no connection to the grid this proposal will be referred to P&F by Cllr Symonds for a decision. If the pole is connected to the grid Cllr Symonds will bring back to L&A for further recommendations.

All in favour.

**11 LA 652 TO NOTE THE UPDATE ON THE WELCOMEBACK FUND**

Cllr Gallagher reported on the progress of the welcome back fund and answered questions from Committee regarding the event.

The dates for this event have been confirmed as Saturday 26<sup>th</sup> March and Sunday 27<sup>th</sup> March. 11-3pm; more details on this event will be shared at the beginning of March.

**LA 653 TO NOTE THE MOLES AT THE OVAL**

The report was noted and it was suggested that to avoid this in the future would be to install owl boxes, bat boxes, to bring back a natural balance.

**12 LA 654 TO NOTE THE UPDATE ON THE PROGRESS OF THE PEACEHAVEN GREEN SPACES REPORT AND AGREE TO PROGRESSION OF A GREEN INFRASTRUCTURE PLAN**

The report was noted.

Cllr Gallagher requested that a date for a one off workshop/working group is set up to enable interested persons to come along.

**13 LA 655 TO NOTE THE RED DIESEL CHANGES**

The Parks Officers report was noted.

**14 LA 656 TO NOTE THE SAFE CYCLE ROUTE**

The Safe Cycle route project report was noted.

**15 LA657 TO AGREE THE RECOMMENDATIONS FOR THE CCTV AT THE GATEWAY CAFÉ**

Cllr Symonds gave a verbal update on the need for CCTV, due to the increase of anti-social behavior, dog attacks and increased use at Centenary Park.

No recommendations were voted on due to missing information.

Cllr Symonds agreed to produce a full report once all information and costs are received.

**16 LA 658 TO NOTE THE WORKS UPDATE**

The Parks Officers report was noted.

**17 THE DATE OF NEXT MEETING WAS CONFIRMED AS THE 12<sup>TH</sup> APRIL 2022**

*There being no further business, the meeting closed at 20.55*



Agenda Item: LA 664  
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.

### Analysis

The budget for the last year has remained healthy and we are planning on carrying over to earmarked reserves.

330/4108 Tree planting £500

315/4173 fertiliser/ grass seed £400 (due to the sharp increases recently)

### 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 31/03/2022

Month No: 12

## 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	5,592	6,900	1,308		1,308	81.0%	
4203 Fuel	3,976	5,600	1,624		1,624	71.0%	
4204 Road Fund License	550	600	50		50	91.7%	
4303 Machinery Mtce/Lease	84	0	(84)		(84)	0.0%	
4305 Uniform	709	800	91		91	88.6%	
Grounds Team General Exp :- Indirect Expenditure	<b>10,910</b>	<b>13,900</b>	<b>2,990</b>	<b>0</b>	<b>2,990</b>	<b>78.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,910)</b>	<b>(13,900)</b>	<b>(2,990)</b>				
<b>310 Sports Park</b>							
1025 Rent & Service Charge	15,845	13,574	(2,271)			116.7%	
1039 S/P Cats	1,400	0	(1,400)			0.0%	
1041 S/P Telephone Masts	4,250	4,300	50			98.8%	
1043 S/P Football Pitches	8,705	2,550	(6,155)			341.4%	
1061 S/P Court Hire	6,762	5,406	(1,356)			125.1%	
Sports Park :- Income	<b>36,961</b>	<b>25,830</b>	<b>(11,131)</b>			<b>143.1%</b>	<b>0</b>
4111 Electricity	2,979	3,000	21		21	99.3%	
4131 Rates	2,345	0	(2,345)		(2,345)	0.0%	
4161 Cleaning Costs	7,308	8,000	692		692	91.3%	
4164 Trade Refuse	4,220	4,500	280		280	93.8%	
4171 Grounds Maintenance Costs	11,911	10,000	(1,911)		(1,911)	119.1%	4,669
Sports Park :- Indirect Expenditure	<b>28,764</b>	<b>25,500</b>	<b>(3,264)</b>	<b>0</b>	<b>(3,264)</b>	<b>112.8%</b>	<b>4,669</b>
<b>Net Income over Expenditure</b>	<b>8,197</b>	<b>330</b>	<b>(7,867)</b>				
6000 plus Transfer from EMR	4,669						
<b>Movement to/(from) Gen Reserve</b>	<b>12,866</b>						
<b>315 Big Park</b>							
4101 Repair/Alteration of Premises	60,232	3,000	(57,232)		(57,232)	2007.7%	59,251
4111 Electricity	347	0	(347)		(347)	0.0%	
4112 Gas	273	0	(273)		(273)	0.0%	
4121 Rents	14,680	15,000	320		320	97.9%	
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	20,574	0	(20,574)		(20,574)	0.0%	20,377
4173 Fertilisers & Grass Seed	4,591	5,000	409		409	91.8%	
4303 Machinery Mtce/Lease	2,942	3,000	58		58	98.1%	
Big Park :- Indirect Expenditure	<b>108,595</b>	<b>29,500</b>	<b>(79,095)</b>	<b>0</b>	<b>(79,095)</b>	<b>368.1%</b>	<b>79,627</b>
<b>Net Expenditure</b>	<b>(108,595)</b>	<b>(29,500)</b>	<b>79,095</b>				
6000 plus Transfer from EMR	79,627						
<b>Movement to/(from) Gen Reserve</b>	<b>(28,968)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## 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	8,949	8,650	(299)			103.5%	
1111 Electricity	4,800	0	(4,800)			0.0%	
<b>Gateway Cafe :- Income</b>	<b>13,749</b>	<b>8,650</b>	<b>(5,099)</b>			<b>158.9%</b>	<b>0</b>
4101 Repair/Alteration of Premises	1,246	3,000	1,754		1,754	41.5%	998
4111 Electricity	6,356	4,200	(2,156)		(2,156)	151.3%	
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	972	420	(552)		(552)	231.4%	
<b>Gateway Cafe :- Indirect Expenditure</b>	<b>9,640</b>	<b>10,120</b>	<b>480</b>	<b>0</b>	<b>480</b>	<b>95.3%</b>	<b>998</b>
<b>Net Income over Expenditure</b>	<b>4,108</b>	<b>(1,470)</b>	<b>(5,578)</b>				
6000 plus Transfer from EMR	998						
<b>Movement to/(from) Gen Reserve</b>	<b>5,106</b>						
<b>330 Parks &amp; Open Spaces</b>							
1025 Rent & Service Charge	75	0	(75)			0.0%	
1044 Hire of the Dell	6,226	5,100	(1,126)			122.1%	
1045 Event Sponsorship	200	0	(200)			0.0%	
1050 Allotment Rent	1,682	2,145	463			78.4%	
1102 106 Receipts	6,000	0	(6,000)			0.0%	6,000
1108 Tree Planting	193	0	(193)			0.0%	
1303 Water Charges	100	0	(100)			0.0%	
<b>Parks &amp; Open Spaces :- Income</b>	<b>14,476</b>	<b>7,245</b>	<b>(7,231)</b>			<b>199.8%</b>	<b>6,000</b>
4104 Vandalism Repairs	303	2,000	1,697		1,697	15.1%	
4105 Tree Works	3,378	2,000	(1,378)		(1,378)	168.9%	3,058
4106 Signage	196	2,000	1,804		1,804	9.8%	
4107 Climate Change Actions	373	1,000	627		627	37.3%	
4108 Tree Planting	2,000	2,500	500		500	80.0%	
<b>Parks &amp; Open Spaces :- Direct Expenditure</b>	<b>6,249</b>	<b>9,500</b>	<b>3,251</b>	<b>0</b>	<b>3,251</b>	<b>65.8%</b>	<b>3,058</b>
4101 Repair/Alteration of Premises	2,666	5,000	2,334		2,334	53.3%	
4141 Water Services	4,224	5,000	776		776	84.5%	
4164 Trade Refuse	479	2,000	1,521		1,521	23.9%	
4171 Grounds Maintenance Costs	2,802	4,000	1,198		1,198	70.1%	134
4301 Purchase of Furniture/Equipmen	11,359	6,000	(5,359)		(5,359)	189.3%	6,613
<b>Parks &amp; Open Spaces :- Indirect Expenditure</b>	<b>21,530</b>	<b>22,000</b>	<b>470</b>	<b>0</b>	<b>470</b>	<b>97.9%</b>	<b>6,747</b>
<b>Net Income over Expenditure</b>	<b>(13,303)</b>	<b>(24,255)</b>	<b>(10,952)</b>				
6000 plus Transfer from EMR	9,805						
6001 less Transfer to EMR	6,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(9,497)</b>						

	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	17,064	16,320	(744)			104.6%	
The Hub :- Income	<u>17,064</u>	<u>16,320</u>	<u>(744)</u>			<u>104.6%</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	2,370	1,500	(870)		(870)	158.0%	
4112 Gas	2,506	1,500	(1,006)		(1,006)	167.1%	
4171 Grounds Maintenance Costs	357	4,000	3,643		3,643	8.9%	
The Hub :- Indirect Expenditure	<u>5,465</u>	<u>9,000</u>	<u>3,535</u>	<u>0</u>	<u>3,535</u>	<u>60.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>11,192</u>	<u>6,820</u>	<u>(4,372)</u>				
Grand Totals:- Income	82,251	58,045	(24,206)			141.7%	
Expenditure	191,561	120,020	(71,541)	0	(71,541)	159.6%	
<b>Net Income over Expenditure</b>	<u>(109,311)</u>	<u>(61,975)</u>	<u>47,336</u>				
plus Transfer from EMR	95,099						
less Transfer to EMR	6,000						
<b>Movement to/(from) Gen Reserve</b>	<u>(20,212)</u>						



**Agenda Item:** LA 665

**Committee:** Leisure, Amenities and Environment

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

- Order has been placed for the battery-operated equipment for the grounds team

Projects that have updates

- Centenary Park inclusive pathway - surveyor has carried out a site visit attended by officers and councillors to finalise the layout.
- Before Michelle Edser left, she applied for funding from the government for an inclusive adult changing facility for Centenary Park, this has been successful and we have been granted £45,000 towards this (report on this agenda) Sue Moscatelli the new Events, Amenities & Projects Officer will be taking this forward from now on

### **Conclusions**

We now have a projects officer who will be getting up to speed on ongoing projects and looking at implementing projects not yet started or funded.

### **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	Awaiting drawings to come in, surveyor liaising with ESCC re the surfacing.	PO/ Parks Officer	£40,000  £1,000	LDC CIL approved & PTC CIL	2021	
Changing places project	We have been successful in obtaining funding to the amount of £45,000 to install an adult changing facility at centenary park from MDUK & MHCLG Changing Places fund	PO/ Parks officer	Not set	MDUK & MHCLG	2023	
LA 423 Outside toilet upgrade (to solve blocking issues) not done	Survey of drains will take place through the changing places project.	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	Re adjusted to 2021	

Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
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	
Gym Self Closing gates	Gates ordered March 2022	Parks Officer PO	£3,000	PTC CIL		
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	

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	The Oval and Epinay park surveys have been sent out to residents this month.	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	
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 Firle Road playground	Ordered Dec 2021, but installation delayed until May 2022 due to covid back log at the factory.	Parks officer	Up to £9000	PTC CIL funds	Revised to 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.	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	
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>• Epinay Park</li> <li>• Centenary Park</li> </ul>	To be discussed by the committee	LAE Committee			Not set	
Allotments – Investigate new allotment provision	No update	Clr 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 and bring back to next meeting. <i>NO BBQ's in the park – signs erected</i>	LAE Committee	Nil	N/A	Not set	
Green spaces infrastructure audit	NHDP currently compiling the information which will aid PTC in completing this.	Parks Officer/ Clr 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.

## 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 666  
**Committee:** Leisure, Amenities and Environment  
**Date:** 12<sup>th</sup> April 2022  
**Title:** Gateway café Kiosk request  
**Report Authors:** Kevin Bray  
**Purpose of Report:** To decide

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### **Introduction**

The gateway café is located at Centenary Park and serve food and drink all year round.

### **Background**

Due to the success of the café, the proprietor has requested that they erect a kiosk alongside the building to serve drinks, ice creams etc

### **Analysis**

The plan indicates the intended location of the kiosk, it would butt on to the café Building.

The kiosk will only require one 32amp power circuit and one 6amp lighting circuit. Wiring will be enclosed in conduit and fed back to a consumer unit in the kiosk. The consumer unit will be fed by an external 3 pin IP65 plug/socket arrangement enclosed in a fire and weather resistant enclosure which will take power from a spare MCB way in the kitchen consumer unit. The external cabling will be of an adequate rating and material e.g. SWA or similarly protected cable. All electrical work will be carried out by a qualified electrician.

No food preparation will be carried out in the kiosk, and we currently have no plans to have a water supply and therefore waste pipes will not be required either, however this may change in the future in which case we would survey the existing external water supply and waste provisions during construction of the kiosk to ascertain suitability of any future connections.

The kiosk will have an IP/Wi-Fi enabled entry system and cctv cameras (one internal and one external) which will either be a standalone system or be connected to the existing cctv system. The hatches will be secured using internal padlocked double top and bottom bolts as will the entrance door. It will be plywood lined for extra strength and it will also be insulated.

It is intended that the kiosk will be used mostly for sales of ice creams, lollies, cold drinks, snacks and other pre-packaged items only.

### **Conclusions**

The kiosk is classed as a temporary structure there is no requirement for planning permission and will enable the café to serve customers quicker with some queuing taking place outside rather than inside the building.

### **Recommendations**

The committee are asked to recommend accepting the proposed Kiosk being erected in the area indicated and for this to be included within the new lease.

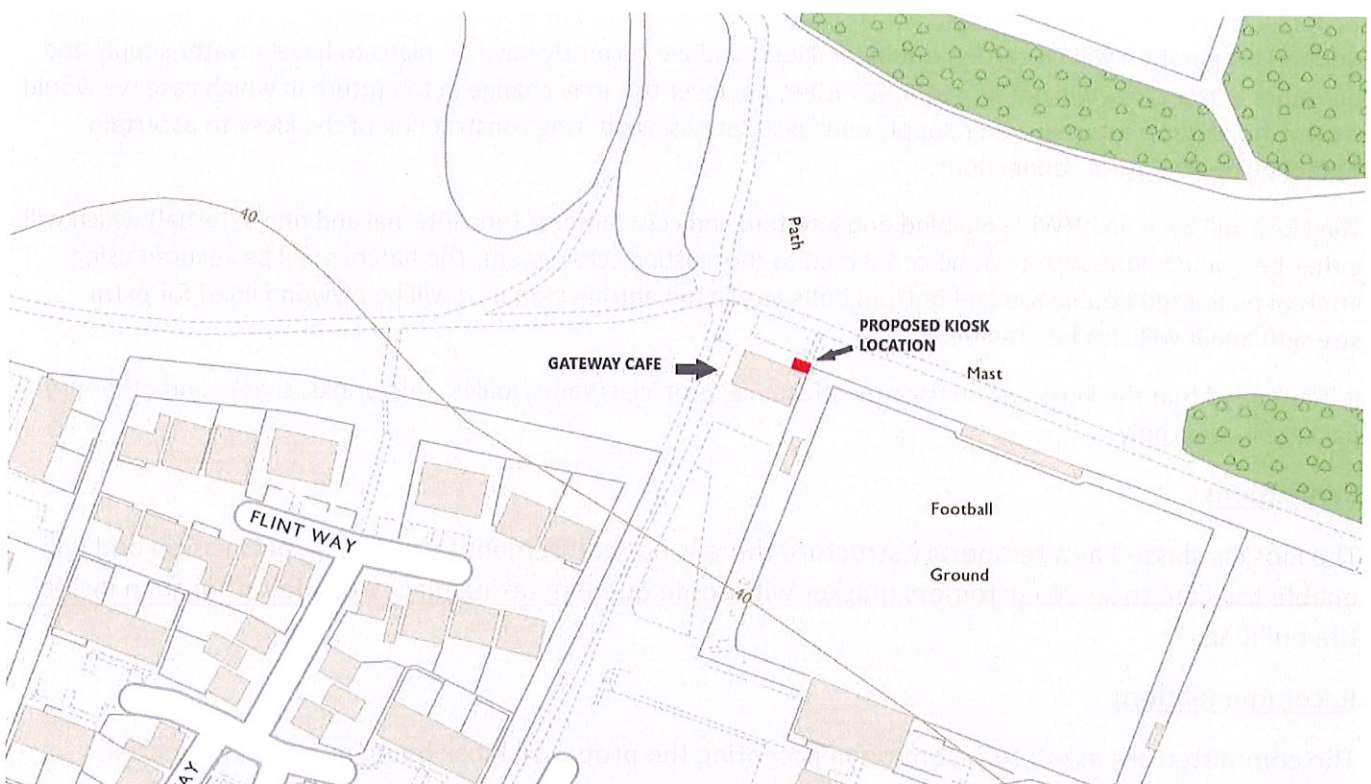
## Implications

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>	No cost to PTC
<b><u>Legal</u></b>	Qualified electrician will fit all connecting electrics.
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	Internal CCTV system to be installed in the kiosk
<b><u>Social value</u></b>	Encourages usage of the facilities and park
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	

## Appendices/Background papers

Map of the area showing the proposed location of the kiosk



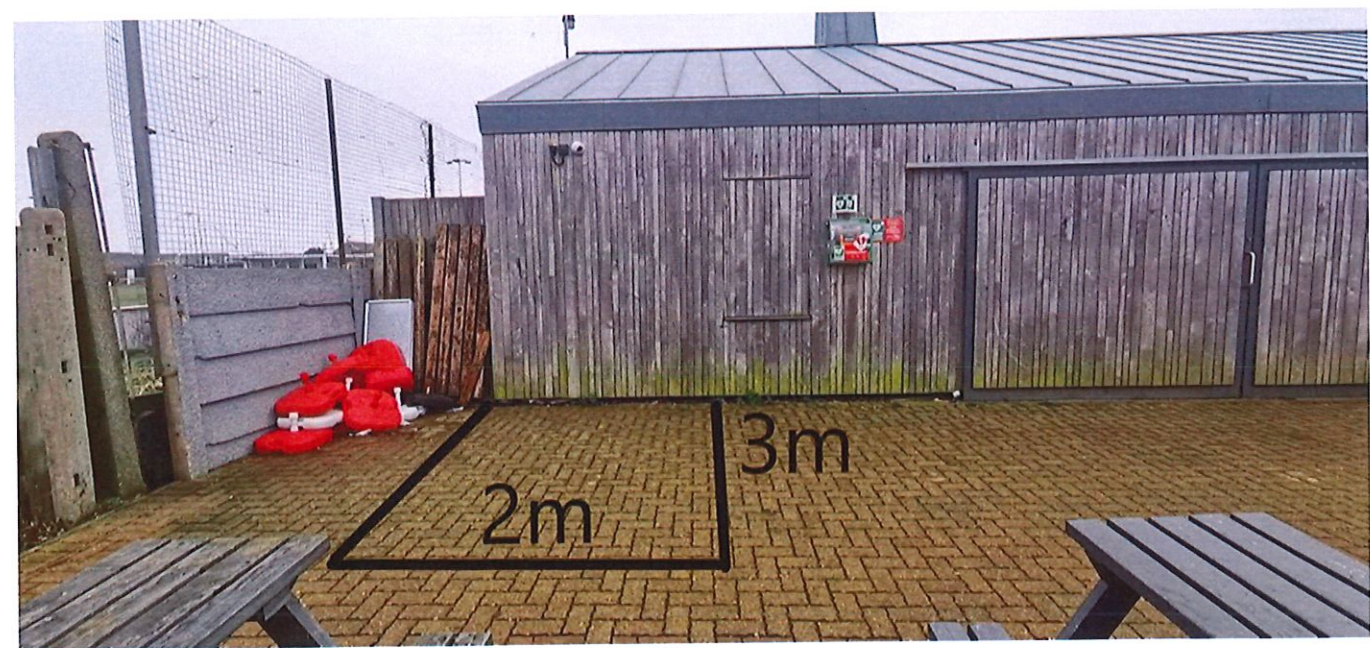
The design of the Kiosk



All sizes are approximate and in cm

	6,0m <sup>2</sup>		16mm		385kg
	13,7m <sup>3</sup>		16mm		300x120x82cm
	8,2m <sup>2</sup>		-		

Location of kiosk





**Agenda Item:** LA 667  
**Committee:** Leisure, Amenities and Environment  
**Date:** 12<sup>th</sup> April 2022  
**Title:** Proposed 3G football pitch  
**Report Authors:** Zoe Malone/ Kevin Bray  
**Purpose of Report:** To note.

---

## **Introduction**

Peacehaven and Telscombe Football Club was formed in 1923, The club currently have several teams' including, men's, youth, and ladies' teams. The club use, not only the stadium pitch, but also the rest of the football pitches at Centenary Park. The land is currently leased by the Club from Peacehaven Town Council, and the Football Club also employ PTC to maintain the pitches.

## **Background**

Lewes District Council commissioned a Playing Pitch Strategy and Action Plan in 2020, in which the Sussex Football Association identified a lack of football pitches, and general sport facilities across the District. This report also highlighted that Peacehaven, as a town, does not have enough football pitches and that the area particularly lacked an all-weather football facility.

Following the Playing Pitch Strategy, the football club have formally approached the Football Foundation to assist with funding for a 3G pitch at the Peacehaven and Telscombe stadium.

Lewes District Council, who are the Planning Authority, have also set aside Section 106 monies for the improvement of recreation and infrastructure projects. This, sum could potentially offer match funding to support the 3G project, along with improvements to Centenary Park.

## **Analysis**

Zoe Malone and Kevin Bray had a meeting with Chris Bibb and Helen Blanche from LDC for an update.

- The 3G Pitch projects approx. costs of pitch £600,000 - £900,000.
- LDC have approx. £500,000 in 106 monies (Thakeham & Bovis development).
- Proposal to use £300,000 of the Section 106 allocation to assist the funding a 3G pitch
- FA to fund remainder of the cost 3G.
- Remaining £200,000 Section 106 to be set aside for Centenary Park improvements, which could include, a some of the following aspirations for the park,
  - 1) Update to the MUGA court to accommodate other sports (tarmac) or a kick about area for the youths of the town.
  - 2) New fencing, MUGA area
  - 3) Improvements to the pathway where the Breedon gravel was laid
  - 4) Further updates to the play equipment
  - 5) Creation of additional parking spaces / improve the areas of some of the parking spaces

Match and further funding could also be sought as an option to increase the outcomes for this site,

## **Conclusions**

Officers have asked if the Sussex Football Association are able to deliver a presentation to the council to give further detail about this project. Once, this has been carried out, we, (PTC) as the landowners,

would be required to give official permission for the 3G pitch. Planning permission would also be required.

The Football Foundation have been supportive of the project so far and they have commissioned feasibility surveys of the site. If secured, their 'match funding' could be in the region of £300-£600k.

### **Recommendations**

The committee are asked to note this report.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	Use of 106 money held by LDC  Maintenance costs/replacement of asset have been included in the costings provided by Peacehaven and Telscombe Football Club.  Potential increased income for the Club, as pitch can be used all year round.
<b><u>Legal</u></b>	Lease 25 year
<b><u>Environmental and sustainability</u></b>	Free draining, no watering, mowing or need for fertiliser.
<b><u>Crime and disorder</u></b>	Through the provision of year-round sporting activities, it has been proven in other areas that crime and disorder incidences reduce.
<b><u>Social value</u></b>	More people can benefit (year-round) from all the associated social, and health benefits of physical activity.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	Tree planting in Big Park as offset.

### **Appendices/Background papers**

**Agenda Item:** LA 668

**Committee:** Leisure, Amenities and Environment

**Date:** 12<sup>th</sup> April 2022

**Title:** Tree works request at the Oval

**Report Authors:** Kevin Bray

**Purpose of Report:** To decide

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### **Introduction**

A resident has requested that two sycamore trees in the Oval behind his property have works on them to reduce the height back to previous cutting points.

### **Background**

Approximately 5 years ago the previous residents had works carried out at their own expense. The trees in question are subject to a TPO so planning would need to be sort if any works are to be carried out.

### **Analysis**

The town council tree works policy clearly states

- Work will only be carried out on trees for reasons of safety or conservation management.
- 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.

### **Conclusions**

As the trees have had works done by the previous homeowner and their neighbour, at no cost to PTC and due to the Councils tree works policy, I recommend that we give permission for any reduction works to be carried out at no cost to PTC by the residents subject to planning permission being sort.

### **Recommendations**

The committee are asked to recommend that we give permission for any reduction works to be carried out, at no cost to PTC, by the residents subject to planning permission being sort from Lewes District Council.

## 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>	No cost to PTC
<b><u>Legal</u></b>	Planning permission required
<b><u>Environmental and sustainability</u></b>	
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	The trees are very close to the boundary of the Oval
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	

## Appendices/Background papers



Peacehaven

Author:

Date: 29/03/2022

0 10 20 30 40m  
Scale: 1:1250

ParishOnline





Agenda Item: LA 669  
Committee: Leisure, Amenities and Environment  
Date: 12<sup>th</sup> April 2022  
Title: tree works request Epina park  
Report Authors: Kevin Bray  
Purpose of Report: To decide

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### **Introduction**

A resident has requested to reduce the height of the trees by 10ft/ 3 meters behind his property at 15 Ashmore Close as he is going to install solar panels on his house at his own expense.

*I am so very sorry I was meant to ask a month ago.  
the trees that overshadow my at 15 Ashmore close, am I able cut the tops off?  
I am looking at getting solar panels fitted onto my extension roof and the current height of the trees will impact this,  
looking for about 10ft off but will be guided by your decision, the work will be done by registered tree surgeons  
many thanks*

### **Background**

Peacehaven Town Council own and maintain Epina park and carry out a tree survey every 3 years.

Peacehaven town council have a tree works 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.*

But each request for works is considered by the committee.

### **Analysis**

The trees in question are 4 x Alder trees which are healthy and are some of the few mature tree's that Peacehaven has but are planted adjacent to our boundary and do cause shading in the garden of number 15. If permission is granted it should be noted that when an Alder tree is cut back it can grow back at a rate of 1 meter per year, so this would mean a regular cutting back schedule would need to be put in place by the resident to keep the trees to the requested height.

### **Conclusions**

Reducing the height of the Alder trees could lead to a flush of growth causing thicker growth in the canopy and will mean regular maintenance will be required.

Any tree works can lead to disease and some die back

### **Recommendations**

The committee are asked to decide if the height reduction works on the four Alder trees can take place as requested.

## 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>	No cost to PTC for the tree works
<b><u>Legal</u></b>	
<b><u>Environmental and sustainability</u></b>	Any tree works could let disease enter the tree.
<b><u>Crime and disorder</u></b>	
<b><u>Social value</u></b>	The trees do cause shade and could be called overbearing to number 15.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	

## Appendices/Background papers





**Agenda Item:** LA 670  
**Committee:** Leisure, Amenities and Environment  
**Date:** 12<sup>th</sup> April 2022  
**Title:** Update on completion of Welcome Bank Fund Events  
**Report Authors:** Cllr Cathy Gallagher  
**Purpose of Report:** To note update and agree away forward regarding goods now property of Peacehaven Town Council

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### **Introduction**

Peacehaven Town Council applied in April 2021 for £11,250, the application was successful.

The £56M Welcome Back Fund was provided by European Regional Development Fund and UK Government, it was administered by Lewes District Council.

The Fund was to be used to boost the look and feel of the High Street and Coastal Tourism to enable communities to return to the High Street safely post Covid.

Any activity or event needed to be linked to an action plan for temporary measures to draw visitors back to our safe and well cared towns and seafronts.

The plan drawn up by Business Development Committee and put forward by the Senior Project Manager Planning and Business Development was the south Coast Road businesses from the area of The Dell to Piddinghoe Avenue Car Park taking in the Cliff top and entrance to Centenary Park. Boundaries Yemini Café and Gateway Café.

### **Background**

The possibility of building in an allowance for consultants was taken up because of the connections with the Peacehaven and Telscombe Chamber of Commerce and Human Resources difficulties at Peacehaven Town Council.

Paula Gander and Rachel Brown Secretaries of Peacehaven and Telscombe and Seaford Chamber of Commerce (respectively) were engaged and we integral to the success of the project.

### **List of goods purchased**

2 Marques ( 6 Metres x 6 Metres )

10 folding wood picnic tables

25 folding wooden chairs

8 Wood 2-seater benches

10 small Wood planters

1 Outside locking display board

2 A boards

4 Interior display boards with wheels.

6 Banners

## 2. Tear Drop flags

A full report will be presented to Policy and Finance with supporting invoices.

Amount spent excluding VAT circa £5000.

### **RECOMMENDATION**

Most of the goods will be stored as considered appropriate by the Parks Officer and Senior Caretaker but the 8 benches and 10 planters can be deployed around the Town.

The recommendation is that at least 2 benches are placed in The Oval , 2 in Shepherds Down and 2 in the Dell positioned just outside the railings of the playground so that adults who have dogs can sit and watch their children in the park.

Some of the planters should be made available to the Community Garden , others used to replace damaged planters at the Parks Officer's discretion.

These goods are now assets of Peacehaven Town Council and should be added to the Asset list

### **Conclusions**

This Committee is being asked to note this report and to agree the recommendations regarding the benches and planters.

The notice board can be stored until needed.

### **Implications**

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

<b><u>Financial</u></b>	<ul style="list-style-type: none"><li>• Grant has been used to purchase assets for PTC</li></ul>
<b><u>Legal</u></b>	<ul style="list-style-type: none"><li>• N/A at this stage</li><li>• </li></ul>
<b><u>Health &amp; Safety</u></b>	<ul style="list-style-type: none"><li>• All goods comply to UK standards</li></ul>
<b><u>Planning</u></b>	None at this stage
<b><u>Environmental and sustainability</u></b>	<ul style="list-style-type: none"><li>• Wood items teak ,sustainable product</li><li>• Other purchases eco-friendly</li></ul>
<b><u>Crime and disorder</u></b>	N/A
<b><u>Social value</u></b>	Goods are resources to support events to bring pleasure to the <ul style="list-style-type: none"><li>• Community .</li></ul>
<b><u>Climate</u></b>	<ul style="list-style-type: none"><li>• Minimal impact</li></ul>

### **Appendices/Background papers**

**Agenda Item:** LA 671

**Committee:** Leisure, Amenities & Environment

**Date:** 12<sup>th</sup> April 2022

**Title:** Urban Tree Challenge Fund

**Report Authors:** Cllr. Sue Griffiths

**Purpose of Report:** To inform Committee of potential project

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### **Introduction**

The Urban Tree Challenge Fund is a funding stream from DEFRA with the purpose of planting large standard trees which also covers the cost of watering the trees for three years. It provides 50% of published standard costs for planting and establishment and the remaining costs of the planting and establishing of trees supported by the UTCF must be met by match funding either in the form of money or labour.

Brighton Permaculture Trust is putting in another submission to Trees For Cities to be included in a national bid to the Urban Tree Challenge and has asked if Peacehaven Town Council would like our project to be included within their submission. They need to finish writing the bid by the end of April.

### **Background**

In the last planting season we went into partnership with Brighton Permaculture Trust to access money from the Urban Tree Challenge Fund. Thirteen trees have been planted at a cost to us of £2000. Our contribution unlocked Alder trees at £50 each, Black Pine at £200 each and the costs of posts, guards etc. It included the cost of planting, one whole days work x 2 people, and the value of staff time saved and the cost of watering regularly for the next three years.

In the first year of this Council we didn't spend the budget for tree planting so we have that £2,500 and the £2500 that will be in the budget for this financial year.

### **Analysis**

The PTC Grounds Team would not have time to water the trees during their normal hours of work but the funding would allow them to work overtime without impacting the budget.

Planting larger trees will create more of an immediate impact.

Having Brighton Permaculture Trust do the planting will free up PTC Grounds Team time.

The funding will increase the value of the planting scheme by at least 50%

### **Conclusions**

Agreeing to be a partner with Brighton Permaculture Trust in this next planting scheme will increase the value of our own scheme. Save on staff time and provide the Grounds Team with overtime outside the Council budget if they are happy to do this or contractors will need to be employed.

## **Recommendations**

1. To agree to working with Brighton Permaculture Trust in their next application to the Urban Tree Challenge Fund
2. To agree that the Grounds Team can work overtime funded by the UTCF or that a contractor is employed for the watering.
3. To agree to instruct the Town Clerk to sign the necessary paperwork giving the Council's agreement

## **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>	PTC contribution would be from the budget already agreed for tree planting
<b><u>Legal</u></b>	Brighton Permaculture Trust will be responsible for Health & Safety during planting
<b><u>Environmental and sustainability</u></b>	Will provide more nesting sites and increase biodiversity
<b><u>Crime and disorder</u></b>	None
<b><u>Social value</u></b>	Will provide shade and more interest for walkers contributing to well being
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	Will remove CO2 from the atmosphere and therefore is in accord with the PTC Climate Change Policy

## **Appendices/Background papers**





**Agenda Item:** LA 672

**Committee:** Leisure, Amenities and Environment

**Date:** 12<sup>th</sup> April 2022

**Title:** Provision of Water Refill Station North of Gateway Cafe, Centenary Park

**Report Authors:** Cllr Sue Griffiths

**Purpose of Report:** for committee decision

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### **Introduction**

Peacehaven Town Council has successfully provided an inclusive water refill station on the Dell which has been welcomed by residents and can now look to further provision elsewhere.

### **Background**

Centenary Park is a well used area and includes sports events, Park Run etc as well as recreational users.

The present water fountain is situated behind the cafe between the toilets and the cycle hub. It is a very basic water fountain which is not very accessible and is continually being blocked by gravel from the surface around it. In the future the council wishes to improve the toilet facilities including a Changing Places unit and the water fountain will need to be removed. The Town Clerk applied for a £2000 grant towards a refill station at Centenary Park but this was unsuccessful. The Cafe proprietor is aware of this potential project. This would ease congestion in the cafe when people ask for their water bottles to be refilled.

Peacehaven & Telscombe Football Club are keen to have more water provision in the park and will be providing a wall mounted water refill station on their building.

### **Analysis**

The importance of hydration for well being is well known.

PTC would be providing a service to our residents and visitors.

Refilling water bottles prevents litter and reduces the CO2 caused in the production of single use plastic bottles.

It would decrease the queues in the cafe by providing another source of free water.

The only prominent place within reach of the water main and with good accessibility is to the north east of the Gateway Cafe next to the path for wheelchair access.

The cost of the Dell water refill station was £5,480.63

### **Conclusions**

The provision of a water refill station has the support of both residents and other users of the park.

The only affect on the cafe would be a positive one.

The positioning is limited by the proximity needed to the water supply.

### **Recommendations**

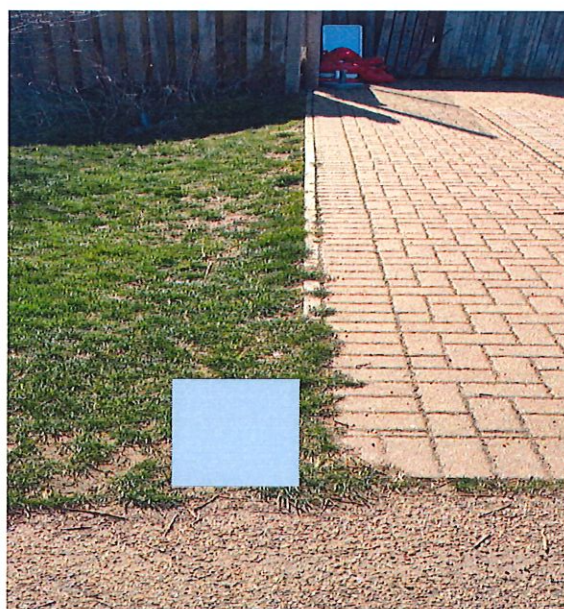
To purchase and install a Water Refill Station to the north east of the Gateway Cafe as per the attached photograph.

## 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>	PTC CIL
<b><u>Legal</u></b>	Meets WRAS regulations
<b><u>Environmental and sustainability</u></b>	Reduction in litter because of a reduction in the use of single use plastic bottles.
<b><u>Crime and disorder</u></b>	The one at the Dell has not created any problems relating to crime and disorder
<b><u>Social value</u></b>	Ensuring you are hydrated is vital when exercising in the park.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	Reduces the need for single use plastic bottles and therefore reduces the CO2 created in the manufacture of them.

## Appendices/Background papers



**Agenda Item:** LA 673  
**Committee:** Leisure, Amenities and Environment  
**Date:** 12<sup>th</sup> April 2022  
**Title:** Upgrade of CCTV at the Big Park  
**Report Authors: Cllr.** Lucy Symonds  
**Purpose of Report:** To decide on whether Peacehaven CIL Money should fund the CCTV

---

### **Introduction**

This report is to seek approval for Peacehaven CIL money to be used to fund the upgrade of the CCTV system and replace cameras at existing locations. A CIL Bid from LDC has been applied for but there would be a delay in getting the system in place. A quote from Chromavision has been obtained (see attached) which provides a description of works to be carried out. The quote shown was for 30 days and I am currently seeking if there are any amendments in costs. This should be confirmed before the meeting date.

### **Background**

The current CCTV system at the Big Park is now outdated and although this system is still functional, the clarity is poor and there are excessive costs to obtain any footage, if requested. There is a requirement to upgrade this system to ensure that the specifications match the requirements to be linked to the Sussex Police Partnership. The quote provided shows that there will be an upgrade to all the cameras currently in situ ie. Café and Car Park area. This upgrade will form phase 1 of the CCTV development in the Town.

### **Analysis**

In 2019 I undertook the task of researching CCTV development in the town. I had made contact with Sussex Police and myself, Town Clerk and Parks Officer attended their HQ in Lewes to see the operational control centre. From this date, there has been presentations made to PTC by Sussex Police on the partnership with site visits at the Big Park made so that an assessment can be undertaken. Once the upgrade is installed, PTC will be in a position to become a member of the Sussex Police Partnership where Sussex Police will have the responsibility of the cameras and will be able to use any footage as evidence to support crime related incidents in the area including the prevention and detection of anti-social behaviour (ASB). The cameras will also have real time footage in the event of any crime taking place in the area and reports being made to Sussex Police.

### **Conclusions**

PTC has been successful in preliminary applying for Lewes CIL money. However, due to the numerous reports of ASB and crime at the big park that is reported to Sussex Police, it is vital with the summer months now approaching that sufficient CCTV is placed in the area. It has therefore been requested that this report is put forward for consideration of Peacehaven CIL money rather than waiting for the outcome of LDC CIL. If this is agreed, phase 1 can be completed, phase 2 can then continue which links the OMNI units as part of the development plan. The SLA will need to be finalised by Sussex Police Partnership once phase 1 has been completed and the current contracts can be ended.

### **Recommendations**

1. To request Peacehaven CIL money to fund the upgrade of the CCTV at the Big Park at a cost of approximately £10,000.

## 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>	PTC CIL money
<b><u>Legal</u></b>	Surveillance Camera Code of Practice Equality Act 2010
<b><u>Health and Safety</u></b>	Compliance with all Health and Safety regulations GDPR
<b><u>Planning</u></b>	No planning required as replacement of existing
<b><u>Environmental and sustainability</u></b>	Prevent criminal damage to park area following anti social behaviour of motorbikes and reduce any substance misuse in the area.
<b><u>Crime and disorder</u></b>	Prevent crime and ASB, record evidence for any crimes or ASB to support Sussex Police enquiries
<b><u>Social value</u></b>	Provide a safer community
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	Once the system has been upgraded, Phase 2 can be continued where Omni units (solar energy) can support other areas in the town.

## Appendices/Background papers

Quote from Chromavision



Proposal Ref: 100155  
Peacehaven Café

**Site Name:** Head Quarter  
**Site Address:** HQ  
**Site Contact:**  
Valid for 30 Days

Issued By:

Date: 27/01/2022

**Dear Nicholas**

We are pleased to present you with a CCTV solution for Peacehaven cafe and carpark area.

Within this preposal we have provided a CCTV layout with the approximate coverage area along with the specifcaton of all equipment we are recommending for this project.

#### Project Overview

- Replace two exsiting cameras located near the bowls green. One camera will cover the enterance and exit with the other to providing an overview of the carpark.

We will require 230v mains supply from the bowls green, this will provide power to the PoE network switch that is used to power the cameras ands radio transmssion.

- Direct replacements for two exsiting cameras at the cafe.
- Installation of new AXIS compact recorder with 4TB storage to provide 31 days retention of footage. This will be installed within the cafe with access details only provided to the relavent users.
- Installation of 5Ghz wireless link to provide signal transmssion from the bowls green to the cafe. the wireless transmission will be WPA2 encrypted with the SSID hidden after final comissioning.

All cameras are fully compatible with the Sussex Police CCTV system should a decision be made to link the CCTV. This option will requiure BT to provide fibre optic transmssion.

CCTV Layout with Approximate Coverage



## CCTV Equipment Specification

### AUTODOME IP STARLIGHT 5100I



- 30X, 4MP high detail at fast speeds (60 fps)
- Starlight technology with 1/1.8 inch HD sensor for excellent low-light performance
- HDR X technology with up to 133dB dynamic range and fewer motion-related artifacts
- Combination of 320 m (1050 ft) IR (850 nm) + White light LEDs
- Rain-sensing wiper for improved images in rain and in dirty urban conditions

### IP BULLET CAMERA, 1080P IR



- infrared (IR) vandal proof camera with auto zoom/focus lens, wizard and pre-configured modes; IP67 / IK10
- Essential Video Analytics on board to trigger relevant alerts and quickly retrieve data
- Fully configurable H.265 / H.264 / M-JPEG quad streaming
- Intelligent Dynamic Noise Reduction
- Edge Recording
- 60m (196ft) IR viewing distance

### S3008 4TB COMPACT RECORDER WITH INTEGRATED SWITCH FOR UHD SURVEILLANCE



- Compact recorder with integrated PoE switch
- Easy to install and operate
- Surveillance-grade hard drive
- USB port for exporting video
- 5 years warranty

### Ubiquiti 5GHz NanoBeam, AIRMAX, 16dB



The following highlights the services necessary to enable works to take place and those responsible for them. Please note, it may be necessary for certain works to be in place before work can begin on site.

- Electrical works by Chroma Vision Ltd
- Signal infrastructure by Chroma Vision Ltd
- Ground works not required within the quotation
- For building works there will be an asbestos register available at the time of order to allow full planning to be completed.

The following assumptions have been made while preparing this proposal:

- It is assumed that work will be carried out during normal working hours/days
- It is assumed that all the works will be continuous
- Access can be achieved using Chroma Vision's standard access equipment
- There are no issues with asbestos

Where necessary, Chroma Vision will provide a program of works relevant to the complexity of the works at the time of order.

Total price to carry out the works identified within this proposal **£9,616.73**  
(excluding VAT)

### Service & Maintenance

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### Document Revision History

Revision	Date	Status Description
0	27/01/2022	Initial Proposal

**Agenda Item:** LA 674  
**Committee:** Leisure, Amenities and Environment  
**Date:** 12<sup>th</sup> April 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 675  
**Committee:** Leisure, Amenities & Environment  
**Date:** 12<sup>th</sup> April 2022  
**Title:** Update on LDC CIL applications. 2022 (North/South) Pathway  
2020 (Entrance Piddinghoe Ave) both in Centenary Park.  
**Report Authors:** Parks Officer /Cllr Cathy Gallagher  
**Purpose of Report:** To note update

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### **Introduction**

Following various Policy and Finance and CIL Working Party Meeting , the Town Clerk by memo on the 21<sup>st</sup> December 2021 confirmed that the LDC CIL Bid known as the East West Cycle Path Route Project would have the following Members : Cllr White Project Manager. Cllr's Collier, Gallagher, Seabrook, Paul and Parks Officer Members.

An Expression of Interest (EOI) was submitted covering a network of pathways including the North/South route.

The EOI was accepted but guidance given and the deadline of 6 weeks (18<sup>th</sup> April) for full submission meant that only the North/south Route could meet the ready in 12 months requirement.

Cllr Gallagher has now the Lead and the team continues to work with partners to achieve the Active Travel route identified in the Neighbourhood Development Plan.

The 2022 project is a continuation of the Bridleway 7 which is the subject of the 2020 LDC/CIL bid. Entrance to Piddinghoe Avenue/Centenary Park pathway which was successfully bid for in 2020.

Covid lockdown and staff changes have meant slow progress on implementation of this project.

### **Background**

The Parks Officer has reported that the 2020 project has been assigned to GTA Civils, a major Civil Engineering and Transport Planning Company.,

Their brief is for a Topological Survey, Technical drawings and Negotiation with ESCC Public Rights of Way Team.

Results are expected within a week plus a list of Companies for PTC to use for Tender document.

Original estimates were £40,000 but GTA Civils are reluctant to estimate in the current global shortage of building supplies.

The 2022 North /South Project on PTC Leased Land (999yrs circa year 2000)

As this is a continuation of ESCC Bridleway 7 , ESCC will need to be consulted .

Technical support has been offered by Sustrans.

The Parks Officer view is that the top surface will need to be scraped back and depending on condition of stone underneath, the top dressing may sit on top , if not excavation will be need.

GTA Civils will be asked to survey the second section.

## **RECOMMENDATION**

This Committee to note report.

Further report with financial information will be provided at next Policy and Finance Committee

## **Conclusions**

Time critical information gathering to continue by Group members in consultation with Sustrans and L & N Consultancy who are involved with Neighbourhood Development Plan.

## **Implications**

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

<b><u>Financial</u></b>	Any costs related to technical studies counts as Town contribution for CIL funding
<b><u>Legal</u></b>	CIL regulations to be followed
<b><u>Health &amp; Safety</u></b>	Due regard will be applied within report Pathway/cycleway will need to be to standards
<b><u>Planning</u></b>	None at this stage
<b><u>Environmental and sustainability</u></b>	<ul style="list-style-type: none"><li>significant environment benefits will be achieved</li></ul> Traffic removed from roads
<b><u>Crime and disorder</u></b>	N/A
<b><u>Social value</u></b>	<ul style="list-style-type: none"><li>Potential for all residents / charities/voluntary organisations</li><li>All Accessibility standards and Legislation will need to be followed.</li></ul>
<b><u>Climate</u></b>	<ul style="list-style-type: none"><li>Carbon footprint awareness. Reductions in greenhouse gases</li></ul>

## **Appendices/Background papers**

**Agenda Item:** LA 676  
**Committee:** Leisure , Amenities and Environment  
**Date:** 12th April 2022  
**Title:** To note Hub Draft Energy Assessment and next steps  
**Report Authors:** Cllr Cathy Gallagher  
**Purpose of Report:** To note update and next steps

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### **Introduction**

At Council meeting of 15<sup>th</sup> March it was agreed that a Minimum Energy Efficiency Assessment should be undertaken to help with the short and long term planning of future use and investment in the Hub Building.

This item is now included as part of Policy and Finance Committee, Action Plan and is also reported to Council as part of the move for Peacehaven Town Council's ambition to move away from fossil fuels to renewables by 2030.

Dr Mark Earthey and Chris Rowland of OVESCO are carrying out a review and will give advice and make recommendations .

1. existing power suppliers, solar panels and boilers and insulation to advise on efficiency savings in terms of costs and emissions.
2. Installation of a new systems for heating and hot water.
3. The possibly of a closed system of power generation, use and storage

The Minimum Energy Efficiency Assessment was commissioned as part of the looking at existing situations.

### **Background**

The resulting category is 51 points which means entry to category C.

There are a number of assessments and recommendations which will be part of a meeting with the assessor and Dr Eathey , Parks Officer, Cllrs Gallagher and White and others if required.

A full report will be made to next Policy and Finance Committee with input from Dr Earthey.

### **RECOMMENDATION**

This Committee notes this report and awaits full report to follow.

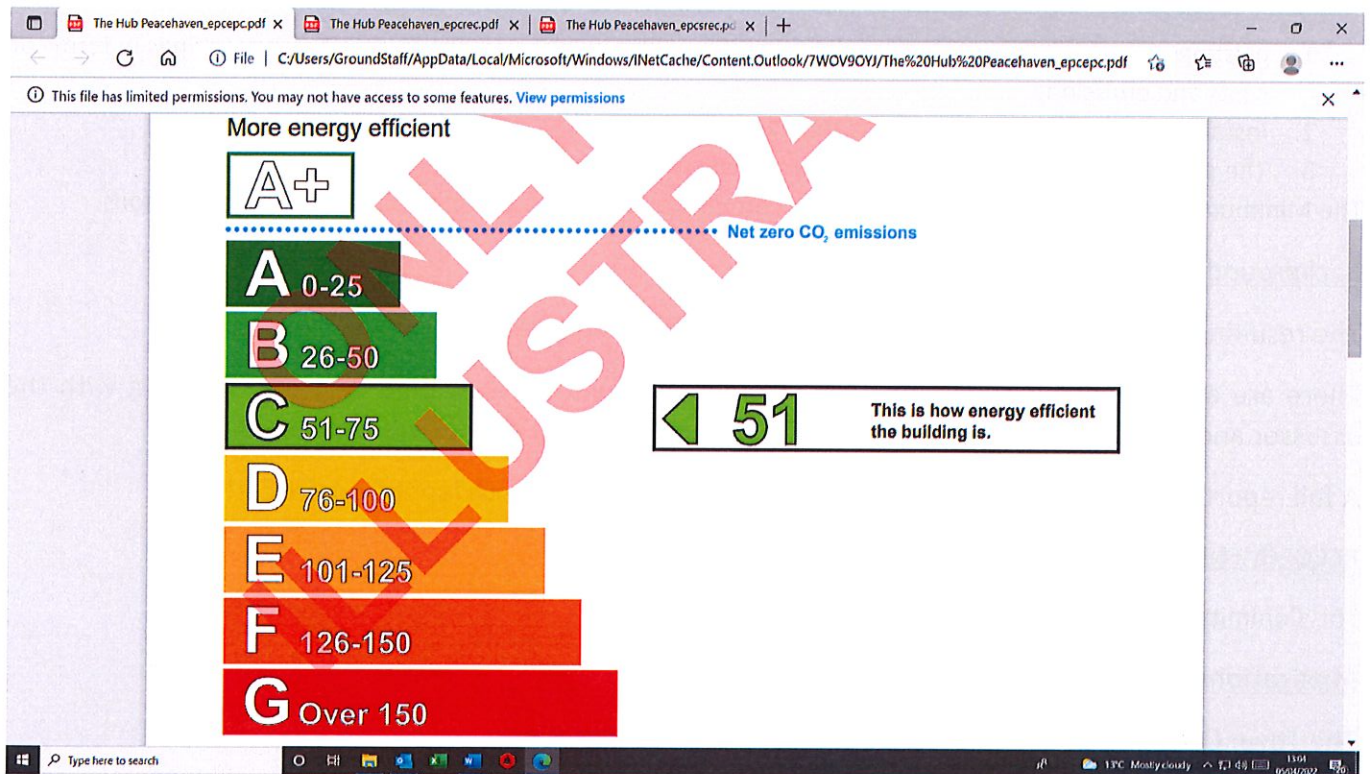
### **Implications**

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

<b><u>Financial</u></b>	Fee approximately £200 agreed
<b><u>Legal</u></b>	Minimum Energy Standards are Law
<b><u>Health &amp; Safety</u></b>	Energy provision and Building construction standards are subject to H&S Law
<b><u>Planning</u></b>	None at this stage

<u>Environmental and sustainability</u>	significant environment benefits will be achieved by upgrading energy efficiency
<u>Crime and disorder</u>	N/A
<u>Social value</u>	Improved potential benefit for all residents / charities/voluntary organisations Community building will more substantiable in terms of finance and comfort.
<u>Climate</u>	Carbon footprint awareness. Reductions in greenhouse gases

### Appendices/Background papers



**Agenda Item:** LA 677  
**Committee:** Leisure, Amenities and Environment  
**Date:** 12th April 2022  
**Title:** Changing places update  
**Report Authors:** Kevin Bray/ Sue Moscatelli  
**Purpose of Report:** To note

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### **Introduction**

Centenary Park has exterior two public toilets with two internal disabled, one in the café and one in the Hub

### **Background**

In 2021 a group of residents, councillors and officers met to discuss accessible playground equipment at Centenary Park. At this meeting toilet facilities came up and an adult changing facility was recommended as something that would enhance the park, this was taken forward by the SPO Michelle Edser who applied to MDUK & MHCLG Changing Places £30million for Funding. We have received information that this application was successful, and we have been allocated £45,000 towards the cost of this facility.

### **Analysis**

As we have very little paperwork regarding this project Sue Moscatelli has been investigating this and will construct a full report when she has all the necessary details.

### **Conclusions**

Once we have all the relevant information the committee will need to decide on the type of facility, location, etc.

### **Recommendations**

The committee are asked to note this report.

## Implications

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	LDC CIL bid will need some match funding from PTC CIL money
<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>	This will upgrade the facilities at Centenary Park making the area a more inclusive park for all.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li></ul>	

## Appendices/Background papers