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DRAFT Minutes of the meeting of the Leisure, Amenities & Environment Committee held at Community House on Tuesday 5th July 2022 at 7.30pm

Present: Cllr Griffiths (Chair), Cllr Seabrook (Vice-Chair), Cllr Sharkey, Cllr White, Cllr Gallagher, Cllr Symonds, Kevin Bray (Parks Officer); George Dyson (Deputy Town Clerk); Sue Moscatelli (Events, Amenities & Projects Officer).

No members of the public were in attendance.

1 LA 695 CHAIRS ANNOUNCEMENT

The Chair informed the meeting of the following

- Kevin Kingston has had a stroke, a card is going around for Councilors and Officers to sign.
- Agenda item LA708 is being deferred until after the complaints panel finish the review that they are undertaking.
- The Peacehaven Community Summer Fair is being held this Saturday, 9th July, and Centenary Park, 11am – 4pm.
- The Mayor's parade will be taking place to open the summer fair, leaving Community House at 10:15am, some additional marshals are still needed to support this.
- Next film is Operation Mincemeat on 20th July.
- Next Bingo in aid of the Mayors fund is on 27th July, 2 – 4pm.

2 LA 696 PUBLIC QUESTION TIME

There were no public questions.

3 LA 697 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Cllr Cheta, Cllr Paul, and Cllr Veck.

These apologies were **noted**.

4 LA 698 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5 LA 699 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE LEISURE AND AMENITIES COMMITTEE MEETING HELD ON 31ST MAY 2022

The minutes of the meeting held on 31st May were **agreed and adopted**.

6 LA 700 BUDGET UPDATE

The budget update report was **noted**.

The Parks Officer informed the Committee that the overspend on the purchase of furniture and equipment was due to paying for a roundabout and that money has been moved from reserves to pay for this.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 5th July 2022

7 LA 701 TO NOTE THE ACTION PLAN UPDATE

The Chair informed the Committee that tenders for the Centenary park bridle path resurfacing will be open in a week so that they will be ready for Policy and Finance Committee.

The Parks Officer informed the Committee that a quote for the water supply for the Centenary park water fountain is expected within the next 20 days.

The action plan update was **noted**.

8 LA 702 TO AGREE PARK RUN SIGNAGE REQUEST

The Committee felt that the request for the signage was lacking detail, particularly surrounding the location of the signs, the Health and Safety implications, maintenance, aesthetics, and permanence of the signage.

The Committee **agreed** to ask officers to request more information.

9 LA 703 TO DECIDE ON THE MUGA COURT SUMMER OPENING TIMES

The Committee **agreed** to leave the MUGA open during the six week summer period, to publicise recurring bookings, and to not charge recurring bookings during this period.

10 LA 704 VERBAL UPDATE CHANGING PLACES TOILET PROJECT

The Events, Amenities & Projects Officer informed the Committee that the finances for the changing places toilet has been agreed by the Policy and Finance Committee and that the toilet is planned for a September installation.

A maintenance programme will need to be put into place once the installation is complete, the toilet can then be registered, and will be subject to inspection.

A plan for the opening and marketing/promotion of the toilet is also in place.

The verbal report was **noted** by the Committee.

11 LA 705 TO NOTE THE ALLOTMENT UPDATE

This report was **noted** by the Committee.

12 LA 706 TO DECIDE THE OVAL AND EPINAY PARK SURVEY REPORT

The Committee discussed how best to use the information gathered from the park survey reports and how this will link in with the neighborhood plan and green infrastructure plan.

The Events, Amenities & Projects Officer informed the Committee that members of the public who fed into the survey have made contact to ask about the outcomes from it.

It was proposed that a task and finish group be set up with Councilors from North ward to analyse the information gathered from the reports and return to the committee with recommendations.

The Committee felt that the task and finish group should not be limited to Councilors from the North ward only, and that all Councilors should be given the opportunity to be included. The initial proposal was amended to this effect.

Minutes of the meeting of the Leisure, Amenities & Environment Committee – 5th July 2022

The Committee **agreed** to set up a task and finish group, open to all Councilors, to analyse the results of the Oval and Epinay park surveys, and return to the Committee with recommendations.

Cllr Gallagher volunteered to join existing members to form the new task and finish group. Sue Moscatelli will support the group.

13 LA 707 TO NOTE THE GREEN INFRASTRUCTURE UPDATE REPORT

Cllr Gallagher explained to the Committee that the green infrastructure report is a working document which will be updated continuously.

The report was **noted** by the Committee.

14 LA 708 TO NOTE AND DECIDE ALLOTMENT POLICY

This item has been **deferred**, as noted in agenda item LA695.

The next meeting of this Committee was confirmed for 16th August 2022.

There being no further business, the meeting closed at 20:27.

Agenda Item: LA 714
Committee: Leisure, Amenities and Environment
Date: 16th August 2022
Title: Budget report
Report Authors: Kevin Bray and Zoe Malone
Purpose of Report: to note

Introduction

Below is the income and expenditure update.

Background

The finance officer supplies an updated spread sheet every meeting.

Recommendations

To note

Implications

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

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

Appendices/Background papers

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Grounds Team General Exp							
4202 Repairs/Maintenance of Vehicle	1,648	6,000	4,352		4,352	27.5%	
4203 Fuel	2,698	5,500	2,802		2,802	49.1%	
4204 Road Fund License	290	600	310		310	48.3%	
4305 Uniform	33	900	867		867	3.7%	
Grounds Team General Exp :- Indirect Expenditure	4,669	13,000	8,331	0	8,331	35.9%	0
Net Expenditure	(4,669)	(13,000)	(8,331)				
310 Sports Park							
1025 Rent & Service Charge	7,561	13,845	6,284			54.6%	
1041 S/P Telephone Masts	4,250	4,500	250			94.4%	
1043 S/P Football Pitches	1,588	3,000	1,412			52.9%	
1061 S/P Court Hire	780	5,406	4,626			14.4%	
Sports Park :- Income	14,179	26,751	12,572			53.0%	0
4101 Repair/Alteration of Premises	29,000	0	(29,000)		(29,000)	0.0%	29,000
4111 Electricity	538	5,000	4,462		4,462	10.8%	
4131 Rates	1,172	2,345	1,173		1,173	50.0%	
4161 Cleaning Costs	2,436	8,000	5,564		5,564	30.4%	
4164 Trade Refuse	2,118	4,500	2,382		2,382	47.1%	
4171 Grounds Maintenance Costs	3,155	10,000	6,845		6,845	31.6%	
Sports Park :- Indirect Expenditure	38,419	29,845	(8,574)	0	(8,574)	128.7%	29,000
Net Income over Expenditure	(24,240)	(3,094)	21,146				
6000 plus Transfer from EMR	29,000						
Movement to/(from) Gen Reserve	4,760						
315 Big Park							
4101 Repair/Alteration of Premises	935	5,000	4,065		4,065	18.7%	500
4102 Maintenance of Buildings	0	500	500		500	0.0%	
4111 Electricity	282	500	218		218	56.4%	
4112 Gas	104	300	196		196	34.7%	
4121 Rents	7,340	15,000	7,660		7,660	48.9%	
4131 Rates	5,240	4,716	(524)		(524)	111.1%	
4166 Skip Hire	309	1,000	692		692	30.9%	
4173 Fertilisers & Grass Seed	3,707	6,000	2,293		2,293	61.8%	
4303 Machinery Mtce/Lease	524	3,500	2,976		2,976	15.0%	
Big Park :- Indirect Expenditure	18,440	36,516	18,076	0	18,076	50.5%	500
Net Expenditure	(18,440)	(36,516)	(18,076)				
6000 plus Transfer from EMR	500						
Movement to/(from) Gen Reserve	(17,940)						

Detailed Income & Expenditure by Budget Heading 09/08/2022

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
316 Gateway Cafe							
1025 Rent & Service Charge	2,753	8,823	6,070			31.2%	
1111 Electricity	2,292	6,000	3,708			38.2%	
Gateway Cafe :- Income	5,046	14,823	9,777			34.0%	0
4101 Repair/Alteration of Premises	0	3,000	3,000		3,000	0.0%	
4111 Electricity	2,292	6,000	3,708		3,708	38.2%	
4115 CCTV Maintenance	316	1,500	1,184		1,184	21.1%	
4116 Servicing / Maintenance	1,526	1,500	(26)		(26)	101.7%	
4326 Telephones	324	972	648		648	33.3%	
Gateway Cafe :- Indirect Expenditure	4,458	12,972	8,514	0	8,514	34.4%	0
Net Income over Expenditure	588	1,851	1,263				
330 Parks & Open Spaces							
1025 Rent & Service Charge	225	0	(225)			0.0%	
1044 Hire of the Dell	6,056	5,100	(956)			118.7%	
1050 Allotment Rent	150	2,445	2,295			6.1%	
1303 Water Charges	50	0	(50)			0.0%	
Parks & Open Spaces :- Income	6,481	7,545	1,064			85.9%	0
4104 Vandalism Repairs	402	1,500	1,098		1,098	26.8%	
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	642	7,500	6,858	0	6,858	8.6%	0
4101 Repair/Alteration of Premises	3,171	5,000	1,829		1,829	63.4%	2,900
4141 Water Services	760	5,000	4,240		4,240	15.2%	
4164 Trade Refuse	156	2,000	1,844		1,844	7.8%	
4171 Grounds Maintenance Costs	1,914	4,000	2,086		2,086	47.8%	
4301 Purchase of Furniture/Equipmen	10,223	5,000	(5,223)		(5,223)	204.5%	10,451
Parks & Open Spaces :- Indirect Expenditure	16,224	21,000	4,776	0	4,776	77.3%	13,351
Net Income over Expenditure	(10,384)	(20,955)	(10,571)				
6000 plus Transfer from EMR	13,351						
Movement to/(from) Gen Reserve	2,967						
355 The Hub							
1045 Event Sponsorship	(10)	0	10			0.0%	
1084 Sports Pavilion	4,898	16,646	11,748			29.4%	
The Hub :- Income	4,888	16,646	11,758			29.4%	0

Detailed Income & Expenditure by Budget Heading 09/08/2022

Month No: 4

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	0	500	500	0	500	0.0%	0
4103 Annual Servicing Costs	2,665	2,000	(665)		(665)	133.3%	
4111 Electricity	725	2,000	1,275		1,275	36.3%	
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	3,463	8,000	4,537	0	4,537	43.3%	0
Net Income over Expenditure	1,425	8,146	6,721				
Grand Totals:- Income	30,593	65,765	35,172			46.5%	
Expenditure	86,315	129,333	43,018	0	43,018	66.7%	
Net Income over Expenditure	(55,721)	(63,568)	(7,847)				
plus Transfer from EMR	42,851						
Movement to/(from) Gen Reserve	(12,870)						

Agenda Item: LA 715

Committee: Leisure, Amenities and Environment

Date: 16/08/2022

Title: Action plan update

Report Authors: Kevin Bray

Purpose of Report: To note

Introduction

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

Analysis

Please note the updates in the current position/ action required column

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	Cladding Due to start in August Discussions on licence ongoing	Town Clerk	£1 a week rent	N/A	Dec 2021	
Centenary Park - Bridle Path Resurfacing LA 407 17th March 2020	Tender documents opened on 12 th July and recommendations went to P&F 26 th July 2022 and Hobarts paving have been chosen to complete the contract. Works to start in September 2022	PO/ Parks Officer	£40,000 £1,000	LDC CIL approved & PTC CIL	2021	
Changing places project	Groundworks started on the 3 rd August toilet. The pod is due to be installed w/c 5 th Sept but we are still waiting for planning permission	PO/ Parks officer	£72,500	LDC Gov Funding and PTC CIL	2022	
DELL playground 106 money inclusive project LA 691	Playground companies are being asked to provide proposed plans for new equipment	PO/Parks officer	£50,000	106 held by LDC	Summer 2023	
Hub roof repairs LA 688	Roof works ordered and started week beginning 25 th July and further issues were discovered and were costed at £840 + vat these works were deemed urgent, and permission was granted by the Town Clerk. Works are to be completed week of the 22 nd August 2022	Parks officer	£3900 and £840 +vat	L&A budget	September 2022	
The Dell Access Path/ Playground inclusivity	Plan put on hold until Dell playground update plan has been formed, to be discussed with LDC.	Town Clerk PO		S106 £48K held by LDC	2022	

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Project	Current Position / Actions Required	Responsible	Estimated Cost	Funding Source	Planned Completion Date	Date Objective Achieved
Café and Hub Heating Survey LA512 15/12/2020 Will be removed from the L&A action plan now and added to the full council action plan	This is now part of the HUB TFG and any future energy solutions will be reported to full council (PF794)	Town Clerk/ Cllr Gallagher	£1000	From LAE Budget	Readjusted to 2022	
Gateway Café Composting Scheme LA589 07/09/2021	No reported update	Cllr Griffiths	TBA	TBC	TBA	
Centenary Park - Tackling Dog Faeces LA577 20/07/2021	Social media posts sent out on 03/08/2022 asking resident to pick up after their dogs and highlighting the issue.	PO/ Comms Officer	No budget set	No budget	31/03/2022	
Re surfacing pathway to the north of the café in Centenary Park	Prices are being sourced to see the proposed costs before assessing what steps are next.	PO/ Parks officer	TBA	CIL	TBA	
New water refill station in Centenary Park LA 672 12/04/2022	Report on this agenda	PO/ Parks officer	£6000	CIL/ 106	Autumn 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 COMPLETED	Completed and a new TFG set up to review the information and recommend how to progress the findings. Meeting on 10/8	LAE Committee	TBA	PTC CIL	31/03/2022	
TFG to review the information from the survey on The Oval, Epinay Park and recommend how to progress the findings.	Yet to meet	PO				
Epinay Park / Playground LA584 20/07/2021	Delayed until funding from webs yard is available. TFG set up to look at the survey results	Parks Officer/ Committee members		S106/CIL Webb's Yard	Not set	
To resurface the overflow carpark at Centenary Park	Not actioned	TBA	TBA	CIL BID	TBA	
Howard Park – Tree Planting LA510 15/12/2020	Not actioned	Parks Officer	TBC	Tree Planting Reserve	Revised to Jan 2023	

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 Taken over by LDC so Will be removed from the action plan.	LDC have indicated they will be providing inclusive access by the A259 entrance.	CIL Working Party & PO	£40,000	LDC	Not set	
Howard Park - Provide a handrail down to the beach. LA542 23/03/2021 Taken over by LDC so Will be removed from the action plan.	LDC investigating this	CIL Working Party & PO		LDC	Not set	
Howard Park – Accessible picnic bench to be purchased LA542 23/03/2021	CIL bid approved –	CIL Working Party & PO		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 –	CIL Working Party & PO		LDC CIL Bid & PTC CIL	Not set	
Howard Park – Pursue Funding LA542 23/03/2021	On going	PO	N/A	N/A	Nov 2021	
CCTV update and working with Sussex Police	CCTV fitting due to be completed 9 th / 10 th August 2022.	Cllr Symonds/ parks officer		LDC CIL Bid	2022	

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"> • The Dell • Howard Park • The Oval • Epinay Park • Centenary Park 	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	Not actioned	Comms Officer	nil	N/A	Not set	
Barbecue Area in Centenary Park LA604 07/09/2021	No update	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	

09/08/2022

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 Firle 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 716
Committee: Leisure, Amenities and Environment
Date: 16th August 2022
Title: request for a polytunnel on the allotment
Report Authors: Kevin Bray
Purpose of Report: To Decide

Introduction

PTC own and oversee the allotments at Cornwall Avenue

Background

Plot holders receive a copy of the latest allotment policy when they pay their yearly rent in January/February each year. Within this policy are the rules on what should and should not be done on the allotments. When a plot holder asks for something that is either not part of the policy or is outside the policy's parameters, the committee are asked to decide.

Analysis

A plot holder has requested to install a polytunnel with dimensions of 2.5 meters wide by 3.2 meters long and a height of 1.9 meters on their allotment plot.

Link to the web site: [Grow Tunnel | Walk in Wonderwall \(walk-inwonderwall.co.uk\)](http://www.walk-in-wonderwall.co.uk)

Conclusions

Structure sizes permitted under the allotment policy are 2.4 meters (8ft) by 1.83 meters (6ft) by 2.13 (7ft) meters high

Whilst the allotment in question one of the few full half plots in size approximately 80m² this is a structure of significant size and will be very noticeable from the entrance to the allotments, we have to consider that if we give permission to this what is there to stop every plot holder from requesting one in the future?

Recommendations

The committee are asked to decide.

1. To allow or deny this polytunnel to be erected.

Implications

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

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

<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	
<u>Climate</u>	
<ul style="list-style-type: none"> Carbon footprint? 	

Appendices/Background papers



The walk-in wonderwall is a netted brassica/vegetable growing tunnel. It is a NO GO area for pigeons' / cabbage white butterfly and caterpillars, also, prevents slugs and snails from entering. Its design gives crops protection from strong winds, whilst allowing rain and sunlight to penetrate with ease. Thus, making it an ideal growing environment for all vegetables, improving the quality and quantity of your produce.

The Wonderwall requires no base and no specialist tools for installation. Installation takes 2 - 3 hours for 1 - 2 people (including tea and chatting time!) Easy to follow instructions, with full colour photographs of each stage of installation.

Standard width 3.5 metres (11ft 4) height 1.9 metres (6ft 3) lengths from 2 metres upwards, other widths available from 2.5 metres to 4 metres.

The section of the allotment policy regarding sheds, green houses and polytunnels

Peacehaven Town Council Rules Applicable to the Erection of Sheds, Greenhouses, and other Structures on an Allotment Garden

- 1) Approved Specification for Sheds, Greenhouses, Temporary Structures and Compost Containers.
- 2) Sheds, Greenhouses and Polytunnels

A plot holder is allowed to erect a single shed and either a greenhouse or a polytunnel on their plot, but only if they meet the following guidelines:

Large wagon bodies or big metal containers are no longer allowed to be brought onto allotment gardens. Where clear evidence can be provided by existing owners that containers have been on an allotment garden for some years previously the Council will consider granting an exemption, but this will be entirely at the Council's discretion based on the location, plot history and any evidence provided.

Sheds should be used solely for storing materials for use on the allotment garden. Because of the risk of break-ins, it is not advisable to store any valuable items in wooden sheds.

Tenants are entirely responsible for the security of sheds and their contents as well as for providing any insurance cover.

3) Dimensions

The maximum size of shed (or greenhouse) permitted is 8ft x 6 ft to sit within the boundary of the allocated plot.

Polytunnels may not be erected without the prior written permission of the Council.

Allotment holders should apply to Peacehaven Town Council for permission to erect a shed (or greenhouse).

4) Construction

a) Metal - Approved manufactured design

b) Timber - Approved manufactured design. Self-constructed of clean sawn woods. Cladding of planed soft wood, cedar wood, shiplap, or weather boarding.

c) Glazing - Glazing in greenhouse must be with glass or horticultural P.V.C. materials. Thin polythene sheeting is not permitted.

d) Roof - To be laid on purlins. Rigid corrugated plastic is permitted on sheds. Proper guttering may be fitted, leading to a water butt or tank which must be sunk into the ground, or other secure fixing method for stability, green roofs are encouraged.

e) Finish – Are to be painted mid-green or treated with a suitable wood preservative at three yearly intervals. The greenhouse may be painted white and aluminium paint may also be used.

5) Siting

a) Where possible at the rear of the plot or as directed by the Council or allotment association.

b) No permanent foundations are to be laid. The shed or greenhouse may be supported on temporary foundations not exceeding 9" (0.229 metres) in height and laid dry.

c) No additions or extensions are permitted without prior approval. The roof, sides and surrounding areas must be kept clear and tidy at all times.

d) All sheds, greenhouses and water containers must be kept in good condition at all times.

e) A gap of at least 2' (60cm) should be left between any structure and the boundary fence of any private garden abutting the allotment garden.

6) Restrictions

a) Felt covering on shed sides is not permitted

b) No chimneys are permitted

7) Temporary Structure (1 June - 31 October)

a) Maximum Permitted Size – 8ft x 6 ft

b) Maximum Permitted Height - 7 foot / 2.13 metres

8) Construction of Temporary Structures

- a) Framework of clean sawn timber, metal or approved manufactured design
- b) Covering of clean heavy gauge polythene sheeting

9) Compost Containers

- a) Maximum permitted area - 4' x 6' x 2'6" 1X1X1 METRE X2
- b) Construction – Wood, or mesh or a commercially made composter of an approved manufactured design.
- c) Siting - Where possible at the rear of the plot or as directed by the Council

We came up with the Walk-in Wondervall. No more having to remove net to weed or thin out. No more makeshift bits of wood / bamboo cane frames etc. No more height restriction for our brassica (with the Wondervalls 1.9m (approx 6ft 3") height).

The unique light weight, yet robust pvc frame needs no base and fixes directly into the earth. The frame is then covered with a fine heavy duty uv rated netting, which drastically reduces wind speed within the tunnel and can withstand very strong winds. The entire growing space can be worked with ease and

Assembly time is 2-3 hours, using our easy to follow instructions.

Each stage of assembly is accompanied by a full colour photograph. No specialist tools are required for assembly.

We have Wondervalls situated in the Orkney Isle, Shetland Isle, republic of Ireland, northern Ireland, Jersey and Guernsey, France, Spain, Croatia, Sweden, and also the Falkland Islands.

Some of these can be seen on the customer feedback pages of our website.

We can however manufacture wondervalls to fit your raised beds exactly i.e. 2.5m width x 3.2m length. Buy direct from the manufacturer. Not available in any retail outlets.

For more information and customer feed back, please visit our website www.walk-inwondervall.co.uk email enquiries@walk-inwondervall.co.uk tel: 01543 677531

GROW MORE AND EXTEND YOUR SEASON WITH THIS WALK-IN

BRASSICA/VEGETABLE TUNNEL

The Walk-In Wondervall®

pat pen

An affordable alternative to polytunnels, yet more effective than cloches

- PREVENTS SLUGS AND SNAILS FROM ENTERING
- PROTECTS AGAINST CABBAGE WHITE BUTTERFLIES/CATERPILLARS
- PROTECTS AGAINST PIGEONS
- EASY TO ERECT
- ALLOWS RAIN AND SUN TO PENETRATE
- EASY DISMANTLED AND REPOSITIONED
- NO BASE NEEDED (FIXES IN SOFT EARTH)
- EASILY STORED WHEN NOT IN USE
- EASY TO CIRCULATE AND AT THE SAME TIME PROTECTS FROM STRONG WINDS
- EASY WEEDING
- EASY WATERING

Standard Width 3.5m - height 1.9m approx 6'3" 3m - £185, 4m - £210, 5m - £240, 6m - £270, 7m - £295, 8m - £325, 9m - £355 (plus postage) OTHER SIZES AVAILABLE ON REQUEST

PREVENTS BRASSICA MASSACRE

Made in Britain, the frame is constructed from a light weight, durable, heavy duty PVC tube and is covered in a fine, heavy duty netting, which means it is able to withstand very strong winds and harsh conditions.

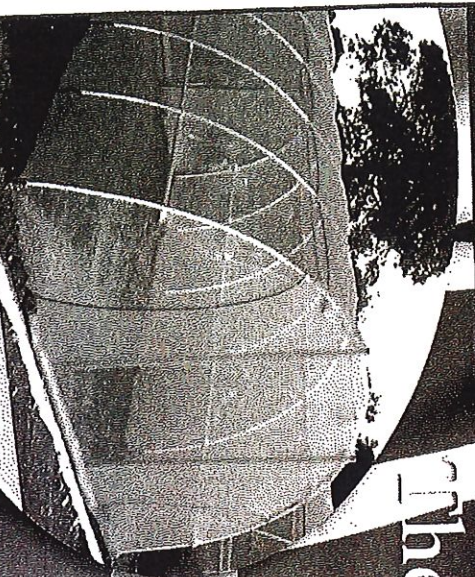
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PAP 007

Agenda Item: LA 717
Committee: Leisure, Amenities and Environment
Date: 16/08/2022
Title: Gateway café food trailer/ kiosk
Report Authors: Town Clerk
Purpose of Report: To review the continued use of a mobile trailer kiosk at the Gateway Cafe

Summary of recommended actions

To approve the continued use of a mobile trailer kiosk at the Gateway Café for the remaining summer period and follow up with a review with the Café proprietor.

Introduction

During the development of the new Lease for the Café, the proprietor also raised the possibility of having a separate kiosk on site, to divert customer only requiring drinks and ice creams away from those ordering main meals in the Café itself.

Background

The Council's LA&E Committee originally said that it was happy to give the go ahead for the Kiosk, subject to the following:-

1. Finish to be similar to the wood on the café.
2. Proof that the Café insurance would cover any potential damage from fire/ vandalism on the café building that fire/ vandalism in the kiosk might cause.
3. A fire break gap should be left between the kiosk and the café building (at least 1 meter would be advisable).
4. The kiosk will be subject to the relevant provisions of the existing (extended) Lease.
5. The kiosk will be subject to the provisions of the new Lease, when agreed and signed.

Analysis



Subsequently, the proprietor suggested an alternative measure for the summer of 2022, i.e. the use of a trailer kiosk.

The Town Clerk authorised use of the trailer kiosk for the Summer Fair, as a test, and ongoing thereafter if there were no issues, subject to as review meeting in due course.

The new Lease will provide for fixed and mobile kiosks.

A quick decision was in order and the Town Clerk considered that the LA&E Committee's conditions were largely met as appended in blue below:-

1. Finish to be similar to the wood on the café. *The mobile unit has wood cladding and looks acceptable, if not quite similar to the Café.*
2. Proof that the Café insurance would cover any potential damage from fire/ vandalism on the café building that fire/ vandalism in the kiosk might cause. *Confirmed.*
3. A fire break gap should be left between the kiosk and the café building (at least 1 meter would be advisable). *Easy to arrange with the mobile unit.*
4. The kiosk will be subject to the relevant provisions of the existing (extended) Lease. *Yes.*
5. The kiosk will be subject to the provisions of the new Lease, when agreed and signed. *Yes.*

This is what the proprietor told us about the trailer unit:-

"Further to our previous correspondence regarding the kiosk/trailer situation can you please let me know when it would be possible for us to bring our trailer along for a trial run at the Gateway Café? Once you have granted permission our intention is to operate a short "soft" opening period so we can test all the processes and equipment etc with a view to hopefully setting it up on a more permanent basis by the summer term time?

Regarding location we think the most suitable area will be the same as that proposed previously for the kiosk hut.

Just to confirm a few security details regarding the trailer:

- *It has a built in concealed GPS tracker and alarm system.*
- *It has a self-contained camera system with flood light and alarm.*
- *Both of the above features have battery backup and do not require mains power.*
- *The hitch arm has a heavy duty lock.*
- *All the hatches and doors have new heavy-duty locks/ padlocks."*
-

The use of the trailer kiosk at the Summer Fair and ongoing has been a great success.

Recommendations

The continued use of a mobile trailer kiosk at the Gateway Café for the remaining summer period and follow up with a review with the Café proprietor.

Implications

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

<u>Financial</u>	The Town Council must encourage the success of its local businesses
<u>Legal</u>	Will be catered for in the new Café Lease.
<u>Environmental and sustainability</u>	Unit is fully mobile and not out-of-keeping with the area.

<u>Crime and disorder</u>	Security measures in place (see above)
<u>Climate</u>	Follows current Café policies.

Appendices/Background papers

Agenda Item: LA 718
Committee: Leisure, Amenities and Environment
Date: 16th August 2022
Title: Purchase of an electric vehicle
Report Authors: Kevin Bray
Purpose of Report: To recommend

Introduction

At the L&A meeting held on the 3rd of November 2020 Cllr Seabrook submitted a report (LA 485), to consider recommendations to replace plant and machinery used by the Grounds Team, the committee approved this and passed the recommendation to replace the diesel Peugeot van within the next two years with a fully electric vehicle to the P&F committee.

This was presented to the P&F committee on the 17th of November 2020 (PF 562) and it was resolved that the L&A present a fully detailed and costed proposal with options and different quotes.

Background

PTC run several vehicles in its fleet and the oldest road vehicle is the Peugeot van which is used for everything from watering flowers and trees to transporting the handyman and his tools around the town.

Analysis

The parks officer has researched different types of vehicle from dedicated small golf cart type trucks to larger vans and concluded a similar style of van to the current enclosed Peugeot partner van is most suitable to the groundstaffs needs as we require on road and off-road capabilities.

All of the small electric vans in this style are basically the same wheelbase with a small few tweaks on specification and body panels, so three of the nearest dealer options are

Vauxhall Combo-e (Eastbourne) quoted price of £29,322 +vat (no discount offered) the link to the web site is [New Vauxhall Combo-e Cargo Van Offers \(evanshalshaw.com\)](https://www.evanshalshaw.com/new-vauxhall-combo-e-cargo-van-offers)

Peugeot e-Partner (Eastbourne) quoted price of £ 29,953 +vat (no discount offered) the link to the web site is [PEUGEOT PARTNER: the utility van for business users](https://www.peugeot.co.uk/vehicles/e-partner)

Toyota Proace city-e (Telscombe) quoted price of £ 25,637 +vat (this includes a 14% discount) the link to the web site is [Proace City Electric Icon | Short Panel Van | Toyota UK](https://www.toyota.co.uk/vehicles/proace-city-e)

All offer a 50-kwh battery and claim up to 170 miles of range on one full charge with fast charge options available.

Note: There would also be a charge for installation of a charging point for the groundstaff unit this can range from £800 to £1500

Examples of finance options are as follows

To have finance to buy the van over 60 months

Van example price of £36,923.02 inc vat

Initial Deposit £3000

Loan amount £33923.02

Interest on the loan £8801.18

Total cost £45724.20

Then

60 payments of £712.07 at the end of the term you own the vehicle.

Business contract hire 48 months

Initial rental fee £1069.89 excl Vat

Initial maintenance payment £60.33 excl Vat

Then

46 monthly payments of £356.63 at the end of the term you return the vehicle and start a new contract for a new vehicle.

Conclusions

On the road prices are all similar before any discounts with varying warranty options

Vauxhall warranty statement: *manufacturing defects 3 years, battery 8 years*

Peugeot warranty statement: *diagnostics 3 year on the vehicle, paintwork 2 years, corrosion 5 years plus 8 years warranty on the battery also with 8 years roadside assistance included.*

Toyota Warranty statement: *We are so confident in the quality, durability, and reliability of our vehicles that every new Toyota comes with a 3-year manufacturer warranty followed by a 12 months / 10,000 miles additional warranty, with every service*.*

Every time you complete a Toyota service, 12- or 24-months warranty (dependent on vehicle servicing schedule) will be included for your vehicle, up to 100,000 miles, or 10 years.

Funding for the new van could come from several different sources

- 106 money for maintenance of Centenary Park
- Capital reserve
- Earmark vehicle reserve

Note lead time on delivery is approximately 3-4 months minimum currently

Recommendations

The committee are asked to

1. note this report and
2. recommend to that this report is put to the P&F committee to ascertain how this should be funded. Once this is established the parks officer can arrange for test drives and proceed within the set parameters laid out by the P&F committee.

Implications

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

Financial <ul style="list-style-type: none"> • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision? 	Use of capital, replacement of an asset, some budget provision, possible reduction in expenditure
Legal	
Environmental and sustainability	PTC Environmental impact reduced changing to battery power
Crime and disorder	
Social value	Less noise pollution
Climate <ul style="list-style-type: none"> • Carbon footprint? 	PTC Carbon footprint reduced over the lifetime of the vehicle.

Appendices/Background papers

Example of what the van would look like depending on who supplies it

New Combo-e Dynamic



Dynamic OTR £29,388.33'

- Infotainment:**
 - Radio
 - 5-inch mono display
 - AM/FM/DAB digital radio
 - Bluetooth®
 - USB connection
- Four speakers
- Vauxhall Connect
- Interior convenience/styling:**
 - Steering column adjustable for reach and rake
 - Full-width overhead storage shelf
 - Air conditioning
 - Driver's top-lidded glovebox
 - Cruise control with speed limiter
 - Steering wheel mounted audio controls
 - Six-way adjustable driver's seat with manual lumbar adjustment and armrest
 - Four-way adjustable front passenger's seat with underseat storage
- Exterior convenience/styling:**
 - Electrically adjustable/heated door mirrors
 - Electrically operated front windows with one-touch facility
 - Nearside sliding side-access door
 - Twin solid rear doors
 - Rear parking distance sensors
 - Emergency tyre inflation kit
 - Side-protection mouldings
 - 16-inch steel wheels with centre caps

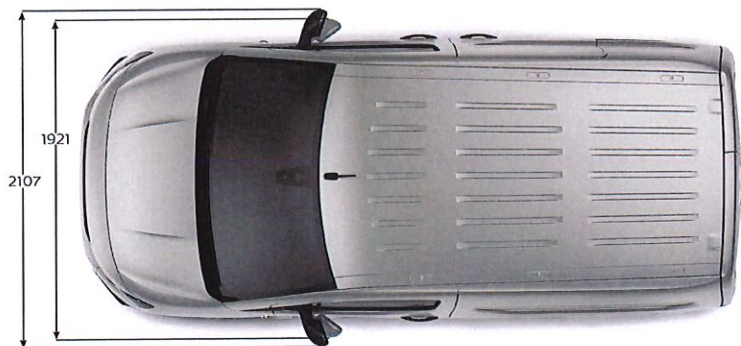
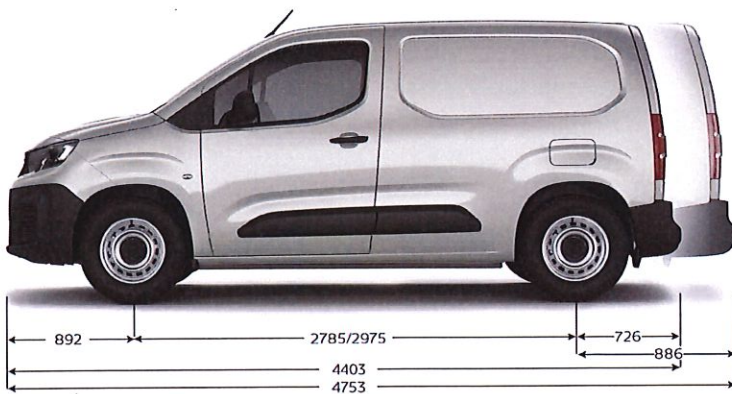
Safety/security:

- Driver's airbag
- Height-adjustable front seatbelts
- Electronic stability programme with traction control
- Anti-lock braking system
- Full-height steel bulkhead
- Hill start assist
- Daytime running lights
- Remote control central deadlocking
- Engine deadlock immobiliser
- Electronically protected audio equipment
- Remote control security alarm system

Crew Van OTR £32,238.33'

Additionally feature:

- Three-seat second-row bench
- Vinyl load floor covering
- Nearside and offside sliding side-access doors
- Rear lap and diagonal seatbelts
- Two-position moveable ladder frame bulkhead
- Front passenger's airbag
- Driver and front passenger's side-impact airbags



Agenda Item: LA 719

Committee: Leisure, Amenities and Environment

Date: 16th August 2022

Title: Southeast water quote re refill station at Centenary Park

Report Authors: Kevin Bray

Purpose of Report: to recommend

Introduction

At Centenary Park there is a drinking fountain located between the cycle hub and the café this is a small stainless-steel item which regularly gets blocked up with debris. This needs to be relocated because of the new changing place toilet being installed in the area directly in front of the fountain.

Background

It was proposed (LA 672 12/04/2022) to investigate the possibility of installing a bottle filling station near to the playgrounds with a rough estimate of £500 for south east water put in a supply from the parks officer, this was not an accurate estimate, and the cost has come back as £2309 to just supply a pipe ready to supply the refill station.

Analysis

A combined water refill station and drinking fountain matching the one installed in the Dell is approximately £3715 to buy, this added to the £2309 means a total cost before fitting of £6024

Conclusions

The current water fountain is now tucked away behind the new toilet and needs to be moved, the current fountain is a poor construction and suffers from vandalism regularly, so a more robust fountain with the water bottle filling addition would be a great addition to Centenary Park. This Maybe, could be part funded by 106 money from Chalker's Rise as well as PTC CIL?

Recommendations

The committee are asked to

1. Recommend to the P&F committee to go ahead with the southeast water works at £2309
2. Recommend purchasing a combined drinking fountain/ water bottle filling station £3900 including fitting by the grounds team.
3. To recommend this is funded by either PTC and 106 Moneys or a combination of both.

Implications

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

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Use of Cll and 106 moneys Replacement of the old drinking fountain
<u>Legal</u>	Drinking fountain is WRAS approved
<u>Environmental and sustainability</u>	
<u>Crime and disorder</u>	
<u>Social value</u>	An item for all residents to use
<u>Climate</u> <ul style="list-style-type: none">• Carbon footprint?	

Appendices/Background papers



Our Ref: NARS 20955



05 July 2022

Kevin Bray
Community House
The Meridian Centre
Meridian Way
Peacehaven
East Sussex
BN10 8BB

Andy Gilham
Telephone number: 01634 276652
Email Address: andrew.gilham@southeastwater.co.uk

Dear Kevin Bray

Subject: Centenary Park/Big Park, BN10 8RJ

Further to your letter concerning the provision of 1 No New 25mm service to the above site.

I would advise you that the Company's responsibility terminates at the boundary of the street in which the main is laid therefore it would be for you to arrange for the private supply pipe to be laid from the property to this point (highway boundary) and inspected in open excavation, prior to the Company carrying out their part of the work.

To clarify the situation I have enclosed a copy of our O/S record plan depicting in Blue the approximate position of the Company's main and the point to which the Company can provide the supply has been labelled in the below plan. Should this not be a convenient position for the new service, please indicate your preferred position on the plan and return to us.

Please find below the quotation for providing a new service to supply the property. Also included within the quotation is the relevant infrastructure charge.

Charge	Amount	Payment
Administration Fee	£38.00	On acceptance of this Quotation
Connection Charge	£496.00	On acceptance of this Quotation
Infrastructure Charge	£633.00	On acceptance of this Quotation
Service Pipe Laying Cost	£86.00	On acceptance of this Quotation
Third party Cost Component- Land agent fees	£1,500.00	On acceptance of this Quotation
Meter Costs	£45.00	On acceptance of this Quotation
Vat @ 20%	£116.40	On acceptance of this Quotation
Subtotal before discount	£2,914.40	
Income offset against infrastructure	£605.00	Deducted off of Infrastructure
Total payable	£2,309.40	On acceptance of this Quotation

Administration fee: Cost of general administration of the requisition (scheduling and supervision, customer and contractor liaison, and payment(s) administration).

Requisition charge: Cost of laying the water main(s) and making the connections to our existing network
You can find more explanations on what these charges cover and how they are calculated in our **charging arrangements 2022-23**

Please Note - our statutory minimum levels of service are 9 l/m (0.15 l/s) at a pressure of 10m.H. (~1bar) at the stopcock situated at the highway boundary and we recommend all systems are designed to cope with this.

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Registered Office: Rocfort Road, Snodland, Kent ME6 5AH

Pure know h₂ow

Page 1 of 6

Prices are valid for 3 months from date of Quotation

Please Note: The estimate provided is valid for three months from the date of this letter. If the estimate is not accepted and/or the relevant security is not provided within the 3 month period, an updated estimate will be required and further fees applicable. Works should be completed within the relevant charging year. Works not completed or ready to be completed within the current charging year will incur further charges, payable before commencement of works. Please refer to our charging document at <https://cdn.southeastwater.co.uk/Publications/Our+charges/New+Connection+Charging+Arrangements+2022-23.pdf>

Infrastructure

A standard infrastructure charge is payable for all first time 25mm connections for domestic purposes. The standard water infrastructure charge presumes a meter capacity that will supply 1m³ per hour. The standard rate of infrastructure is for all developments that have more than five connections. Offset previously applied to mains requisition charge will now be applied on a plot by plot basis to the infrastructure charges. Please see below breakdown of costs. For more information on our infrastructure please refer to Appendix 4 of our new connection charging arrangements. Please see <https://cdn.southeastwater.co.uk/Publications/Our+charges/New+Connection+Charging+Arrangements+2022-23.pdf>. The Standard rate of infrastructure is £633.00 The Standard rate of offset is £605.00

3.1 Breakdown Infrastructure Charges

Charge Item	Charge Unit	Quantity	Charge	Total
Plot 1	Standard Rate of Infrastructure	1	£633.00	£633.00
Total Infrastructure before Offset:				£633.00
Income Offset:				£605.00
Total Infrastructure Due:				£28.00

*Non-standard connections will have a relevant multiplier applied to the standard rate of infrastructure to calculate the amount payable. To ensure the base rate of infrastructure is kept as low as possible we will continue to apply the relevant multiplier to encourage water efficiency and smaller connection sizes when possible. An offset will be applied to using the relevant offset rate and the same relevant multiplier methodology. Please note in addition to the infrastructure charges referred to above, sewerage infrastructure charges may also be required by your sewage supplier

Administration fee and Third Party charges

Third party costs such as traffic management or Land agent fees are identified at the point of survey and include fixed costs where possible. Please note these costs are subject to the agreement of the third party. For further details regarding third party costs please refer to our charging document. <https://cdn.southeastwater.co.uk/Publications/Our+charges/New+Connection+Charging+Arrangements+2022-23.pdf>

The Water Supply (Water Fittings) Regulations 1999

IMPORTANT NOTE: Please refer to our notification information enclosed which is based on requirements as laid out in The Water Supply (Water Fittings) Regulations 1999 (The Regulations) whereby you are legally obliged to notify the Company of new plumbing installations 10 working days prior to the commencement of the work. Please ensure you complete and return the Notification form, South East Water are unable to progress your application without it.

Internal plumbing must comply with The Regulations before the meter is connected and water is allowed to flow. South East Water may inspect your plumbing installation and withhold the supply of water should contraventions be found.

The Water Regulations Department recommend the use of a WIAPS approved plumber who has proven his/her knowledge of The Regulations. South East Water also offer an advisory service whereby we could review installation plans to eliminate potential problems, price on application.

SAFETY

The new service will contain non-conductive materials and consequently must not be used for electricity earthing purposes.

Although not approved by the Company, it has sometimes in the past been the practise on existing properties for the electrical system to be earthed to the water pipe. I mention this as a matter of courtesy and suggest that you contact your electrical contractor or the Electricity Board for advice.

CONNECTION

The Company's standard domestic service pipe is 25mm diameter. However, in order to ensure an adequate flow for your domestic needs the connection and service pipe have been designed with a flow capacity of 1m³/hour.



Water for building purposes is now charged through a metered supply and in order for the connection to be utilised for this purpose, it will be necessary for the Company to be in receipt of the connection charge.

Please be advised that SEW is unable to lay its apparatus in permeable paving, if any areas of the development will have permeable paving, please highlight the areas on the plan and contact us as soon as possible. South East Water will now deliver all schemes under the NEC4 contract.

It is the Company's intention to ensure that all work undertaken is completed to the reasonable satisfaction of the customer. Where there is any aspect of the work or charges which is not satisfactory, once the work has been completed please forward your concerns in writing to the Company to enable a full review to take place. In the event that this review does not address your concerns satisfactorily, you will be able to refer the matter to the Director General of Water Services who has powers under the Water Industry Act 1991 to determine a solution to the matter.

Please note that all work is subject to highway approval, and there is a potential 3 month waiting period for any works being carried out.

Please note that once payment has been received should it be necessary for you to cancel the proposed work an administration fee of £38.00 plus costs incurred will be payable.

Would you please complete and return the enclosed form with your remittance. Should you require any further information, please contact me again.

Please note in addition to the infrastructure charges referred to above, sewerage infrastructure charges may also be required by your sewage supplier.

Yours Sincerely

Andy Gilham
Developer Services Advisor
South East Water Ltd

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Registered Office: Rocfort Road, Snodland, Kent ME6 5AH



South East Water endeavour to complete your water connection within the 20 working days starting the day after your trench inspection has passed. Where South East Water require third party involvement such as Highway authorities delivery times can be extended. Please see below detailed scenarios:

Road Closures

If a road closure is required there is a minimum wait of 3 months, from the date the trench has passed, before a permit can be granted. This timeframe is set by the local authorities to allow them time to communicate with the public and organise a diversion route for cars, public transport, etc.

Land Agents

If land agents are required for privately owned land, there is a minimum wait of 3 months before access can be granted. In some cases early access can be agreed, however, the minimum wait is 3 months to ensure we are legally compliant.

Environmental

If the environmental team are required due to protected trees, badger sets, bats, dormice, nesting birds, newts etc. within a radius of our working area, there is a minimum wait of 3 months until all licences/ grants are approved.

Archaeological

If the site is of Archaeological interest or we are working within an Archaeological area, there is a possible wait of 6 – 12 months until all licences are approved and access is granted.

Watercourse Crossing

If there is a crossing required over a river, culvert, etc., there is a minimum wait of 3 months to organise the necessary studies and surveys that are required in order for permission to be granted to cross. To undertake a watercourse crossing a mole will usually be the favourable method in order to make your connection.

Major Road Crossing or Railway Crossing

If we are working within a radius of a railway crossing or we are required to cross a major road/railway, there is a minimum wait of 4 months to receive the necessary approvals. We may be granted early entry, however, in most cases the minimum wait is 4 months.

Please be aware South East Water will provide a water connection to your boundary point only, however, if the SEW apparatus is located away from the property, SEW are only able to install/fit the water meter 1m from the SEW apparatus. This would mean you are responsible for running a service/supply pipe down to where the SEW apparatus is located in order for your connection works to be completed.

IF YOU WISH TO PROCEED PLEASE COMPLETE AND RETURN THIS ACCEPTANCE SLIP ALONG WITH YOUR REMITTANCE.

Please Note: The estimate provided is valid for three months from the date of this letter. If the estimate is not accepted and/or the relevant security is not provided within the 3 month period, an updated estimate will be required and further fees applicable. Works should be completed within the relevant charging year. Works not completed or ready to be completed within the current charging year will incur further charges, payable before commencement of works. Please refer to our charging document at <https://cdn.southeastwater.co.uk/Publications/Our+charges/New+Connection+Charging+Arrangements+2022-23.pdf>

Dear Sir/Madam,

NARS 20955

I/We accept your quotation datedand enclose payment of

I/We comply with the Water Supply (Water Fittings) Regulations 1999.

Invoice address for payment;

.....
.....
.....

Signed Date

Name (Block Capitals)

Bank Details

South East Water Ltd, Cash Office, Rocfort Road, Snodland Kent ME6 5AH

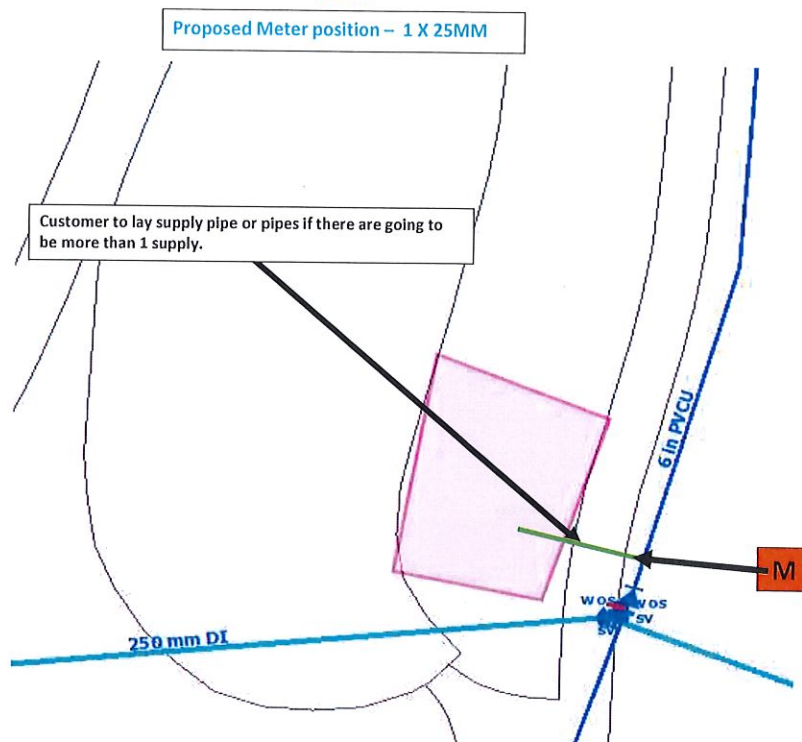
Sort Code: 40-11-60
Account Number: 81029940
BIC: HBUKGB4B
IBAN: GB37HBUK40116081029940
Account Name: South East Water Ltd
Bank: HSBC Bank plc
60 Queen Street, London, EC4N 4TR

Unique Tax Reference: 17510 66501
VAT registered number: 522 9437 44
Company Registration: 02679874

Debit Card Payments

Please Call 0333 000 0060

Plan



THE POSITION OF THE WATER MAINS SHOWN ON THIS PLAN SHOULD NOT BE RELIED UPON AS BEING PRECISE

SOUTH EAST WATER ACCEPT NO RESPONSIBILITY IN THE EVENT OF INACCURACY.

FOR FURTHER INFORMATION ABOUT THE CONTENTS OF THIS PLAN PLEASE CONTACT SOUTH EAST WATER LTD.

THIS PLAN (OR PART) MAY NOT BE REPRODUCED IN ANY FORM WITHOUT THE PERMISSION OF SOUTH EAST WATER LTD.

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Registered Office: Rocfort Road, Snodland, Kent ME6 5AH

Agenda Item: LA 720

Committee: Leisure, Amenities and Environment

Date: 16th August 2022

Title: fire risk assessment of the Hub and Gateway Cafe

Report Authors: Kevin Bray

Purpose of Report: To note the report and adopt the personal devices policy

Introduction

The buildings owned by PTC have yearly independent fire risk assessment checks carried out as part of the routine maintenance of the buildings.

Background

The checks are wide ranging and include evacuation routes, staff training assessment, paperwork checks, as well as the physical wellbeing of the buildings and the fire prevention equipment.

Analysis

The assessment found both the Hub and the Café to be Tolerable No major additional controls required. However, there might be a need for improvements that involve minor or limited cost. Moderate It is essential that efforts are made to reduce the risk. Risk reduction measures

The Gateway café results showed a few issues with staff training, fire evacuation practices, and no cleaning schedule for the extractor fan filters, these have been forwarded to the proprietor for her to act on.

Both buildings were found to have items stored in the plant rooms which were combustible.

Both buildings were shown not to have a use of personal devices policy, I have found a policy which I have adapted to fit our buildings, this is attached below for Councillors to review.

The fire alarm system at the café was found to have a fault at the time of the inspection, PTC have instructed Spy Alarms to rectify this and start a biannual service schedule as recommended this cost is £180 to repair and replace smoke detector then \$160 per year for the service contract.

Conclusions

PTC have either already carried out the recommendations from the report or have scheduled in repairs etc for both buildings, the findings for the café are the responsibility of the proprietor and they have been notified and given a copy of the report.

Recommendations

The committee are asked to note this report and

1. Agree to adopt the use of personal devices policy for the buildings.

Implications

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

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

Appendices/Background papers

Example Personal Devices Policy for the hub



Personal Electrical Device Policy for the Hub

Introduction.

All small electrical appliances owned by Peacehaven Town Council and in use in the Hub are routinely checked for their electrical safety at appropriate intervals and a sticker is attached to indicate that this has been done. This is a requirement under the Health and Safety Act and of our insurance company. It is done to ensure there is a minimal risk of fire being caused by these devices and that they are maintained effectively as appropriate.

It is common, however, for people to use their own electrical devices in addition to those available in the Hub and this policy is designed to ensure that they too do not increase the risk of fire or another hazard for the cafe.

Personal Electrical Devices

- The types of devices covered by this policy include but are not limited to the following:

- DIY tools – drills, screwdrivers, sanders, saws, sprayers, etc.
- Entertainment equipment – mobile phones, tablets, laptops, radios, TVs, CD players, etc.
- Miscellaneous – heaters, fans, kettles, coffee makers, etc.
- In all cases this policy applies not only to the appliance itself but also to its charger and any ancillary attachments as applicable.

Responsibility

In all cases, the devices brought into the Hub, regardless of the period for which they are in the building, are the responsibility of the owner or the person who brought them in. It is their responsibility to ensure that the device is always used in accordance with any user instructions and that it is maintained appropriately.

Maintenance

All devices that have a mains power charger or lead must be fused with an appropriately rated fuse in accordance with the manufacturer's instructions. The mains lead must not be worn or damaged in anyway and the device must also be in good working order.

Use in the Cafe

All devices must only ever be used in accordance with the manufacturer's instructions and must not be modified in anyway.

The device must be used carefully with special care taken for fire risk in particular. Devices must not be left unattended when being charged and any charger must be unplugged from the mains when the Hub is closed.

Any devices used for heating, (kettles, microwaves, heaters, etc.) must be turned off and unplugged when not in use. Heating devices must never be left turned on whilst unattended at any time. When in use heating devices must be kept clear of flammable materials such as clothing, paper, and the like.

Any mains leads must be used considerably with due care to reduce the risk of a trip hazard in particular.

As soon as the reason for the device being brought into the Hub has concluded, the device must be removed from the premises.

The Peacehaven town council will not be held responsible for any loss or damage to personal electrical devices whilst on the premises

Agenda Item: LA 721
Committee: Leisure, Amenities and Environment
Date: 16/08/2022
Title: Dog Fouling Issues
Report Authors: Kevin Bray
Purpose of Report: To discuss and recommend

Introduction

PTC own and maintain several parks around the town, and it has been noted that there is build up of dog faecal matter due to dog owners not clearing up after their dogs.

Background

LDC policy on dog fouling is

Poop Scoop requirements apply to all land open to the air to which the public have access, including:

- All roads, footpaths, verges, walkways and passageways
- Parks and gardens, including the woodland area of Hampden Park
- Recreation and sports grounds
- Open amenity areas including the downland estate.
- Surface area car parks
- Beaches and promenades

It is an offence for anyone to fail to remove dog faeces deposited by a dog for which he or she is responsible. You must remove any mess caused by a dog under your control.

LDC employ a dog warden to cover all its areas including Peacehaven the remit of a dog warden is

The Dog / Animal Warden's Role

- Dealing with stray dogs.
- Enforcing dog related legislation.
- Promotion of responsible dog ownership.
- Dog fouling.
- Noise pollution caused by dogs.
- Education.
- Liaising and working alongside other agencies.

Analysis

*Dog fouling is a major concern to many people, not just because of the mess it causes, but because **it can be a health risk**. Dogs may deposit roundworm eggs (*toxocara canis*) in their faeces, which become infectious after about 3 weeks, and can remain so for up to 2 years.(from a google search)*

Whilst our parks are maintained by in-house staff, we do not have the means to employ a dog warden so solutions to this issue are being sort, what can PTC implement to help tackle the issue?

- We have erected signs given to us by LDC across Centenary Park requesting owners to clean up after their dogs.

- If the groundstaff spot a dog owner failing to clean up we will ask them too, most of the time the excuse is "I have run out of dog poo bags" and sometimes they are ignored or worse abused for asking.

Conclusions

Education could be the key to helping reduce this issue and this could be aided by LDC and the dog warden.

More visible visits from the dog warden at various times of the day may encourage owner to clean it up.

Recommendations

Councillors are asked to recommend any solutions they think may help in this matter.

Implications

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

<u>Financial</u> <ul style="list-style-type: none"> • Use of capital? • Replacement of asset? • Reduced expenditure? • Increased income? • Budget provision? 	
<u>Legal</u>	
<u>Environmental and sustainability</u>	Potential health hazard
<u>Crime and disorder</u>	Not cleaning up after your dog is an offense.
<u>Social value</u>	Dogs mess is anti-social
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? 	

Appendices/Background papers